



PLATT COLLEGE
DIGITAL ■ MEDIA ■ DESIGN

PLATT COLLEGE, SAN DIEGO | CONSUMER INFORMATION HANDBOOK

The purpose of this handbook is to serve as an outline of how **Platt College, San Diego** complies with the Department of Education Consumer Disclosure requirements.

Required information, regulatory law and resources are listed for each disclosure. There is a Table of Contents to assist navigation through this handbook. At the end of each disclosure item is Platt's response written in **green** to how the requirement is met. There is also a table that lists the Department(s) responsible for ensuring that the activity has been implemented.

All attachments referenced in the responses can be found following each disclosure. Please note that the "Misrepresentation" section 36, contains a separate Table of Contents.

A copy of the Consumer Information Handbook can be found on the shared drive, and can be reprinted per request. Hard copies of the handbook can be found in either of the two front offices on the Platt College, San Diego campus.

PLATT COLLEGE SAN DIEGO
CONSUMER INFORMATION HANDBOOK

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Topic/Related Activity	Recipients	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Notice of Availability of Institutional and Financial Aid Information	All Participating Title IV Schools	<p data-bbox="590 261 1182 285">34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</p> <p data-bbox="590 321 1719 440">Each school must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j)</p> <p data-bbox="590 475 1707 587">The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on a school's website, the notice must include the exact electronic address and a statement that the school will provide a paper copy upon request.</p>	Notice distributed to each enrolled student

An annual email distribution of the FERPA information and procedures required to obtain this information is sent to all active student body. Distribution date is the first of November. The email briefly describes the information and includes a statement of the procedures required to obtain the information; it also states that a paper copy will be provided upon request. This paper copy is kept in the Consumer Information binder kept in offices of directors, and is available digitally in the shared document drive available to all staff.

Platt College San Diego's policy regarding FERPA is published in the school catalog, pages 11-12, under the Right of Privacy section.

Office Responsible:	Vice President, Dean, Financial Aid Director, Admissions Director, Student Outcomes Director, Controller
Area Information is located:	At the desk of each employee listed above
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	All Participating Title IV Schools	34 CFR 668.43 ; 34 CFR 668.44 Each school must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).	Made available through appropriate publications, mailing, or electronic media
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Platt College San Diego publishes a list of the faculty and staff and their job titles on the website, www.platt.edu. This information is also available in the School's Catalog supplement pages.

The campus is staffed with full time employees that are available to assist prospective and enrolled students during hours of operation. Each department has an open door policy and there is always someone available to assist prospective or enrolled students with information on how and where to contact individuals that can assist them in obtaining information on institutional or financial aid information.

Office Responsible:	Financial Aid, Admissions, Registrar, Campus Vice President, Administrative Assistant, Dean
Area Information is located:	Website, school catalog, Financial Aid Office, Administrative offices
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Student Financial Aid Information	All Participating Title IV Schools	<p>34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</p> <p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> • All the need-based and non-need-based federal, local, private and institutional student financial assistance programs available to students who enroll at the school • 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 of 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 financial aid package, sample loan repayment schedule, and the necessity for repaying loans 	Made available through appropriate publications, mailing, or electronic media
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Topic/Related Activity	Recipients	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Student Financial Aid Information (continued)	All Participating Title IV Schools	<p>34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</p> <ul style="list-style-type: none"> • Procedures and forms by which students apply for assistance • A statement that enrollment in a program of study abroad approved for credit by the home school may be considered enrollment in the home school for purposes of applying for federal student financial aid • General conditions and terms applicable to employment provided as part of financial aid package • The exit counseling information the school provides and collects 	Made available through appropriate publications, mailing, or electronic media

Please see next Page for Response

Platt College makes available to prospective and enrolled students the following information:

*Student Financial Aid information is available through Department of Education Federal Student Aid publications given to students at initial financial aid interview. These publications are available in the Financial Aid office for enrolled students upon their request. These publications are updated at the beginning of each new financial aid award year. All forms needed for financial aid are obtained from the Financial Aid Office.

This information is also found in the school catalog. The required entrance counseling is done online before applying for a direct student loan at www.studentaid.gov. Confirmation of entrance counseling is turned in to the financial aid office and kept in the student financial aid file. The online entrance counseling & The Guide to Federal Student Aid are excellent tools used to inform student about Financial Assistance. Each student must complete a right and responsibilities handout during the financial aid appointment.

There are no institutional student financial Aid assistance programs at the school.

Eligibility requirements and procedures for applying for aid can be found on pg. 14-15 of the school's catalog. The Catalog also describes the type of Financial Aid programs. Methods and frequency of disbursements of aid are discussed during the financial aid appointment. Students are notified of Title IV disbursements once the funds are applied to their account. The Guide to Federal Student Aid also gives other resources for information on financial aid. The financial aid department of the school has an open door policy, active students are always encouraged & welcomed to come in and discuss any financial aid concerns.

*The school does not offer a college study abroad program.

* The School does not offer employment as part of financial aid package

*The exit counseling information the school provides and collects can be found in section 30 of this consumer handbook.

Office Responsible:	Financial Aid Department
Area Information is located:	Offices of FA
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Facilities and Services Available to Students with Disabilities	All Participating Title IV Schools	<p><u>34 CFR 668.41 (a)-(d)</u>; <u>34 CFR 668.43</u>; <u>34 CFR 668.231</u></p> <p>Each school must make available to prospective and enrolled students information about facilities and services available to students with disabilities, including students with intellectual disabilities</p>	<p>Must be made available on the school's website. Note: In addition, this information can also be distributed by other means, but at a minimum it must be made available on the school's website</p>
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Platt College, San Diego publishes in its catalog information about facilities for the disabled and also lists the procedure regarding students with disabilities that may need special accommodations (See Catalog Page 4.) The catalog is also available on the website at www.platt.edu

Office Responsible:	Vice President, Admissions Department, Dean
Area Information is located:	Hard Copy of Catalog available in Admissions office digital copy via web site
Date Document was last updated:	2022 -2023 Catalog
Date Policy and Procedure was last updated:	9/29/22

Cost of Attendance	All Participating Title IV Schools	<u>34 CFR 668.41(a) – (d)</u> ; <u>34 CFR 668.43</u> Each school must make available to prospective and enrolled students information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest	Made available through appropriate publications, mailings, or electronic media
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The price of attendance including tuition, fees, books and supplies are located on the school’s website at www.platt.edu & on the school catalog supplement.

Information regarding room, board and transportation is utilized for calculating the student’s financial need. The school uses the California Student Aid Commission Expense Budget and is available upon request from the Financial Aid Office at the school.

Office Responsible:	Marketing Director –(Website Content) Student Expense Budgets (Financial Aid Department)
Area Information is located:	Financial Aid Office /School Website
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid	All Participating Title IV Schools	<p><u>34 CFR 668.41(a)–(d)</u>; <u>34 CFR 668.43</u></p> <p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> • Any refund policy the school must comply with for the return of unearned tuition and fees or other refundable portions of costs paid to the school. • Requirements and procedures for official and unofficial withdrawal; as well as administrative withdrawals. • Requirements for Return of Title IV, HEA grant or loan aid 	Made available through appropriate publications, mailings, or electronic media
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Information regarding the School’s refund Policy, withdrawal procedures & Return of Title IV are described in the school catalog. A hard copy of the catalog is available on campus or a digital copy may be printed from the school’s website at www.platt.edu. (See Catalog pages 15-17)

Office Responsible:	FAD(School Refund Policy &RT24), Registrar& Dean(Withdrawal Procedure) Admissions (School Catalog)
Area Information is located:	School Campus & Website
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

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Academic Program (Educational Program, Instructional Facilities, and Faculty)	All Participating Title IV Schools	<p><u>34 CFR 668.41(a)–(d); 34 CFR 668.43</u></p> <p>Each school must make available to prospective and enrolled students information about the academic program of the school, including:</p> <ul style="list-style-type: none"> • Current degree programs and other educational and training programs • Instructional, laboratory, and other physical plant facilities that relate to the academic program • Faculty and other instructional personnel • Any plans by the school for improving the academic program [upon determination by the school that such a plan exists] • If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a State for that occupation, including a list of all States for which the school has determined that its curriculum meets the State educational requirements for licensure or certification, a list of all States for which the school has determined that its curriculum does not meet the State educational requirements for licensure or certification, and a list of all States for which the school has not made a determination that its curriculum meets the State educational requirements for licensure or certification. 	Made available through appropriate publications, mailings, or electronic media
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Platt College San Diego school catalog contains all of the required information:

- Current degree programs and other educational and training programs. (See catalog pages 18-27)
- Instructional, laboratory, and other physical plant facilities that relate to the academic program. (See catalog page 4)
- Faculty and other instructional personnel & on Platt’s website. The catalog is available on campus in the admissions office & and is published on line on the schools’ website www.platt.edu

*Plans by the school for improving the academic programs consist of meeting with the school’s advisory board twice a year and meeting with faculty regarding changes in the industry.

*The Dean of Education is responsible for informing students’ when/if there are improvements to the academic programs. He personally informs all of the students in the department in which the improvement takes place.

*No professional license required programs at Platt College.

