

PITTSBURGH CAREER INSTITUTE

2019-20 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>A description of all the Federal, State, local, private and institutional student financial assistance programs available to students who enroll at the School, including descriptions of (1) need-based and non-need-based federal financial aid that is available to students; (2) the terms and conditions under which students receive Federal Direct Loans and Perkins Loans; (3) procedures and forms by which students apply for assistance; (4) criteria for selecting recipients from the group of eligible applicants; and (5) criteria for determining the amount of a student's award.</p> <p>A description of the rights and responsibilities of students receiving Title IV and other financial assistance, including (1) criteria for continued student eligibility under each program; (2) standards which the student must maintain in order to be considered to be making satisfactory progress and criteria by which the student who has failed to maintain satisfactory progress may re-establish his or her eligibility for financial assistance; (3) method by which financial assistance disbursements will be made to the students and the frequency of those disbursements; (4) The terms of any loan received by a student as part of the student's financial assistance package, a sample loan repayment schedule for sample loans and the necessity for repaying loans and (5) exit counseling information the institution provides and collects.</p>	<p><u>Financial Assistance:</u> School Catalog Website: www.pci.edu/course-catalog</p> <p>Consumer Information Guide Website: www.pci.edu/wp-content/uploads/2019/03/Consumer-Info_Annual_Security_Report_032219.pdf</p> <p><u>Satisfactory Academic Progress Policy:</u> School Catalog 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 financial aid information, school information, information on completion or graduation rates and school security policies and crime statistics 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; and (11) Contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint. 	<p>School Catalog Website: www.pci.edu/course-catalog</p> <p>Consumer Information Guide Website: www.pci.edu/wp-content/uploads/2019/03/Consumer-Info_Annual_Security_Report_032219.pdf</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>Website: https://pci.edu/wp-content/uploads/2019/02/CAR-Final-Report.rdl-4.pdf</p> <p>U.S. Department of Education College Navigator www.nces.ed.gov/collegenavigator/ Search: Pittsburgh Career Institute</p>
Paper copies are available from the Student Finance Manager		

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<p>WHAT: FERPA – Family Education Rights and Privacy Act (§99.7)</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 	<p>School Catalog Website: www.pci.edu/course-catalog</p>

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<p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students Parents of Enrolled Students under the age of 18</p>	<p>in violation of the student's privacy rights;</p> <p>(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</p> <p>(4) File a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of the law.</p>	<p>Consumer Information Guide Website: www.pci.edu/wp-content/uploads/2019/03/Consumer-Info_Annual_Security_Report_032219.pdf</p> <p>Website: www.pci.edu/privacy-statement/</p>
<p>WHAT: Campus Security Report (§668.46)</p> <p>WHEN: Annually by October 1</p> <p>TO: Enrolled Students Current Employees</p> <p>WHEN: Upon Request</p> <p>TO: Prospective Students Prospective Employees</p> <p>WHEN: Annually by date specified</p> <p>TO: U.S. Department of Education</p>	<p>The School's annual security report contains the following information:</p> <p>(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;</p> <p>(2) Procedures for students and others to report criminal actions or other emergencies occurring on campus;</p> <p>(3) Policies concerning security of and access to campus facilities;</p> <p>(4) Policies concerning campus law enforcement;</p> <p>(5) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices;</p> <p>(6) A description of programs designed to inform students and employees about the prevention of crimes;</p> <p>(7) The School's policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs;</p> <p>(8) A description of any drug or alcohol-abuse education programs;</p> <p>(9) Policies regarding the School's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs;</p> <p>(10) A statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained; and</p> <p>(11) The School's policy regarding emergency response and evacuation procedures.</p>	<p>Website: www.pci.edu/campus-information-and-security-report/</p>
<p>Paper copies are available from the Student Finance Manager</p>		

ADDITIONAL STUDENT CONSUMER INFORMATION	WHERE TO FIND
Section 504/Americans With Disabilities Act Policy & Grievance Procedure	Website: https://pci.edu/wp-content/uploads/2019/07/Section-504-ADA-Policy-website-revised-2019-0708.pdf ; https://pci.edu/wp-content/uploads/2019/07/DISCRIMINATION-GRIEVANCE-PROCEDURE-website-revised-2019-0708.pdf
Net Price Calculator	Website: https://pci.edu/net-price-calculator
Textbook Information	Website: https://pci.edu/wp-content/uploads/2018/11/Book-List-Per-Program_110718.pdf
Copyright Materials & Infringement Policy	Website: https://pci.edu/about-pci/disclosures/
Leave of Absence Policy	School Catalog www.pci.edu/course-catalog
Financial Aid Code of Conduct for Educational Loans	Website: https://pci.edu/wp-content/uploads/2019/07/PCI-FA-Code-of-Conduct-2019-0715.pdf
Vaccination Policy	Website: https://pci.edu/wp-content/uploads/2019/03/Consumer-Info_Annual_Security_Report_032219.pdf
Voter Registration Materials	Website: https://pci.edu/about-pci/disclosures/
Student Body Diversity	Paper copy- available from the Student Finance Manager