

Pittsburgh Career Institute
2017 ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION

| What to Disclose, When § to Whom | Description of Information to be Disclosed | Where to Find Information |
|--|---|--|
| <p>WHAT: Financial Assistance Information (§668.42)</p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students</p> | <p>All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school, including:</p> <ul style="list-style-type: none"> • Terms and conditions of the Title IV, HEA loans • Criteria for selecting recipients and for determining award amount • Eligibility requirements and procedures for applying for aid • Methods and frequency of disbursements for aid • Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress • Terms of any loan received as part of the financial aid package, sample loan repayment schedule, and the necessity for repaying loans • Procedures and forms by which students apply for assistance • The exit counseling information the school provides and collects | <p>Financial Assistance: Website: www.pci.edu</p> <p>Consumer Handbook Website: www.pci.edu/disclosures</p> <p>Satisfactory Academic Progress Policy: Academic Catalog Website: www.pci.edu/course-catalog</p> |
| <p>WHAT: Institutional Information (§668.43)</p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students</p> | <p>Institutional information about the School including, but not limited to:</p> <ol style="list-style-type: none"> 1) The cost of attending the School, including tuition, fees, books and supplies 2) The School's refund policy 3) The requirements and procedures for officially withdrawing from the institution 4) A summary of the requirements for the return of Title IV grant or loan assistance 5) A description of the School's academic programs, including the academic facilities and faculty 6) The names of entities that accredit, approve, or license the School and its programs and the procedures for reviewing accreditation, approval and/or licensure documents 7) A description of the services and facilities available to students with disabilities 8) The persons designated to provide institutional and financial information to enrolled and prospective students and information regarding how and where those persons may be contacted 9) Institutional policies and sanctions related to copyright infringement 10) A description of the School's transfer of credit policies 11) Contact information for filing complaints with its accreditor and with its State approval or licensing | <p>Academic Catalog Website: www.pci.edu/course-catalog</p> <p>Consumer Handbook Website: www.pci.edu/disclosures</p> |
| <p>WHAT: Completion/Graduation Rate § Transfer-Out Rate (§668.45)</p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students</p> | <p>The School annually prepares the completion rate of its first-time, full-time undergraduate students. The School does not prepare annual transfer-out rates because its mission does not include providing substantial preparation for students to enroll in another eligible institution.</p> | <p>Consumer Handbook Website: www.pci.edu/disclosures</p> <p>U.S. Department of Education College Navigator nces.ed.gov/collegenavigator/ Search: Pittsburgh Career Institute</p> |
| <p>WHAT: FERPA- Family Education Rights and Privacy Act (§99.7)</p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students Parents of Enrolled Students under the age of 18</p> | <p>Information to students and eligible parents regarding their rights and the procedures to-</p> <ol style="list-style-type: none"> 1. Inspect and review the student's education records 2. Seek amendment of the student's education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. 3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and 4. File a complaint concerning alleged by the educational agency or institution to comply with the requirements of the law. | <p>Consumer Handbook Website: www.pci.edu/disclosures</p> |

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|---|---|---|
| <p>WHAT: Annual Security Report (\$668.46)</p> <p>WHEN: Annually by October 1 TO: Enrolled Students Current Employees</p> <p>WHEN: Upon Request TO: Prospective Students Prospective Employees</p> <p>WHEN: Annually by date specified TO: U.S. Department of Education</p> | <p>The School's annual security report contains the following information:</p> <ol style="list-style-type: none"> 1) Statistics for the three most recent calendar years concerning the occurrence of crimes on campus, non-campus buildings and public property reported to campus security authority or local police 2) Procedures for students and others to report criminal actions or other emergencies occurring on campus 3) Policies concerning security of and access to campus facilities 4) Policies concerning campus law enforcement 5) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices 6) A description of programs designed to inform students and employees about the prevention of crimes 7) The School's policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs 8) A description of any drug or alcohol-abuse education programs 9) Policies regarding the School's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs 10) A statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained 11) The School's policy regarding emergency response and evacuation procedures | <p>Distributed annually, by October 1 each year, to enrolled students and employees</p> <p>Annual Security Report Website: www.pci.edu/disclosures</p> <p>Drug § Alcohol Abuse Preventions Program Website: www.pci.edu/disclosures</p> |
| Paper Copies are available from the Campus President and the Financial Aid Office | | |

| Additional Student Consumer Information | Where to Find |
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| Section 504/Americans with Disabilities Act Policy § Grievance Procedure | Consumer Handbook, Website: www.pci.edu/disclosures |
| Net Price Calculator | Website: www.pci.edu/net-price-calculator |
| Textbook Information | Website: www.pci.edu/disclosures |
| Leave of Absence Policy | Academic Catalog, Website: www.pci.edu/course-catalogue |
| Financial Aid Code of Conduct | Consumer Handbook, Website: www.pci.edu/disclosures |
| Vaccination Policy | Consumer Handbook, Website : www.pci.edu/disclosures |
| Sexual Harassment Policy | Annual Security Report, website: www.pci.edu/disclosures |
| Gainful Employment Disclosures | Website: www.pci.edu/gainful-employment-disclosures |
| Voter Registration Materials | Consumer Handbook, Website : www.pci.edu/disclosures |
| Notice of Federal Student Aid Penalties for Drug Law Violations | Annual Security Report, Website : www.pci.edu/disclosures |
| Student Body Diversity | Consumer Handbook, Website also College Navigator website |
| Job Placement Rates | Consumer Handbook, Website : www.pci.edu/disclosures |