Office Responsible:	Dean, Vice President
Area Information is located:	School Catalog on Campus& School Website www.platt.edu
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Transfer of Credit Policies and Articulation Agreements	All Participating Title IV Schools	<u>34 CFR 668.43</u> Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of credit policies that includes, at a minimum: <ul style="list-style-type: none"> • Any established criteria the school uses regarding the transfer of credit earned a another school • A list of schools with which the school has established an articulation agreement 	Publicly disclosed on the institution's website
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Transfer of credit policies are published in the school catalog:

1. Transfer of credits from Platt College San Diego to another institution are on page 8 under the section Transfer of Credit from Platt College.
2. Transfer of credits to Platt College are on pages 7 & 8 under the section Transfer of Credit to Platt College.
3. Platt College San Diego has not established articulation agreements with other institutions.
4. A paper copy of the transfer policies, in the form of the catalog, is kept in the Consumer Information binder located in offices of directors.
5. Transfer of credit policies can be found in catalog on school website, www.Platt.edu.

Office Responsible:	Vice President, Dean, Financial Aid Director, Admissions Director, Student Outcomes Director, Controller
Area Information is located:	At the desk of each employee listed above
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)	All Participating Title IV Schools	<p><u>34 CFR 668.43(a)(10)</u></p> <p>Schools must annually make available to current and prospective students the school’s policies and sanctions related to copyright infringement, including:</p> <ul style="list-style-type: none"> • A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities • A summary of the penalties for violation of federal copyright laws • The school’s policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school’s information technology system 	Made available through appropriate publications, mailings, or electronic media
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Platt College, San Diego notifies current students annually via email regarding the policies and sanctions related to copy right infringement. A copy of the copyright infringement notification is also found on the school’s website (www.platt.edu) under the “About” PCSD” section.

Office Responsible:	Vice President
Area Information is located:	Annual Reminder Via Email/College Web site
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Required Written Arrangements Disclosures <i>Activity 1</i>	All Participating Title IV Schools that have Written Arrangements	<i>34 CFR 668.43(a)(12)</i> Required disclosures to prospective & enrolled students applicable to all schools where program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement	Made available to prospective and enrolled students where program is designed to be offered by another entity
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Not applicable, Platt College San Diego does not have programs offered by another entity.

Office Responsible:	Vice President & Administrative Assistant
Area Information is located:	school catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

School and Program Accreditation, Approval, or Licensure	All Participating Title IV Schools	<u>34 CFR 668.41(a)–(d)</u> ; <u>34 CFR 668.43</u> Each school must make available to prospective and enrolled students: <ul style="list-style-type: none"> • Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs • Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing 	Made available through appropriate publications, mailings, or electronic media
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The names of associations, agencies and governmental bodies that accredit and approve the school and its programs can be found in the schools catalog and on the schools website (www.platt.edu).

To review documents describing our accreditation and or approvals, a request must be submitted to one of the Department Directors.

Please see the following Documents in section # 10:

- a. Catalog Pg. 3 Accreditation & Approvals
- b. Copy of ACCSC Approved programs
- c. BPPE Approval to Operate
- d. Department of Veteran Affairs WEAMS programs approved
- e. Federal Program Participation Agreement
- f. United States Department of Education ECAR (Eligibility & Certification Approval Report)

Office Responsible:	Vice President, Dean, Financial Aid Director Admissions Director, Student Outcomes Director, Controller
Area Information is located:	At the desk of each employee listed above
Date Document was last updated:	4/28/15
Date Policy and Procedure was last updated:	4/28/15

Vaccinations Policy	All Participating Title IV Schools	HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Section 485(a)(1)(V) Schools must make available to current and prospective students information about school policies regarding vaccinations	Made available through appropriate publications, mailings, or electronic media
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Platt College San Diego does not require students to provide a vaccination record. This policy is published in the school catalog page 6 under the section General Admissions Procedures and Requirements.

Office Responsible:	Vice President, Dean, Financial Aid Director, Admissions Director, Student Outcomes Director, Controller
Area Information is located:	School catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Consumer Information on College Navigator Website	All Participating Title IV Schools	<p>HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))</p> <p>The U.S. Department of Education is required to post 26 items on the College Navigator website for each school, including a link to the school's website that provides in an easily accessible manner:</p> <ul style="list-style-type: none"> • Student activities offered by the school • Services offered by the school for individuals with disabilities • Career and placement services offered to students during and after enrollment • Policies of the school related to transfer of credit from other schools 	Must be made available on the school's website. Note: In addition, this information can also be distributed by other means, but at a minimum it must be made available on the school's website
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The College website is published on College Navigator.

Information on student activities offered by the school and career services offered to students is published in the school catalog page 6 and on the website www.platt.edu

Information on services for individuals with disabilities can be found in the school catalog (See pg. 4).

Policies' relating to the transfer of credit is published in the school catalog. (See pg. 7).

A link to the catalog is provided on the school website www.platt.edu , and a print copy is available upon request.

Office Responsible:	Vice President, Dean, Financial Aid Director, Admissions Director, Student Outcomes Director, Controller
Area Information is located:	School website; print copy of catalog available in admissions
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Student Body Diversity	All Participating Title IV Schools	<p>HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1) (20 U.S.C. 1092 (a)(1)): added HEA Section 485(a)(1)(Q)</p> <p>Schools must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:</p> <ul style="list-style-type: none"> • Male • Female • Self-identified members of a major racial or ethnic group • Federal Pell Grant recipients 	Made available through appropriate publications, mailings, or electronic media
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Platt College San Diego publishes an annual report of student demographics that includes

1. Number of enrollments at the associate level and bachelor level,
2. Previous education,
3. Gender
4. Age
5. Ethnicity
6. Pell Grant recipients

This paper copy is kept in the Consumer Information binder kept in offices of directors, and is available digitally in the shared document drive available to all staff. This information can also be found at collegenavigator.com.

Office Responsible:	Vice President, Dean, Financial Aid Director, Admissions Director, Student Outcomes Director, Controller
Area Information is located:	At the desk of each employee listed above
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Net Price Calculator	All Participating Title IV Schools	<p><u>20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h); https://nces.ed.gov/ipeds/report-your-data/resource-center-net-price</u></p> <p>Schools must make available on their websites by October 29, 2011 a net price calculator. The school may use the template provided by the U.S. Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version. Individual net price estimates must be accompanied by a prominent disclaimer noting that the estimate is not final, is not binding, and may change. Further, the disclaimer must note that the student must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and receive Federal student aid funds. A link to the Department's FAFSA website must be included.</p>	Made publicly available on the school's website
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Platt College, San Diego makes available on its website (www.platt.edu) a Net Price Calculator that has been customized and includes the same elements required by the U.S. Department of Education version.

Office Responsible:	Financial Aid Director & IT Manager
Area Information is located:	Platt College Website
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

<p>Textbook Information</p> <p><i>Activity 1</i></p> <p>Information for Students</p> <p><i>Activity 1</i></p> <p>Information For College Bookstores</p> <p><i>Activity 1</i></p>	<p>Schools Receiving Any Federal Funds</p>	<p><i>(20 U.S.C. 1015b)</i></p> <p>To the maximum extent practicable, and in a manner of the school’s choosing, each school must disclose on the school’s internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the school must include in the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material. If the school determines that the disclosure of the information is not practicable for a textbook or supplemental material, the school shall use the designation “To Be Determined.”</p> <p>If applicable, the school must include on the school’s written course schedule a notice that textbook information is available on the Internet course schedule and the Internet address for the schedule.</p> <p>Note: The HEOA Conference Report states that the provisions of this section do not require schools that do not offer Internet course schedule to create them, and that schools may provide a link to another appropriate website rather than providing the information directly in the Internet course schedule. The link must be clearly and prominently located on the Internet course schedule.</p> <p>In the event that a college bookstore operated by or affiliated with the school, the school must make available as soon as practicable the most accurate information available regarding:</p> <ul style="list-style-type: none"> • The school’s course schedule for the subsequent academic period • The information provided for students regarding the required recommended textbooks and supplemental materials for each course or class • The number of students enrolled in each course or class and the maximum student enrollment for each course or class 	<p>Internet Course Schedule</p> <p>Notice in written course schedule (if applicable)</p> <p>Information provided to bookstores upon request</p>
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Platt College San Diego does not offer internet courses.

The policy regarding ebooks can be found in the school catalog on page 15. Instructions for creating an ebook account for each course is given to each student on the first day of class. See attachment.

Office Responsible:	Vice President & Administrative Assistant
Area Information is located:	school catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Disbursement For Books and Supplies	All Participating Title IV Schools that participate in Pell	<u>668.164(m)</u> ; <u>668.16(h)</u> ; <u>668.42</u> ; <u>668.165(a)(1)</u> Disbursement of books and supplies policy for title IV eligible students must be provided to students in their consumer information	Information provided to students
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Platt College San Diego includes books and supplies in the program tuition. Books and supplies are dispersed to student upon 1st day of attendance of each class. The policy regarding books & supplies is found in the schools catalog (See pg.15).

Office Responsible:	Financial Aid, Admissions
Area Information is located:	School Catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

<p>Accountability For Programs that Prepare Teachers <i>Activity 1</i></p>	<p>Schools that Prepare Teachers for Initial State Certification or Licensure</p>	<p><i>20 U.S.C. 1022d-1022g</i></p> <p>Each school must provide a report annually to the state and to the general public. The states must submit to the U.S. Department of Education, and make available to the public, an annual report containing school and state-level information. The Department makes the state reports available to the public.</p> <p>The school reports include:</p> <ul style="list-style-type: none"> • Goals- information about whether goals have been met, activities implemented to achieve goals, and steps taken to improve performance in meeting goals • Assurances – description of activities the school has implemented to meet assurances • Pass rates and scaled scores for the most recent year for which information is available on assessments used by state for teacher certification or licensure that have been taken by students who are enrolled in the teacher preparation program and students who have completed the program during the prior 2 years • Program information – admission criteria; enrollment disaggregated by race, ethnicity, and gender; average number of hours of supervised clinical experience; number of full-time equivalent faculty and students in the supervised clinical experience; total number of students who have been certified or licensed as teachers, disaggregated by subject and area of certification or licensure • Statement of approval or accreditation of program (if required by the state) • Whether the state has designated the program as low-performing • Description of activities that prepare teachers to effectively use technology in instruction and to collect, manage, and analyze data • Description of activities that prepare teachers to teach effectively students with disabilities and students who have limited English proficiency 	<p>Provide Report to general public</p>
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Platt College San Diego does not offer programs that prepare teachers.

