

## **Key College Disclosure Notice 2021-2022**

This document is provided on the College Website under consumer information. The link can be found on the bottom left corner of the web page. Students are provided this information annually as changes occur.

Key College has a designated group of employees who are available to assist students enrolled or prospective students in obtaining information on the school, financial assistance, graduation and completion rates, security policies, crime statistics and emergency preparedness plan. The team consists of Campus Director, Director of education and/or Compliance \Regulatory affairs Director.

Key College will make available for review, upon request of any enrolled or prospective student, a copy of the documents describing the College’s state licensure and accreditation. Please contact the Campus Director or the Compliance/Regulatory Director, for any information on disclosures.

Following is a list of the required disclosures, summary descriptions, designated individual(s) available to give assistance, and information on how to obtain a detailed copy of each of the disclosures listed.

<b>Information</b>	<b>Description</b>	<b>Where it Can be Found</b>
Accreditation and Approval Information	This disclosure provides information on our accreditation (ACCSC) and program approvals (NCRA).	The College Catalog. Website. <a href="http://www.keycollege.edu">www.keycollege.edu</a>
Campus Faculty and other Instructional Personnel	A listing of Campus and online faculty. Support personnel are included.	The College Catalog. Please note that the information is updated annually. <a href="http://www.keycollege.edu">www.keycollege.edu</a>
Copyright Infringement and Materials	This disclosure includes the institutional policies and sanctions related to unauthorized distribution of copyrighted materials.	The Campus Director, Compliance Director, and Faculty Manual. Notice is posted on campus and online LMS. <a href="http://www.keycollege.edu">www.keycollege.edu</a>
Cost of Attendance	The website allows students to view schools by sector.	<a href="http://www.keycollege.edu">www.keycollege.edu</a>
Costs at Colleges	This website allows users to view schools by sector.	<a href="http://www.keycollege.edu">www.keycollege.edu</a>
Crime Awareness & Campus Security ACT The Jeanne Clery ACT	This disclosure provides comprehensive statistics on campus crime during the three most recent calendar years,	College website. The Compliance Director, Financial Aid, Admissions, Student Services and the Campus Director. This

<p>Title IX Policy and Procedures Violence Against Women Reauthorization ACT Campus Crime Statistics Fire Safety Report</p>	<p>policies and procedures for reporting crimes, policies concerning the security of and access to campus facilities, concerning campus law enforcement and Title IX policy and procedures.</p>	<p>disclosure is provided to students and staff via email annually. <a href="http://www.keycollege.edu">www.keycollege.edu</a></p>
<p>Drug and Alcohol Abuse Policy and Prevention Plan</p>	<p>This policy describes the process necessary for legal compliance of federal, state, and local statutes, as well as the outlines of the school policies towards substances abuse.</p>	<p>College website under Consumer Information Link is provided on the lower bottom left corner of the website and the Campus Crime Reports. All Key College personnel can provide a copy of this document for review.</p>
<p>Emergency Response and Evacuation Plan</p>	<p>This disclosure includes information regarding the College's plan for emergency responses and evacuation.</p>	<p>College website under consumer information is provided on the lower left corner of the website page. Students and staff are provided a copy at their request. <a href="http://www.keycollege.edu">www.keycollege.edu</a></p>
<p>Entities that License, Accredits and Approves Key College</p>	<p>Specific Information regarding Licensing, Accreditation and Program Approvals.</p>	<p>This information can be found in the College catalog and the school will provide a copy of the school's license, Accreditation and Approvals. To request a copy, a student should request in writing to the Campus director. <a href="http://www.kycollege.edu">www.kycollege.edu</a></p>
<p>Family Education Rights and Privacy ACT (FERPA)</p>	<p>FERPA passed by Congress in 1974 gives the students the right to access their educational records; consent to release a record to a third party; challenge information in their records, be notified of their rights.</p>	<p>The College Catalog. Student Services personnel, Financial Aid, Education Director, or the Campus Director. <a href="http://www.keycollege.edu">www.keycollege.edu</a></p>
<p>Financial Assistance</p>	<p>This disclosure provides information on all available federal, state, private, and institutional financial need-based assistance programs, application procedures, award criteria and disbursement, satisfactory progress standards and return of Title IV funds.</p>	<p>The College Catalog, Financial Aid Counselor. College website under consumer information. <a href="http://www.keycollege.edu">www.keycollege.edu</a></p>

Student Right to Know	Federal Regulations and the Student Right-To-Know Act require specific disclosures on completion rates for first time, degree and certificate students.	Admissions Office, College Website under Consumer Information. Link is provided on the bottom of the left-hand side of the web page. The Campus Director or Financial Aid Counselor for financial planning. <a href="http://www.keycollege.edu">www.keycollege.edu</a>
General Education Development (GED)		Students are required to provide documentation of high school completion or a (GED). Student that has not completed high school may be eligible to take the General Equivalency Exam (GED) tests to earn the credential.
Transfer of Credit Policy	This disclosure provides the College's policies regarding the transferability of academic credits.	The College Catalog. <a href="http://www.keycollege.edu">www.keycollege.edu</a>
Withdrawal Refund Policy Formula	The institution and the federal Title IV refund policies.	The College Catalog. The enrollment Agreement and the Financial Aid Counselor. <a href="http://www.keycollege.edu">www.keycollege.edu</a>