



## **PRIVACY OF STUDENT RECORDS-FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College's Campus Director receives a written request for access that identifies the record(s) the student wishes to inspect. A College official will make the arrangements for access and notify the student of the time and place where the records may be inspected. The College may charge a reasonable cost based fee for the copies. The College may withhold from the student's review financial records of their parents and letters of recommendation.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading, or may violate his/her privacy rights. Students should write the Campus Director for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If, after the hearing, the school decides not to amend the record, the student has the right to place a statement in the record regarding the contested information and/or why the student disagrees with the schools decision.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. This may include a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or others). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202

## **STUDENT RECORDS**

### **A. Disclosure -**

The College reserves the right to provide (and by enrolling, the student grants permission to disclose) academic, student conduct, financial aid, financial, employment, and/or other relevant information (1) to prospective employers, (2) to government agencies, financial institutions, credit reporting and/or collection organizations, guarantee agencies, student loan servicing agencies, student loan/aid/advising organizations, government or private student aid, job training, and other agencies providing or involved in the administration of any type of financial assistance, education or job training programs, for purposes of US Department of Education, US Department of Labor, or other agency/program financial aid administration and student loan servicing/collection, and (3) to accrediting agencies for accreditation related purposes. Except as provided in the school's official catalog or the student's enrollment contract, the College will not disclose any information (including personally identifiable or directory information) about any current or former student or applicant, to any other individual, entity or organization unless required to do so by a specific statute, regulation, or court order or unless the student/applicant gives written permission.

### **B. Publicity –**

In the course of normal operations, staff, faculty, students, and graduates, their educational programs, professional and academic accomplishments, career successes, etc., may be publicly recognized or publicized in news media, such as through newspaper articles and pictures, in brochures, television and radio advertisements, or in other types of advertising and publicity, etc. The College reserves the right (and by enrolling the student grants permission) to utilize and publicize individual or group photographs and the educational, employment, and personal achievements and background of such individuals for the purposes described above and as described in the student's enrollment agreement. This does not include the release of addresses, phone numbers, or email addresses. Students may revoke permission granted in this paragraph by filing a written, signed, and dated revocation with the Campus Director.