Office Responsible:	Vice President & Administrative Assistant
Area Information is located:	school catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Voter registration Forms	All Participating Title IV Schools	20 U.S.C. 1094(a)(23) Each school must: <ul style="list-style-type: none"> • Make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the school. 	Voter registration forms made widely available and provided to each enrolled student
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Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Voter registration Forms (Continued)	All Participating Title IV Schools	HEOA Section 493(a)(1) amended HEA Section 487(a)(23) (20 U.S.C. 1094(a)(23)) : added HEA Section 487(a)(23)(D); <ul style="list-style-type: none"> • Make the voter registration form widely available to students at the school • Request the forms from the state 120 days prior to the deadline for registering to vote within the state. This requirement does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting. The school must make the voter registration forms widely available to its students and must individually distribute the forms to its degree- or certificate-seeking (FSA-eligible) students. The school can mail paper copies, or it may send an electronic message to each student with a voter registration form or with an Internet address where the form can be downloaded. The message must be devoted exclusively to voter registration.	Voter registration forms made widely available and provided to each enrolled student

On an annual basis Platt College, San Diego distributes to all enrolled student via email voter registration information.

Office Responsible:	Dean , Administrative Assistant
Area Information is located:	Student Email
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Topic/Related Activity	Recipients	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Constitution Day <i>Activity 1</i>	Students attending schools receiving Federal funds	<p data-bbox="590 269 1719 326"><i>Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004;</i> <a data-bbox="590 302 953 326" href="https://www.constitutionday.com/">https://www.constitutionday.com/</p> <p data-bbox="590 363 1719 529">Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Some informational resources pertaining to the Constitution are listed in Consumer Information Activity 1 (see link in the left column)</p>	Educational Program held each year on September 17 for students served by the school

Each September 17th Platt College celebrates the anniversary of the U.S. Constitution. Please see attached the posters for the most recent celebration.

Office Responsible:	Vice President/Administrative Assistant
Area Information is located:	Administrative Office
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Drug and Alcohol Abuse Prevention Program	Schools Receiving Any Federal Funds	<p><u>34 CFR 86.100</u></p> <p>Each school must annually distribute in writing to each student and each employee:</p> <ul style="list-style-type: none"> • Information on preventing drug and alcohol abuse • Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school’s property or as part of any of the school’s activities • Descriptions of applicable legal sanctions under state, local, and federal law • Description of health risks • Description of available counseling, treatment, rehabilitation, or re-entry programs • Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions 	Distributed in writing to each student and each employee
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Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Drug and Alcohol Abuse Prevention Program (continued)	Schools Receiving Any Federal Funds	<p><u>34 CFR Part 86</u></p> <p>Note: Students who enroll or employees who are hired after the annual distribution must receive the information.</p> <p>Each school must make available, upon request, to the U.S. Department of Education and to the public, the information distributed to students and employees and the results of a “biennial review” of the school’s program that:</p> <ul style="list-style-type: none"> • Determines the effectiveness of the program and implements needed changes • Determines the number of drug and alcohol-related violations and fatalities that occur on the school’s campus or as part of the school’s activities, and are presorted to campus officials • Determines the number and type of sanctions that are imposed • Ensures that sanctions are consistently enforced 	Provided upon request to the public

Platt College San Diego distributes its written Drug & Alcohol Policy to all students and staff upon enrollment/hire. This policy is also distributed in writing via email to all active students and employees annually. Each student also gets a copy of the school catalog that clearly explains that the school supports The Drug Free Schools and Communities Act. (See Catalog pg.4)

Office Responsible:	Vice President/Administrative Assistant
Area Information is located:	Administrative Office
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

<p>Completion/ Graduation and Transfer-out Rates for Students Receiving Athletically Related Student Aid</p> <p>(Including Disaggregated Completion/ Graduation Rates)</p> <p>(Student Right-to- Know Act)</p> <p><i>Activity 3</i></p>	<p>All Schools Participating in the Title IV, HEA Student Financial Aid Programs That Enroll Students who Receive Athletically Related Student Aid</p>	<p><i>34 CFR 668.41(a); 34 CFR 668.41(f); 34 CFR 668.45; 34 CFR 668.48</i></p> <p>Each school must produce by July 1 each year a report that is provided to a prospective student athlete and the student’s parents, high school guidance counselor, and coach at the time the school offers athletically related student aid.</p> <p>If the NCAA provides the information for the school to high school coaches and counselors, the school is deemed to be in compliance with that requirement. The report must also be sent to the U.S. Department of Education.</p> <p>Note: The provisions in 34 CFR 668.45 regarding transfer-out disclosures; determining cohorts; defining completion, graduation, and transfer-out; exclusions; and disaggregation of completion/graduation rates apply also to the requirements for disclosing completion/graduation and transfer-out information for students receiving athletically related student aid.</p> <p>The report must contain:</p> <ul style="list-style-type: none"> • The number of students, by race and gender, who attended the school in the prior year • The number of students who attended in the prior year and who received athletically related aid, categorized by race and gender within each sport (basketball, football, baseball, cross-country and track combined, and all other sports combined). 	<p>Provided to prospective student athletes and others at the time offer is made of athletically related student aid</p>
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PLEASE SEE LAST PAGE FOR RESPONSE

<p>Completion/ Graduation and Transfer-out Rates for Students Receiving Athletically Related Student Aid</p> <p>(Including Disaggregated Completion/ Graduation Rates)</p> <p>(Student Right-to- Know Act)</p> <p><i>Activity 3</i></p> <p>(Continued)</p>	<p>All Schools Participating in the Title IV, HEA Student Financial Aid Programs That Enroll Students who Receive Athletically Related Student Aid</p>	<ul style="list-style-type: none"> • The completion or graduation rate, and if applicable, the transfer-out rate, of the certificate or degree-seeking first-time, full-time undergraduates, categorized by race and gender for the most recently completing class. • The completion or graduation rate, and if applicable, the transfer-out rate, of the certificate or degree-seeking first-time, full-time undergraduates who received athletically related student aid, categorized by race and gender within each sport. (These data need not be disclosed for a category in which the number of students is five or fewer). • Average completion of graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes, by race and gender. • Average completion of graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes for students who received athletically related student aid, categorized by race and gender within each sport. 	<p>Provided to prospective student athletes and others at the time offer is made of athletically related student aid</p>
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Platt College San Diego does not enroll students who receive athletically related student aid.

Office Responsible:	Vice President & Administrative Assistant
Area Information is located:	school catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

<p>Intercollegiate Athletic Program Participation Rates and Financial Support (Equity in Athletics Disclosure Act)</p> <p><i>Activity 3</i></p>	<p>All Co-Educational Schools Participating in Title IV, HEA Programs that have an Intercollegiate Athletic Program</p>	<p><i>34 CFR 668.41(g); 34 CFR 668.47</i></p> <p>The Equity in Athletics Disclosure Act (EADA) is intended to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students. Any coeducational school of higher education that participates in an FSA program and has an intercollegiate athletic program must prepare an annual EADA report. The report contains participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. Officially, it is <i>The Report on Athletic Program Participation Rates and Financial Support Data</i>. It is commonly referred to as the EADA Report.</p>	<p>Made available through appropriate publications, mailings, or electronic media.</p> <p>Notice of report provided to students.</p>
<p>Intercollegiate Athletic Program Participation Rates and Financial Support (Equity in Athletics Disclosure Act)</p> <p><i>Activity 3</i></p>	<p>All Co-Educational Schools Participating in Title IV, HEA Programs that have an Intercollegiate Athletic Program</p>	<p>By October 15 each year, a co-educational school that has an intercollegiate athletic program must make information about the program available to current and prospective students and to the public. The school must make the report easily accessible to students, prospective students, and the public and must provide the report promptly to anyone who requests it. The school must provide notice to all enrolled students and prospective students of their right to request the report. If the school chooses to make this report available by posting the disclosure on an Internet website or an Intranet website, it must provide in the notice the exact electronic address at which the report is posted, a brief description of the report, and a statement that the school will provide a paper copy of the report upon request. For prospective students, the school may not use an Intranet website for this purpose.</p> <p>Schools must submit their Equity in Athletics reports to the Department via the Athletic Disclosure Web site annually within 15 days of making them available to students, prospective students, and the public. It must be submitted online at: http://surveys.ope.ed.gov/athletics.</p> <p>The school must designate its reporting year. A reporting year may be any consecutive 12 month period of time. For its designated reporting year, a school must report the information contained in <i>34 CFR 668.47</i>.</p>	<p>Made available through appropriate publications, mailings, or electronic media.</p> <p>Notice of report provided to students.</p>

