



Checklist of Consumer Disclosures

Instructions: The first step in completing the checklist below is identifying whether the disclosure exists at your institution. If it does not exist, determine if it is applicable to your institution. If it is not applicable, you should indicate the reason (i.e., no campus housing).

Once you have determined whether the disclosure exists, indicate the URL if it is available electronically; or, if it is only available in paper, indicate the location of the paper version including the title of the document and the page number where the disclosure is located (for instance, “page 3 in college catalog”). You can also use the last column for any other notes about the disclosure. If your institution is selected for a program review, you may be asked to complete a similar checklist.

The checklist below represents documents/information requested by the U.S. Department of Education from a university that was selected for a program review; it is only representative of what might be requested and should not be considered official or complete.

#	Consumer Disclosure Item	Does the disclosure exist? (Enter “N/A” if not applicable to the school)	Identify URL or location of paper copy, and provide other notes/comments about whether the disclosure meets federal requirements
1	A description of all the federal, state, local, private and institutional student financial assistance programs (need based and non-need based) available to students who enroll at the institution.		
2	Terms and conditions of the Title IV, HEA loans students receive, including information published by the Department		
3	For each program, information must include: <ul style="list-style-type: none"> • Procedures and forms students use to apply for admission or for financial aid • Student eligibility requirements • Criteria for selecting recipients from the group of eligible applicants • Criteria for determining amount of student’s award 		

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4	Rights and responsibilities of students receiving financial assistance, to include <ul style="list-style-type: none"> • Contacts for information on financial assistance and institutional issues 		
5	Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions		
6	Availability of a GED program, if the school admits students who do not have a high school diploma or equivalent		
7	Cost of attendance (including estimates of tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with a program in which the student is enrolled or expressed an interest		
8	Refund policy with which the institution is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the institution		
9	Requirements and procedures for officially withdrawing		
10	Summary of requirements related to return of Title IV funds (grant and loan aid)		

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11	<p>Academic program information (current degree programs; instructional, lab, or other physical facilities which relate to the program(s); faculty & instructional personnel; and any plans for improving academic programs, if such a plan exists</p> <p>Include information regarding required internships and externships</p>		
12	<p>Names of associations, agencies, and/or governmental bodies that accredit, approve, or license the institution and its programs; and procedures for obtaining or reviewing documents describing accreditation, approval, or licensing</p>		
13	<p>Services and facilities available to students with disabilities, including students with intellectual disabilities</p>		
14	<p>Statement that a student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under Title IV</p>		
15	<p>Net Price Calculator</p>		
16	<p>Transfer of Credits policies, including established criteria on transfer of credit earned at another institution, and a list of institution articulation agreements</p>		
17	<p>Copyright Information Policies and sanctions</p>		

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18	College Bookstore – ISBN The International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials		
19	Textbook Information		
20	Voter Registration Form Availability		
21	Constitution Day		
22	<p>Written Arrangements Disclosures to prospective and enrolled students regarding blanket written arrangements on a programmatic basis and not for individual arrangements initiated by students. A description of the written arrangement that the institution has entered, including but not limited to:</p> <ul style="list-style-type: none"> • The portion of the educational program provided by the non-degree/certificate granting school • Name and location of the non-degree/certificate granting school • Method of delivery of the portion of the program not being offered by the degree or certificate granting school • Estimated additional costs the student may incur 		
23	Student Body Diversity Information on diversity of the student body, including percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients		

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24	Verification To students selected for verification, a written statement explaining: <ul style="list-style-type: none"> • documents required for verification • student's responsibilities (correction procedures, deadlines, consequences of missing deadlines) • notification (how school will notify student of award changes based on verification and the timeframe for the notification) 		
25	Vaccination Policy		
26	Drug and Alcohol Abuse Prevention Program <ul style="list-style-type: none"> • Penalties associated with drug related offenses • Links to 2 most recent program disclosures/distribution • biennial review 		
27	Clery (Campus Security Act) – Two most recent Annual Security Reports		
28	Crime Statistics		
29	Timely Warning and Emergency Notification		
30	Daily Crime Log		
31	Emergency Response/Evacuation		
32	Missing Person Notification		
33	Fire Safety Reports on Student Housing (two most recent)		

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34	Student Right-To-Know Act		
35	Completion/graduation rates (for short term programs and if required by accrediting agency or State)		
36	Completion/graduation rates for student athletes		
37	Equity in Athletics Disclosure Act		
38	Method of Disclosure Annual notice to enrolled students of the availability of information required to be disclosed that lists and briefly describes the disclosures and how to obtain the information.		
39	FERPA Information		
40	Health and Safety Exemption Requirement		
41	Establishing and Maintaining an Information Security Program		
42	Teacher Preparation Report		
43	Misrepresentation		

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44	College Navigator Website Does it include a direct link to the institution's web site that provides in an easily accessible manner: <ul style="list-style-type: none"> • student activities offered by the institution • services offered by the institution for individuals with disabilities (including intellectual disabilities) • career and placement services offered to students during and after enrollment, and • institutional policies related to transfer of credit from other institutions 		
45	Teacher Preparation Program Report		
46	Availability of Employee for Dissemination Purposes		
47	Gainful Employment Disclosures related to programs preparing students for gainful employment Sample for a Program		
48	A list of all programs that are offered at physical campus locations		
49	A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online)		
50	Please provide whatever materials that explain the faculty role in regards to interaction with students in distance education courses (e.g. faculty contract, handbook, job description, policy, training materials).		
51	Any instructions or materials provided to students for participation in online courses		

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52	The percentage of correspondence courses offered in the latest complete award year		
53	A list of all courses offered in the latest complete award year, identifying those courses that are correspondence		