



Annual Notice of Required Disclosures of Student Consumer Information
2014-15

Coyne College provides this notice to all students and prospective students. Herein is listed required student disclosures, a description of the information, where to find this information, and how to obtain a written copy of this information.

What to Disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information
What: Institutional Information When: Upon Request To: Enrolled Students and Prospective Students	Accrediting, licensing, and approval agencies and entities Coyne College Program and Course descriptions Special services and accommodations for students with disabilities Cost of attendance Transfer of Credit policies How to withdraw from Coyne College Coyne College Cancellation and Refund Policy Employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them	Coyne College Catalog Coynecollege.edu Campus Director's Office Financial Aid Office
What: Financial Assistance Information When: Upon Request To: Enrolled Students and Prospective Students	Description of available federal, state, local, private, and institutional financial assistance, including: Application procedures, eligibility requirements, selection criteria, criteria for determining award amounts	Coyne College Catalog Coynecollege.edu Financial Aid Office

	<p>Rights and responsibilities if students receiving Title IV and other aid, including:</p> <p>Criteria for continued eligibility, how to re-establish eligibility, Satisfactory Academic Progress standards, method and frequency of financial aid disbursements, Policies regarding Return of Title IV</p>	
<p>What: Financial Aid Penalties For Drug Violations When: Upon Application for Financial Assistance To: Enrolled Students and Prospective Students</p>	<p>Details the penalties for drug convictions during the period a student is receiving title IV financial aid.</p>	<p>Given to every applicant of financial assistance. Copies available in Financial Aid Office</p>
<p>What: Deferment on an FFEL or Direct Loan When: Upon Request To: Enrolled Students, Withdrawn and Graduated Students, and Prospective Students</p>	<p>Terms and conditions of FFEL and Direct Loan deferments</p>	<p>Financial Aid Office</p>
<p>What: Rights under Family Education Rights Privacy Act (FERPA) When: Upon request; Annual notice distributed in January To: Enrolled Students</p>	<p>Rights under FERPA including procedures for inspecting and reviewing a student's education records, consent to disclose personally identifiable information, right to file a complaint</p>	<p>Annual Notification of Rights Under FERPA, available in Director's Office.</p>
<p>What: Completion/Graduation Rate & Transfer-Out Rate When: Upon Request To: Enrolled Students</p>	<p>Completion rates of first-time, full-time students within 150% of normal time of completion. Transfer-out Rate is not applicable; Coyne College programs are occupational and not</p>	<p>Enrollment Agreement Attachments A and A2 Coynecollege.edu www.nces.ed.gov/IPEDS Select College Navigator</p>

and Prospective Students	intended for transfer to other institutions. Student Body diversity data are also disclosed via the College Navigator website.	
What: Campus Security Report When: Annually by October 1 and Upon Request To: Enrolled Students, Employees, Prospective Students	Coyne College's Campus Security Report contains all required Clery Act disclosures and other information including statistics for past 3 years for Clery Act offenses, domestic violence/sexual assault/stalking data, hate crimes data. Liquor law and drug violations data for campus property and public property. Also includes: Drug and Alcohol Free Awareness Program and Emergency and Evacuation Policy and Procedures	Distributed Annually by October 1 to all students and employees Coynecollege.edu – Disclosures Hard copies available in the Director's Office
What: Voter Registration Forms When: Annually and Upon Request To: Enrolled Students	Forms for registering to vote in Illinois	Distributed Annually to all students Available at http://www.elections.il.gov/votinginformation/voteregforms.aspx
What: Vaccination Policy When: Upon Request To: Enrolled Students and Prospective Students	Information about school policies regarding vaccinations	Director of Student Services
What: Copyright Infringement Penalties When: Upon Request To: Enrolled Students and Prospective Students	Describes policies and penalties regarding copyright infringement	Coynecollege.edu
What: Textbook Information	Provides information and ISBN and price data for required course	Director of Education Bursar

When: Upon Request To: enrolled Students and Prospective Students	textbooks and policies	
What: Grievance/Complaint Policy When: Upon Request To: Enrolled Students	Policy for registering complaints with Coyne College and agencies that accredit, approve, or license Coyne College	Coyne College Catalog Enrollment Agreement Coynecollege.edu Director's Office
What: Gainful Employment Disclosure Information When: Upon Request To: Enrolled Students and Prospective Students	Graduation rates, median debt of graduated students, other important information	Enrollment Agreement Attachment A2 Coynecollege.edu
What: Statement of Non- Discrimination When: Upon Request To: Prospective Students and Prospective Employees	It is the policy of Coyne College not to discriminate against any individual on the basis of race, color, religion, national origin, sex, age, marital status, veteran's status, sexual preference, disability or other characteristics in matters of admissions or employment.	Coyne College Catalog Coynecollege.edu
What: Written Arrangements When: Upon Request To: Prospective Students and Enrolled Students	With the specific exception of Externship Agreements for its Allied Health programs, Coyne has no written arrangements, consortium, contractual, study abroad, or otherwise, with other schools or entities to provide portions of training of eligible programs.	Externship Affiliation Agreements may be inspected in the office of the Externship Coordinator.