PLEASE SEE LAST PAGE FOR RESPONSE

<p>Intercollegiate Athletic Program</p>	<p>All Co-Educational</p>	<p><i>34 CFR 668.41(g); 34 CFR 668.47</i></p>	<p>Made available through appropriate publications,</p>
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Participation Rates and Financial Support Data (Equity in Athletics Disclosure Act) <i>Activity 3</i> (continued)	Institutions Participating in Title IV, HEA Programs That Have an Intercollegiate Athletic Program	The report must include, for the preceding year: <ul style="list-style-type: none"> • The number of male and the number of female full-time undergraduates enrolled • Unduplicated head count of participants on at least one varsity team, by gender • List of the varsity teams that competed in intercollegiate athletic competition, and for each team: <ul style="list-style-type: none"> ○ Total number of participants, the number of participants who also participated on another varsity team, and the number of other varsity teams on which they participated ○ Total operating expenses ○ Whether the head coach was male or female and whether the head coach was assigned to the team on a full-time or part-time basis, and for part-time head coaches whether the coach was a full or part-time employee of the school ○ Number of male and the number of female assistant coaches, and the number of male and the number of female assistant coaches who were assigned to the team on a full-time or part-time basis ○ The number of part-time assistant coaches who were full-time and part-time employees of the school • Total revenues attributable to intercollegiate athletic activities, and the revenues from football, men’s basketball, women’s basketball, all other men’s sports combined, and all other women’s sports combined • Total revenues generated across all men’s teams and across all women’s teams • Total amount of money spent on athletically related student aid, separately for men’s and women’s teams overall • Ratio of athletically related student aid awarded to male athletes to athletically related student aid awarded to female athletes • Total amount of expenditures on recruiting, separately for men’s teams and of women’s overall • Average annual school salary of head coaches of men’s teams and of women’s teams, across all offered sports • Average annual school salary of the assistant coaches of men’s teams and of women’s team, across all offered sports • Total expenses attributable to intercollegiate athletic activities, and the expenses attributable to football, men’s basketball, women’s basketball, all other men’s sports combined, and all other women’s sports combined 	mailings, or electronic media. Notice of report provided to students
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Not applicable, Platt College San Diego does not offer programs that have an intercollegiate athletic program.

Office Responsible:	Vice President & Administrative Assistant
Area Information is located:	school catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

<p>Completion/ Graduation and Transfer-out Rates</p> <p>(Including Disaggregated Completion/ Graduation Rates)</p> <p>(Student Right-to- Know Act)</p>	<p>All Participating Title IV Schools that enroll First- time, Full-Time undergraduate Students</p>	<p>34 CFR 668.41(a) - (d); 34 CFR 668.45; 34 CFR 668.8(b)(1)(ii)</p> <p>Each school must annually make available to prospective and enrolled students the completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year.</p> <p>If the information is requested by a prospective student, it must be made available prior to the student's enrolling or entering into any financial obligation with the school.</p> <p>Note: Schools may add other information to their completion/graduation rate disclosures (e.g., graduation rates for other timeframes, but the HEA-required information must be identifiable and separate from any additional information).</p> <p>A school that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible school must disclose a transfer-out rate for each cohort.</p> <p>A student shall be counted as a completion or graduation if the student earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student's program.</p> <p>Note: These data are collected in the IPEDS Graduation Rate Survey (GRS). For more information: http://nces.ed.gov/ipeds</p> <p>Disaggregated Completion/Graduation Rates:</p> <p>The HEOA (Section 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by:</p> <ul style="list-style-type: none"> • Gender • Major racial and ethnic subgroup (as defined in IPEDS) • Recipients of a Federal Pell Grant • Recipients of a subsidized Stafford Loan who did not receive a Pell Grant • Students who did not receive either a Pell Grant or subsidized Stafford Loan <p>Students are to be considered to have received a loan if they received it for the period used for determining the cohort – fall term or full year.</p>	<p>Made available through appropriate publications, mailings, or electronic media</p>
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Please see response on last page

Topic/Related Activity	Recipients	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Completion/ Graduation and Transfer-out Rates (Including Disaggregated Completion/ Graduation Rates) (Student Right-to- Know Act) (Continued)	All Participating Title IV Schools	<p>34 CFR 668.41(a) - (d); 34 CFR 668.45; 34 CFR 668.8(b)(1)(ii)</p> <p>The disaggregated rates are to be disclosed only if the number of students in each group is sufficient to yield statistically reliable information and not reveal personally identifiable information about an individual student. The requirement for disaggregation does not apply to 2-year degree-granting schools until academic year 2011-2012.</p> <p>Exclusions:</p> <p>Schools are allowed to exclude from completion/graduation or transfer-out rate calculations those students who leave school to serve in the Armed Forces, on official church missions, or with a federal foreign aid service, or are deceased or totally and permanently disabled.</p> <p>The HEOA (Section 488(a)(2)) added a provision that applies to schools for which students who leave school to serve in the Armed Forces, on official church missions, or with a recognized federal foreign aid service represent 20 percent or more of the certificate-or degree-seeking, full-time undergraduates at the school Those schools <i>may</i> include the students who leave for such service in their completion/graduation rate calculation but allow for the time the students were not enrolled due to their service by adding the time period the students were not enrolled due to their service to the 150 percent of normal time used in the calculations.</p>	Made available through appropriate publications, mailings, or electronic media

Platt College San Diego makes available to prospective and enrolled students the completion rate and placement rate for all students in the most recent cohort that has had 150% of normal time for completion by August 31 of the prior year. In addition to the comprehensive data, completion and placement rate data for first-time/full time is reported separately. All data includes, by program, the following-

1. Number of starts
2. Number of graduates
3. Completion rate
4. Graduates available for employment
5. Number of graduates employed in field
6. Placement rate
7. Gender
8. Ethnicity

This information is also kept in the Consumer Information Hand book located in offices of directors.

Office Responsible:	Vice President, Dean, Financial Aid Director, Admissions Director, Student Outcomes Director, Controller
Area Information is located:	At the desk of each employee listed above
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Placement in Employment	All Participating Title IV Schools	<p><u>34 CFR 668.41(d)</u></p> <p>Schools must make available to current and prospective students information regarding the placement in employment of, and types of employment obtained by, graduates of the school's degree or certificate programs.</p> <p>Schools must identify the source of the placement information, and any timeframes and methodology associated with it.</p> <p>Under this provision, schools are not required to calculate placement rates, but a school must disclose any placement rates it calculates for the school or any program.</p>	Made available through appropriate publications, mailings, or electronic media
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Platt College San Diego maintains an employer/job title list; this information is produced every year based on the completion/placement data that is available by July 1 each year for the most recent cohort that has had 150% of normal time for completion by August 31 of the prior year. (See Catalog pg. 6 & Employer list with job titles)

This information sheet is kept in the Consumer Information binder located in offices of directors.

Office Responsible:	Vice President, Dean, Financial Aid Director, Admissions Director, Student Outcomes Director, Controller
Area Information is located:	At the desk of each employee listed above
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Topic/Related Activity	Recipients	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Job Placement Rates	All Participating Title IV Schools Advertising Job Placement Rates for Student Recruitment	34 CFR 668.14(b)(10) A school that advertises job placement rates as a means of recruiting students to enroll must make available to prospective students, at or before the time the prospective student applies for enrollment: <ul style="list-style-type: none"> • The most recent available data concerning employment statistics and graduation statistics • Any other information necessary to substantiate the truthfulness of the advertisements • Relevant licensing requirements where the school is located for any job for which the course of instruction is designed to prepare students. 	Information made available to prospective students

Platt College San Diego makes available to prospective the completion rate and placement rate for all students in the most recent cohort that has had 150% of normal time for completion by August 31 of the prior year. In addition to the comprehensive data, completion and placement rate data for first-time/full time is reported separately. This information is given to prospective students prior to enrollment, and is also kept in the Consumer Information Handbook located in offices of directors. (see attached Federal Disclosure HEOA)

None of the Platt College San Diego programs led to licensing.

Office Responsible:	Vice President, Dean, Financial Aid Director, Admissions Director, Student Outcomes Director, Controller
Area Information is located:	At the desk of each employee listed above
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Types of Graduate and Professional Education in Which the School's Graduates Enroll <i>Activity 4</i>	All Participating Title IV Schools that have 4-Year Degree Programs	<p><i>34 CFR 668.41(d)(6)</i></p> <p>Schools must make available to current and prospective students information regarding the types of graduate and professional education in which graduates of the institution's 4-year degree programs enroll. Schools must identify the source of the information, and any timeframes and methodology associated with it.</p>	Made available through appropriate publications, mailings, or electronic media
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Not applicable.

Office Responsible:	Vice President & Administrative Assistant
Area Information is located:	school catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Retention Rate	All Participating Title IV Schools	<p><u>34 CFR 668.41</u></p> <p>Schools must make available to current and prospective students the retention rate of certificate or degree seeking, first-time, undergraduate students as reported to IPEDS.</p> <p>This information is collected in the IPEDS Fall Enrollments Survey. For more information: <u>http://nces.ed.gov/ipeds</u></p> <p>If the retention rate information is requested by a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the school.</p>	Made available through appropriate publications, mailings, or electronic media
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Platt College San Diego makes available to its students a copy of the College Navigator information, which includes the retention rate of certificate or degree seeking, first-time, undergraduate students. This information is collected in the IPEDS Fall Enrollments Survey.

This information is kept in the Consumer Information Handbook located in offices of directors.

Office Responsible:	Vice President, Dean, Financial Aid Director, Admissions Director, Student Outcomes Director, Controller
Area Information is located:	At the desk of each employee listed above
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Security Report (Including Emergency response and Evacuation Procedures), Timely Warnings, and Crime Log	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A; Handbook for Campus Crime Reporting</p> <p>Schools must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the school distributes the report by posting it on the school’s website, the school must provide a notice by October 1 that includes a statement of the report’s availability, the exact electronic address, a brief description of the report’s contents, and a statement that the school will provide a paper copy upon request.</p> <p>The school must provide a notice to prospective students and employees that includes a statement of the report’s availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the school will provide a paper copy of the report upon request.</p> <p>A school may combine the publication of the security report and the fire safety report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p>	<p>Report or notice of report mailed or delivered to each enrolled student and employee</p> <p>Prospective students and prospective employees receive notice of report and receive report upon request</p>

PLEASE SEE RESPONSES REGARDING: SECURITY REPORT/ EMERGENCY EVACUATION PROCEDURES, & TIMELY WARNINGS ON THE LAST PAGE

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Security Report (Including Emergency response and Evacuation Procedures), Timely Warnings, and Crime Log	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>The report must contain information about:</p> <ul style="list-style-type: none"> • The crime statistics required in 34 CFR 668.46(c) • A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school’s policies concerning its response to these reports, including: <ul style="list-style-type: none"> ○ Policies for making timely warning reports to members of the campus community, as required by 34 CFR 668.46(e), regarding the occurrence of crimes described in 34 CFR 668.46(c)(1) ○ Policies for preparing the annual disclosure of crime statistics ○ A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in 34 CFR 668.46(c)(1) for the purposes of making timely warning reports and the annual statistical disclosure; and ○ Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics 	<p>Report or notice of report mailed or delivered to each enrolled student and employee</p> <p>Prospective students and prospective employees receive notice of report and receive report upon request</p>

		<ul style="list-style-type: none"> • A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities • A statement of policies concerning campus law enforcement that: <ul style="list-style-type: none"> ○ Addresses the enforcement authority and jurisdiction of security personnel ○ Addresses the working relationship of campus security personnel with State and local police agencies, including: <ul style="list-style-type: none"> ▪ Whether those security personnel have the authority to make arrests; and ▪ Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses ○ Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and ○ Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics 	
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PLEASE SEE RESPONSES REGARDING: SECURITY REPORT/ EMERGENCY EVACUATION PROCEDURES, & TIMELY WARNINGS ON THE LAST PAGE

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Security Report (Including Emergency response and Evacuation Procedures), Timely Warnings, and Crime Log, and Emergency Response and Evacuation Procedures)	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <ul style="list-style-type: none"> • A description of programs designed to inform students and employees about the prevention of crimes • A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at noncampus locations of student organizations officially recognized by the school, including student organizations with noncampus housing facilities • A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws • A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws • A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA • A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in 34 CFR 668.46(a), and of procedures that the school will follow when one of these crimes is reported. The statement must include: <ul style="list-style-type: none"> ○ A description of the school's educational programs and campaigns to promote the 	<p>Report or notice of report mailed or delivered to each enrolled student and employee</p> <p>Prospective students and prospective employees receive notice of report and receive report upon request</p>

		<p>awareness of dating violence, domestic violence, sexual assault, and stalking, as required by 34 CFR 668.46(j)</p> <ul style="list-style-type: none"> ○ Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about: <ul style="list-style-type: none"> ▪ The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order ▪ How and to whom the alleged offense should be reported ▪ Options about the involvement of law enforcement and campus authorities, including notification of the victim’s option to: <ul style="list-style-type: none"> ● Notify proper law enforcement authorities, including on-campus and local police ● Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses ● Decline to notify such authorities ● Where applicable, the rights of victims and the school’s responsibilities for orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school 	
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PLEASE SEE RESPONSES REGARDING: SECURITY REPORT/ EMERGENCY EVACUATION PROCEDURES, & TIMELY WARNINGS ON THE LAST PAGE

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Emergency Response and Evacuation Procedures	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <ul style="list-style-type: none"> ○ Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will: <ul style="list-style-type: none"> ▪ Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (<i>42 U.S.C. 13925(a)(20)</i>) ▪ Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures ○ A statement that the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community ○ A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school must make such accommodations or 	<p>Report or notice of report mailed or delivered to each enrolled student and employee</p> <p>Prospective students and prospective employees receive notice of report and receive report upon request</p>

<p>Timely Warning Reports</p> <p>Crime Log</p>		<p>provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement</p> <ul style="list-style-type: none"> ○ An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by 34 CFR 668.46(k) ○ A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student’s or employee’s rights and options as described in 34 CFR 668.46 (b)(11)(ii) through (vi) <ul style="list-style-type: none"> • A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address • A statement of policy regarding emergency response and evacuation procedures, as required by 34 CFR 668.46(g) • A statement of policy regarding missing student notification procedures, as required by 34 CFR 668.46(h) 	<p>Report provided to students and employees</p> <p>Open for public inspection</p>
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PLEASE SEE RESPONSES REGARDING: SECURITY REPORT/ EMERGENCY EVACUATION PROCEDURES, & TIMELY WARNINGS ON THE LAST PAGE

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure
<p>Emergency Response and Evacuation Procedures</p> <p>Timely Warning Reports</p> <p>Crime Log</p>	<p>All Participating Title IV Schools</p>	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>Timely Warning and Emergency Notification:</p> <p>Your school must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (U.S.C. 13925(a)(20)) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes:</p> <ul style="list-style-type: none"> • Criminal homicide <ul style="list-style-type: none"> ○ Murder and nonnegligent manslaughter ○ Negligent Manslaughter • Sex Offenses <ul style="list-style-type: none"> ○ Rape ○ Fondling ○ Incest ○ Statutory rape 	<p>Report or notice of report mailed or delivered to each enrolled student and employee</p> <p>Prospective students and prospective employees receive notice of report and receive report upon request</p> <p>Report provided to</p>

		<ul style="list-style-type: none"> • Robbery • Aggravated assault • Burglary • Motor vehicle theft • Arson • Arrests and referrals for disciplinary actions, including: <ul style="list-style-type: none"> ○ Arrests for liquor law violations, drug law violations, and illegal weapons possession ○ Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession 	<p>students and employees</p> <p>Open for public inspection</p>
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PLEASE SEE RESPONSES REGARDING: SECURITY REPORT/ EMERGENCY EVACUATION PROCEDURES, & TIMELY WARNINGS ON THE LAST PAGE

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure
<p>Emergency Response and Evacuation Procedures</p> <p>Timely Warning Reports</p> <p>Crime Log</p>	<p>All Participating Title IV Schools</p>	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>Timely Warning and Emergency Notification (continued):</p> <ul style="list-style-type: none"> • Hate crimes, including: <ul style="list-style-type: none"> ○ The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes ○ The number of the following crimes that are determined to be hate crimes: <ul style="list-style-type: none"> ▪ Larceny-theft ▪ Simple assault ▪ Intimidation ▪ Destruction/damage/vandalism of property • Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a) • Crimes that are reported to campus security authorities as defined under the school’s statement of current campus policies pursuant to 34 CFR 668.46(b)(2) or local police agencies • Crimes that are considered by the school to represent a threat to students and employees • The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor • If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in 34 CFR 668.46(g)(1), the school must follow its emergency notification procedures. A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed 	<p>Report or notice of report mailed or delivered to each enrolled student and employee</p> <p>Prospective students and prospective employees receive notice of report and receive report upon request</p> <p>Report provided to students and employees</p> <p>Open for public inspection</p>

Crime Log:

- If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of *Clery geography* in paragraph (a) of [34 CFR 668.46](#), and that is reported to the campus police or the campus security department. This log must include:
 - The nature, date, time, and general location of each crime
 - The disposition of the complaint, if known

Crime Log (continued):

- The school must make an entry or an addition to an entry to the log within two business days, as defined in [34 CFR 668.46\(a\)](#), of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim
- The school may withhold information required under [34 CFR 668.46\(f\)\(1\) and \(2\)](#) if there is clear and convincing evidence that the release of the information would:
 - Jeopardize an ongoing criminal investigation or the safety of an individual
 - Cause a suspect to flee or evade detection
 - Result in the destruction of evidence
- The school must disclose any information withheld under [34 CFR 668.46\(f\)\(3\)](#) once the adverse effect described in that paragraph is no longer likely to occur
- The school may withhold under [34 CFR 668.46\(f\)\(2\) and \(3\)](#) only that information that would cause the adverse effects described in that section
- The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection

Emergency Response and Evacuation Procedures:

The school must include a statement of policy regarding emergency and response evacuation in the annual security report. This statement must include:

- The procedures the school will use to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus
- A description of the process the school will use to:
 - Confirm that there is a significant emergency or dangerous situation as described in [34 CFR 668.46\(g\)\(1\)](#)
 - Determine appropriate segment(s) of campus community to receive a notification

		<ul style="list-style-type: none"> ○ Determine the content of the notification ○ Initiate the notification system ● A statement that the school will (w/o delay and taking into account the safety of the community) determine the content of the notification system, unless issuing s notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency ● A list of the titles of the person or persons or organization or organizations responsible for carrying out the actions described in 34 CFR 668.46(g)(2) ● The school’s procedures for disseminating emergency information to the larger community ● The school’s procedures to test the emergency response and evacuation procedures on at least an annual basis, including: <ul style="list-style-type: none"> ○ Tests that may be announced or unannounced ○ Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year ○ Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced 	
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Security Report, Emergency response and Evacuation Procedures, Timely Warnings, and Crime Log

Platt College San Diego distributes its annual Campus and Crime Security report via email before October 1st of each year to all employees and current students. For prospective students, the school’s catalog is available on the school’s website and hard copy. It contains a clear statement on page 5 of the availability of reports and procedures to follow. Copies of all procedures are available upon request.

The school submits the crime statistics to the U.S. Department of Education electronically on an annual basis.

Platt College, San Diego does not have dormitories or other on-campus residential facilities for the students. All students reside off campus.

Office Responsible:	Vice President, Dean, Controllers Office
Area Information is located:	School catalog on website/hard copy, Reports available upon request from admin office.
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

<p>Security Report-Missing Person Notification Policy</p> <p><i>Activity 5</i></p>	<p>Schools That Participate in Title IV, HEA Programs and Provide On-Campus Housing</p>	<p><i>34 CFR 668.41(a); 34 CFR 668.46(b)(14); 34 CFR 668.46(h)</i></p> <p>A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must:</p> <ul style="list-style-type: none"> • Indicate a list of titles of the persons or organizations to which students, employees, or other individuals should report that a student has been missing for 24 hours • Require that any missing student report must be referred immediately to the school’s police or campus security department, or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area • Contain an option for each student to identify a contact person or persons whom the school shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency • Advise students that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation • Advise students that if they are under 18 years of age and not emancipated, the school must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student • Advise students that the school will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing 	<p>Information distributed in annual security report</p>
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PLEASE SEE LAST PAGE FOR RESPONSE

<p>Security Report-Programs to prevent dating violence, domestic violence, sexual</p>	<p>All Participating Title IV Schools</p>	<p><i>34 CFR 668.46(b)(11); 34 CFR 668.46(j)</i></p> <p>As required by <i>34 CFR 668.46(b)(11)</i>, a school must include in its annual security report a statement of policy that addresses the school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking.</p> <p>The statement must include:</p>	<p>Information distributed in annual security report</p>
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<p>assault, and stalking Policy</p> <p><i>Activity 5</i></p>		<ul style="list-style-type: none"> • A description of the school’s primary prevention and awareness programs for all incoming students and new employees, which must include: <ul style="list-style-type: none"> ○ A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in <i>34 CFR 668.46(a)</i> ○ The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction ○ The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction ○ A description of safe and positive options for bystander intervention ○ Information on risk reduction ○ The information described in <i>34 CFR 668.46(b)(11)</i> and <i>(k)(2)</i> • A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in <i>34 CFR 668.46(j)(1)(i)(A) through F</i> <p>Other required information:</p> <ul style="list-style-type: none"> • The school must ensure that the proper implementation of <i>Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction</i> is done according to the definitions outlined in <i>34 CFR 668.46(j)(2)(i)-(v)</i> • The school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in <i>34 CFR 668.46(j)(1)</i> 	
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Not applicable, Platt College San Diego does not offer on campus housing.

Platt College San Diego annually distributes to its employees and students a campus crime and security report. This report includes policies regarding:

- Published crime statistics
- Reporting criminal actions or emergencies
- Timely warning
- Security and access to campus
- Alcohol and illegal drug possession
- Sex offenses

Office Responsible:	Vice President & Administrative Assistant
Area Information is located:	school catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

<p>Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking</p> <p>Information for Crime Victims about Disciplinary Proceedings Activity 5</p>	<p>All Participating Title IV Schools</p>	<p>34 CFR 668.46(k)</p> <p>As required in 34 CFR 668.46 (b)(11)(vi), the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in 34 CFR 668.46(a) that:</p> <ul style="list-style-type: none"> • Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking • Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking • Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking • Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking <p>Provides that the proceedings will:</p> <ul style="list-style-type: none"> • Include a prompt, fair, and impartial process from the initial investigation to the final result • Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability • Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice • Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties 	<p>Information distributed in annual security report</p> <p>Information provided to victim of crime</p>
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PLEASE SEE LAST PAGE FOR RESPONSE

<p>Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking</p> <p>Information for Crime Victims about Disciplinary Proceedings <u>Activity 5</u> <i>(continued)</i></p>	<p>All Participating Title IV Schools</p>	<p><u>34 CFR 668.46(k)</u></p> <p>An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:</p> <ul style="list-style-type: none"> • The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking • The school’s procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available • Any change to the result • When such results become final 	<p>Information distributed in annual security report</p> <p>Information provided to victim of crime</p>
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Disclosures to Alleged Victims:

Platt College will upon written request, disclose to the alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, Platt College shall provide the information upon request to the next of kin of the alleged victim.

Records of all disciplinary actions will be documented on the campus crime log and can be provided upon request to alleged victim or to next of kin of the alleged victim.

Office Responsible:	Vice President , Controller, Dean of Education, Financial Aid Director
Area Information is located:	Password protected U drive
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Privacy of Student Records – family Educational Rights and Privacy Act (FERPA)	Schools Receiving Funds for any U.S. Department of Education Program (including student financial aid)	<p><u>34 CFR 668.41(c); 34 CFR Part 99</u></p> <p>Each school must annually provide a notice to all enrolled students about:</p> <ul style="list-style-type: none"> • The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education • Procedures for reviewing educational records and requesting amendment of records • If applicable, information about the school’s policy regarding disclosures to school officials with a legitimate educational interest in the educational records. <p>In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:</p> <ul style="list-style-type: none"> • The types of information the school has designated as directory information • The student’s right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing 	Any means reasonably likely to inform students of their rights
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Platt College San Diego publishes the Family Education Rights and Privacy Act of 1974 (FERPA) which contains all of the information requested above. The students are sent an annual email to inform them of their rights under this Act.

In addition, the FERPA is published in the school catalog, under the Right of Privacy section (See pages 11-12).

Office Responsible:	Vice President, Dean, Financial Aid Director, Admissions Director, Student Outcomes Director, Controller
Area Information is located:	At the desk of each employee listed above
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

<p>Fire Safety report <i>Activity 8</i></p>	<p>Schools That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities</p>	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49; Handbook for Campus Crime Reporting</p> <p>By October 1 of each year (beginning with the October 1, 2010, report containing data from the 2009 calendar year), a school that maintains any on-campus student housing facility must distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees. If the school distributes the report by posting the report on its website, it must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.</p>	<p>Fire safety report, or notice of report, distributed to each student and current employee</p> <p>Prospective students and prospective employees receive a notice of the report's availability</p>
<p>Fire Safety report <i>Activity 8</i></p>	<p>Schools That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities</p>	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49</p> <p>Schools must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the school posts the report on its website, the notice must include the exact electronic address at which the report is posted and a statement that the school will provide a paper copy upon request.</p> <p>A school may combine the publication of the first safety report and the security report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p> <p>The fire safety report must include, for each on-campus student housing facility:</p> <ul style="list-style-type: none"> • Statistics for the three most recent calendar years (three year requirement begins with the October 1, 2012 report) for which data are available for: <ul style="list-style-type: none"> ○ The number of fires and the cause of each fire ○ The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center ○ The number of deaths related to a fire, and ○ The value of property damage caused by a fire 	<p>Fire safety report, or notice of report, distributed to each student and current employee</p> <p>Prospective students and prospective employees receive a notice of the report's availability</p>

PLEASE SEE LAST PAGE FOR RESPONSE

<p>Fire Safety report <i>Activity 8</i> (Continued)</p>	<p>Schools That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities</p>	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49</p> <ul style="list-style-type: none"> • The fire statistics described in 668.49(c) • A description of each on-campus student housing facility fire safety system • The number of fire drills held during the previous calendar year • Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility 	<p>Fire safety report, or notice of report, distributed to each student and current employee</p> <p>Prospective students and prospective employees</p>
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		<ul style="list-style-type: none"> • Procedures for student housing evacuation in case of fire • Policies regarding fire safety education and training programs provided to students and employees. In these policies, the school must describe the procedures that students and employees should follow in case of a fire • For the purposes of including a fire in the statistics, in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred. • Plans for future improvements in fire safety, if determined necessary by the school. 	receive a notice of the report's availability
Fire Log <i>Activity 8</i>	Schools That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities	<p><i>34 CFR 668.49(d)</i></p> <ul style="list-style-type: none"> • A school that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire • The school must make an entry or an addition to an entry to the log within two business days, as defined under <i>668.46(a)</i>, of the receipt of the information • The school must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection • The school must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in <i>668.49(b)</i> 	Open for public inspection

Not applicable, Platt College San Diego does not maintain on campus housing.

Office Responsible:	Vice President & Administrative Assistant
Area Information is located:	school catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure
State Grant Assistance	Schools Participating in the Title IV, HEA FFEL or Direct Loan Programs	<u>34 CFR 668.14(b)(11)</u> School must inform all eligible borrowers enrolled in the school about the availability of and their eligibility for grant assistance from the state in which the school is located, and provide sources of information about grant assistance from other states to borrowers from other states.	Information provided to borrowers

Platt College is currently awaiting approval from the California Student Aid Commission to begin participation in the program for the 22-23 award year.

Office Responsible:	Financial Aid
Area Information is located:	Financial Aid Office
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Topic/Related Activity	Recipients	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Student Loan Information Published by the U.S. Department of Education	All schools Participating in the Title IV, HEA Loan Programs	HEOA Section 488 (c) amended HEA Section 485(d) (20 U.S.C. 1092(d)) Schools are required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under Title IV, HEA loan programs.	Information provided to prospective student borrowers

Platt College San Diego maintains current Department of Education Publications that addresses loan availability. The Entrance Counseling guide is an excellent source of borrower's rights and responsibilities. These publications are readily available and can be given upon request at any time.

Office Responsible:	Financial Aid
Area Information is located:	Financial Aid Office
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

National Student Loan Data System (NSLDS)	All schools Participating in the Title IV, HEA Loan Programs	<p>HEOA Section 489 amended HEA Section 485B(d)(4) (20 U.S.C. 1092b)</p> <p>Schools that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.</p>	Information provided to borrowers
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Platt College San Diego financial aid staff informs students/ parents during the Financial Aid Appointment & orientation that once a Federal Student Loan is acquired it is submitted National Student Loan Data System (NSLDS). The loan (s) will be accessible by agencies that are authorized users of this data system. Each student is given an entrance counseling guide that gives a short synopsis of the National Student Loan Data System (NSLDS). See Attached pages 10, 18, and 31.

Office Responsible:	Financial Aid
Area Information is located:	Financial Aid Office
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Entrance Counseling for Student Loan Borrowers	Schools Participating in the Title IV, HEA Loan Programs	<p>34 CFR 685.304(a); 34 CFR 685.304(a)(7); https://studentaid.gov/entrance-counseling/; https://studentaid.gov/teach-grant-program</p> <p>Prior to the first disbursement, each school must provide to a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. Refer to 34 CFR 685.304(a) for specific information and requirements. Entrance counseling for graduate or professional student Direct PLUS Loan borrowers must include the information outlined in 34 CFR 685.304(a)(7).</p>	Information provided to each borrower
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All student loan borrowers are required to complete the Entrance Loan Counseling Session via www.studentaid.gov. Students receive a confirmation of completion of Entrance Counseling. This is kept in the students Financial Aid file and is verified prior to 1st disbursement of all 1st time borrowers. All rights, responsibilities, loan terms and conditions are reviewed during this session. Students are given a quiz regarding this information. A passing score is required to complete the session. Prior to the financial aid appointment the student completes a written check list of rights & responsibilities of the Federal Direct Loan Program.

Office Responsible:	Financial Aid
Area Information is located:	Financial Aid Office
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Topic/Related Activity	Recipients	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Entrance Counseling for Student Loan Borrowers (Continued)	Schools Participating in the Title IV, HEA Loan Programs	<u>34 CFR 685.304(a)</u> <ul style="list-style-type: none"> • The seriousness and importance of the students' repayment obligation • Information on the accrual and capitalization of interest • Borrowers of unsubsidized loans have the option of paying interest while in school • Definition of half-time enrollment and the consequences of not maintaining half-time enrollment • Importance of contacting appropriate offices if student withdraws prior to completion of program of study • Sample monthly repayment amounts • The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower complete program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school • Consequences of default • Information about the NSLDS and how the borrower can access the borrowers records • Name and contact information for individual the borrower may contact with questions about the borrower's rights and responsibilities or the terms and conditions of the loan 	Information provided to each borrower

Platt College conducts an orientation for 1st time borrowers utilizing the Department of Education DVD on entrance counseling. Each student is given an Entrance Counseling Guide. All of the above information is adequately covered. (See attached Entrance Counseling Guide). All materials are updated as distributed by the Department.

Office Responsible:	Financial Aid
Area Information is located:	Financial Aid Office
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Exit Counseling for Student Loan Borrowers	Schools Participating in the Title IV, HEA Loan Programs	34 CFR 685.304(b) A school must ensure that exit counseling is conducted with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower and graduate or professional student Direct PLUS Loan borrower shortly before the student borrower ceases as least half-time study at the school. Refer to 34 CFR 685.304(b) for specific information and requirements.	Information provided to each borrower
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Exit Counseling for Student Loan Borrowers

Since the Covid 19 Pandemic Exit Interview are completed electronically. Financial Aid tracks the completion in NSLDS or COD to verify completion.

Exit Counseling for Student Loan Borrowers (GRADUATES)

Emails are sent out to expected Graduates with loans approximately 1 month before anticipated grad dates. Students are to complete exit interview electronically via :
<https://studentaid.gov/exit-counseling>

Exit Counseling for Student Loan Borrowers (Withdrawn Students)

Once the refund calculations for a withdrawn student is completed an email is sent out to the student. This email has attached to it the refund calculations and information needed to complete the exit interview electronically at:

<https://studentaid.gov/exit-counseling>

Office Responsible:	Financial Aid
Area Information is located:	Financial Aid Office
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

PERSONAL EXIT INTERVIEWS ARE DONE BY THE FINANCIAL AID DIRECTOR UPON REQUEST BY THE STUDENT.

Private Education Loan Disclosures (Including Self-Certification Form) Activity 10	Schools Receiving Any Federal Funds That Provide Information to Prospective Borrowers About Private Education Loans	<p>34 CFR 601.2; 34 CFR 601.11; 34 CFR 601.30; 34 CFR 668.14(b)(29)</p> <p>Schools or school-affiliated organizations (e.g., alumni organizations, foundations) that provide information regarding a private education loan from a lender to a prospective borrower must provide information to the prospective borrower, including:</p> <ul style="list-style-type: none"> • Information required under Section 128(e) of the Truth in Lending Act (15 U.S.C. 1638(e)) • That the prospective borrower may qualify for loans or other assistance under the Title IV, HEA programs • That the terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans. <p>The information regarding private education loans must be presented in a manner that makes it distinct from information regarding Title IV, HEA program Loans.</p>	Information provided to prospective borrowers
Self-Certification Form Activity 10	Schools Receiving Any Federal Funds That Provide Information to Prospective Borrowers About Private Education Loans	<p>34 CFR 601.2; 34 CFR 601.11; 34 CFR 601.30; 34 CFR 668.14(b)(29)</p> <p>The school must, upon request provide in written or electronic form to an enrolled or admitted student applicant for a private education loan the self-certification form for private education loans required under Section 128(e)(3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3)), and the information required to complete the form, to the extent the school possesses the information. The U.S. Department of Education is required to develop the form. The self-certification form for private education loans is published in DCL-GEN-10-01</p>	Form and information provided upon request to loan applicant

Platt College is not affiliated with any private lenders. If students are interested in the private loan program they are advised to contact the individual lenders for more details. See catalog page 15.

Office Responsible:	Financial Aid
Area Information is located:	School Catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Code of Conduct for Education Loans	Schools Participating in the Title IV, HEA Loan Programs	<p>34 CFR 601.2; 34 CFR 601.21; 34 CFR 668.14(b)(27)</p> <p>Each school must prominently publish on the school’s website a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to private education loans. All agents with responsibility for loans must be informed annually of the provisions of the code. The code of conduct must prohibit:</p> <ul style="list-style-type: none"> • Revenue-sharing arrangements with any lender • Receiving gifts from a lender, a guarantor, or a loan services • Contracting arrangement providing financial benefit from any lender or affiliate of a lender • Directing borrowers to particular lenders, or refusing or delaying loan certifications • Offers of funds for private loans • Call center or financial aid office staffing assistance • Advisory board compensation 	<p>Published on website</p> <p>All relevant agents must be annually informed of the provisions of the code of conduct</p>
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Platt College San Diego is a member of the National Association of Student Financial Aid Administrators (NASFAA). The College has adopted the use of NASFAA’s Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals. This is posted on the College’s website www.platt.edu. The financial aid staff annually reviews these principles & code of conduct.

Office Responsible:	Financial Aid Office
Area Information is located:	School Website & Consumer information binders at Desk of all Department heads.
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

<p>Preferred Lender Lists</p> <p><i>Activity 10</i></p>	<p>Schools Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement</p>	<p><i>34 CFR 601.2; 34 CFR 601.10; 34 CFR 668.14(b)(28)</i></p> <p>Each school must annually make available in print or other medium to students attending the school and their families a list of the specific lenders for private education loans or for Title IV, HEA loans that the school recommends, promotes, or endorses in accordance with a preferred lender arrangement. The list must prominently disclose the method and criteria used by the school in selecting lenders for preferred lender arrangements to ensure that such lenders are selected on the basis of the best interests of the borrower. The list must also clearly and fully disclose:</p> <ul style="list-style-type: none"> • The minimum information determined by the U.S. Department of Education (HEA Section 153(a)) (<i>20 U.S.C.1019b</i>) • Why the school participates in a preferred lender arrangement with each lender, particularly with respect to terms and conditions or provisions favorable to the borrower • That the students or their families do not have to borrow from a lender on the list • The list must have at least three FFELP lenders that are not affiliates or each other. If the list includes lenders of private education loans, there must be at least two lenders who are not affiliates. The list must indicate for each lender whether it is or is not an affiliate of the other lenders on the list. The details of each affiliation are to be disclosed. The U.S. Department of Education is required to provide to schools a list of the lender affiliates of all eligible lenders 	<p>Made available to students and families in print or other medium</p>
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PLEASE SEE LAST PAGE FOR RESPONSE

<p>Preferred Lender Lists</p> <p><i>Activity 10</i></p> <p>continued</p>	<p>Schools Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement</p>	<p><i>34 CFR 601.2; 34 CFR 601.10; 34 CFR 668.14(b)(28)</i></p> <ul style="list-style-type: none"> • Prominently disclose the method and criteria used by the institution in selecting lenders with which to participate in preferred lender arrangements to ensure that such lenders are selected on the basis of the best interests of the borrowers, including: <ul style="list-style-type: none"> • Payment of origination or other fees on behalf of the borrower; • Highly competitive interest rates, or other terms and conditions or provisions of Title IV, HEA program loans or private education loans; • High-quality servicing for such loans; or • Additional benefits beyond the standard terms and conditions or provisions for such loans; 	<p>Published on website</p> <p>All relevant agents must be annually informed of the provisions of the code of conduct</p>
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		<ul style="list-style-type: none"> • Exercise a duty of care and a duty of loyalty to compile the preferred lender list under paragraph (d) of this section without prejudice and for the sole benefit of the students attending the institution, or the families of such students; and • Not deny or otherwise impede the borrower's choice of a lender or cause unnecessary delay in loan certification under title IV of the HEA for those borrowers who choose a lender that is not included on the preferred lender list. 	
Preferred Lender Arrangements <i>Activity 10</i>	Schools Receiving Any Federal Funding That Participate in a Preferred Lender Arrangement	<p>34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21</p> <p>A school or school-affiliated organization (e.g. alumni organizations, foundations) that participates in a preferred lender arrangement must comply with the code of conduct provisions in HEA Section 487(a)(25) and HEA Section 487(h). School-affiliated organizations are required to prominently publish the code of conduct on their websites (if any) and annually inform agents with responsibility for education loans of the provisions of the code.</p> <p>Note: The Secretary, together with the Federal Reserve has developed a model disclosure form. The Federal Register published August 14, 2009 by the Federal Reserve System covering Truth in Lending contains a model disclosure form: https://www.govinfo.gov/content/pkg/FR-2009-08-14/pdf/E9-18548.pdf. (If the pdf link does not open, copy and paste the link into a browser other than Explorer)</p> <p>In addition to the information required for the Preferred Lender Lists, each school or school-affiliated organization in a preferred lender arrangement must disclose information on its website and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss education loans.</p>	<p>Published on website. All relevant agents must be annually informed of the provisions of the code of conduct</p> <p>Published on website. Provided in publications mailings, or electronic messages or materials that are distributed to prospective or current students and their families</p>

PLEASE SEE LAST PAGE FOR RESPONSE

Preferred Lender Arrangements <i>Activity 10</i>	Schools Receiving Any Federal Funding That Participate	<p>34 CFR 601.2; 34 CFR 601.10; 34 CFR 668.14(b)(28)</p> <p>The information must include:</p>	<p>Published on website</p> <p>All relevant agents must be annually informed of the</p>
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continued	in a Preferred Lender Arrangement	<ul style="list-style-type: none"> • The maximum amount of Title IV, HEA grant and loan aid available to students • The information on the model disclosure form provided by the U.S. Department of Education (described above) for each type of loan offered pursuant to a preferred lender arrangement • A statement that the school is required to process documents for a FFELP loan from any eligible lender the student selects 	provisions of the code of conduct
Private Education Loans <i>Activity 10</i>	Schools Receiving Any Federal Funding That Participate in a Preferred Lender Arrangement	<p><i>34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21</i></p> <p>Each school must provide on its website, and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss private education loans, the information required to be disclosed under Section 128(e)(11) of the Truth in Lending Act (<i>15 U.S.C. 1638(e)(11)</i>) for each type of private loan offered pursuant to a preferred lender arrangement.</p> <p>Each school-affiliated organization must provide on its website, and in publications, mailings, or electronic messages, or materials distributed to students and families that describe private education loans and the information required to be disclosed under Section 128(e)(1) of the Truth in Lending Act (<i>15 U.S.C. 1638(e)(1)</i>) for each type of private loan offered pursuant to a preferred lender arrangement.</p> <p>The name of the lender must be displayed in all information and documentation related to private education loans.</p> <p>The information in the model disclosure form and the Truth in Lending Act information must be provided annually in a manner that allows students and families to take the information into account before selecting a lender or applying for an education loan.</p>	Published on website. Provided in publications mailings, or electronic messages or materials that are distributed to prospective or current students and their families

Not applicable, Platt College San Diego does not participate in a preferred lender list.

Office Responsible:	Vice President & Administrative Assistant
Area Information is located:	school catalog
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22

Misrepresentation

Misrepresentation [668.71](#); [668.72](#); [668.73](#); [668.74](#); [668.75](#); [DCL GEN-11-05](#)

Nature of Education Program 34 CFR 668.72

The school has procedures to ensure that it does not misrepresent the nature of its educational program. The procedures should include, but are not limited to, assurances that the school does not provide false, erroneous or misleading statements concerning:

- The particular type(s), specific source(s), nature and extent of its accreditation
Platt College publishes its Accreditation & Approval information in the school's catalog. This catalog is located on the school's website at www.platt.edu and hard copies are available in the school's admissions office. See catalog pg. 3

- Whether a student may transfer course credits earned at the school to any other school
Information regarding transfer of course credits can be found in the Schools Catalog pg. 8 and on the front of the Platt College Enrollment Agreement.

- Whether successful completion of a course of instruction qualifies a student for:
 - Acceptance into a labor union or similar organization

At Platt College, successful completion of a course of instruction does not qualify a student for acceptance into a labor union or similar organization.

or;

- To receive, to apply to take or to take the examination required to receive, a local, State, or Federal license, or a nongovernmental certification required as a precondition for employment, or to perform certain functions in the States in which the educational program is offered, or to meet additional conditions that the institution knows or reasonably should know are generally needed to secure employment in a recognized occupation for which the program is represented to prepare students

At Platt College, successful completion does not qualify a student to receive, to apply to take or to take the examination required to receive, a local, State, or Federal license, or a nongovernmental certification required as a precondition for employment, or to perform certain functions in the States in which the educational program is offered, or to meet additional conditions that the

institution knows or reasonably should know are generally needed to secure employment in a recognized occupation for which the program is represented to prepare students.

- The requirements for successfully completing the course of study or program and the circumstances that would constitute grounds for terminating the student's enrollment:

Information regarding successful completion of the course of study is located in the schools catalog pg. 8. Information regarding termination of a student's enrollment is located in the schools catalog.

- Whether its courses are recommended or have been the subject of unsolicited testimonials or endorsements by—
 - Vocational counselors, high schools, colleges, educational organizations, employment agencies, members of a particular industry, students, former students, or others; or
 - Governmental officials for governmental employment;

Platt College courses are not recommended nor have they been the subject of unsolicited testimonials or endorsements by vocational counselors, high schools, colleges, educational organizations, employment agencies, members of a particular industry, students, former students, or others; or governmental officials for government employment. Some Platt College former students have provided testimonials at our request and we have acquired written permission to use them.

- Its size, location, facilities, or equipment;
Information regarding Platt College's size, location, facilities & equipment is located in the school's catalog pg. 4.
- The availability, frequency, and appropriateness of its courses and programs to the employment objectives that it states its programs are designed to meet;

Information regarding availability, frequency, and appropriateness of its courses and programs to the employment objectives that it states its programs are designed to meet can be found in the school catalog. Morning and Afternoon session start every 5 weeks and Evening sessions start every 6 weeks.

- The nature, age, and availability of its training devices or equipment and their appropriateness to the employment objectives that it states its programs and courses are designed to meet;
Classrooms for technical subjects are equipped with sufficient equipment to insure that every student has a computer station assigned to them for completion of the program requirements. The labs are also equipped with a variety of Xerox copiers, overhead projectors, scanners,

internet access, and printers for student's use. Students experience both Mac and PC platforms as they progress through the programs. Computer hardware is replaced at least every two years and software programs are updated when revisions become available.

- The number, availability, and qualifications, including the training and experience, of its faculty and other personnel;

Information regarding Platt College instructor's training and experience can be found on the school's catalog supplement. A list of administration & Staff is located on the school's catalog supplement; however, information regarding their training, experience and qualifications is kept confidential in their personnel file in the office of the Controller.

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- The availability of part-time employment or other forms of financial assistance;
The school on occasion does have part-time positions available and filled by the most qualified candidate. The school does participate in the Federal Work-study program. A student must demonstrate need to participate in the Federal Work-study program. These funds are limited and not all eligible students can participate.

- The nature and availability of any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance it will provide its students before, during or after the completion of a course;

*Platt does not provide any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance its students before starting the course.

* The Dean arranges tutoring for currently enrolled students on a case by case basis as needed

*The campus has an open Sunday Lab available for current students,

*The school does have an Audit Policy for graduates.

- The nature or extent of any prerequisites established for enrollment in any course;

Each term must be completed in its entirety before advancing to the next term.
The Bachelor of Science Media Arts Prerequisites are listed in the schools catalog.

- The subject matter, content of the course of study, or any other fact related to the degree, diploma, certificate of completion, or any similar document that the student is to be, or is, awarded upon completion of the course of study;

The school catalog has description of the subject matters, content of the course, and describes what type of degree or diploma will be issued upon successful completion of the course.

- Whether the academic, professional, or occupational degree that the institution will confer upon completion of the course of study has been authorized by the appropriate State educational agency. This type of misrepresentation includes, in the case of a degree that has not been authorized by the appropriate State educational agency or that requires specialized accreditation, any failure by an eligible institution to disclose these facts in any advertising or promotional materials that reference such degree; or

The School is approved by the State Agency BPPE (Bureau of Private Postsecondary Education).

- Any matters required to be disclosed to prospective students under [668.42](#) and [668.43](#).

668.42 -Financial assistance information

668.43 - Institutional information

Office Responsible:	Vice President – Dean of Education
Area Information is located:	Administration office, All school Directors Offices
Date Document was last updated:	9/29/22
Date Policy and Procedure was last updated:	9/29/22