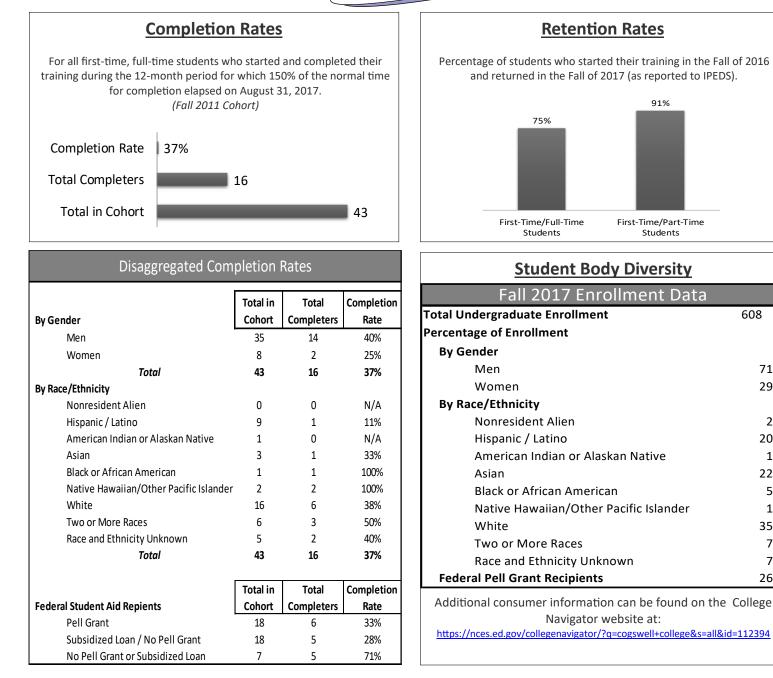


# **Student Right-to-Know Information**

July 2018



Cogswell Polytechnical College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue. #100, Alameda, CA 94504, (510)748-9001 www.wscuc.org. WSCUC is an accrediting agency that is recognized by the United States Department of Education.

Cogswell Polytechnical College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the State of California. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

For more information about our on-time completion rates, the median debt of students who completed our programs, and other important information, please visit our website at: https://cogswell.edu/disclosures/

608

71%

29%

2%

20%

1%

22%

5%

1%

35%

7%

7%

26%

## **Financial Aid Information**

The Financial Aid Office is available to assist students with developing a financial plan to pay for school. For those students needing financial assistance, federal student aid is financial help available to eligible students and assists with paying for educational expenses while attending school. There are many types of financial aid available for those qualifying applicants which includes grants that don't have to be paid back, as well as low-interest, government-backed loans that must be repaid. Federal Student Aid eligibility is based on individual student information and all students may not be eligible.

Basic eligibility requirements are that you must:

- Be US citizen or eligible non-citizen,
- Demonstrate financial need for certain programs,
- Have a HS Diploma or GED,
- Not be in default on a federal student loan or owe a repayment on a grant,
- Maintain Satisfactory Academic Progress,
- Be registered with Selective Service, if required,
- Have a valid Social Security Number, and
- Be working towards a degree or certificate in an eligible program.

To apply for federal student aid, students must first complete the Free Application for Federal Student Aid (FAFSA). This application form can be completed and submitted online at: <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>. The Student Aid Report generated after the FAFSA is completed, in addition to institutional and other applications, will be used to determine your eligibility for aid. In addition to federal student aid, students may be eligible state and/or institutional aid. The Financial Aid Office has information on financial aid funding options.

#### **Return of Federal Student Aid**

The Return of Federal Student Aid policy and the Refund Policy consists of two different calculations. All students who receive federal student aid while attending school will have any unearned funds returned to the federal student aid programs should they withdraw prior to completing more than 60% of the payment period from which they withdrew and is calculated based on the student's last date of attendance.

### **Drug Conviction Affects on Federal Student Aid Eligibility**

Any student convicted of selling or possessing illegal drugs while receiving federal student aid may become ineligible for aid for all or part of the school year depending on the type and number of convictions.

## Code of Conduct for Education Loans

Cogswell Polytechnical College has established a Code of Conduct for student loans that limits or restricts certain activities between employees of the institution and student loan lending institutions.

Our Code of Conduct may be found on our website at: www.cogswell.edu/admission/financial-aid/code-of-conduct/

## **Contact Information**

Cogswell Polytechnical College Financial Aid Office 191 Baypointe Parkway San Jose, California 95134 USA

Toll Free: 800.264.7995

Phone: 408.498.5100 Email: finaid@cogswell.edu

Additional financial aid information can be obtained from our website at: <u>https://cogswell.edu/admission/financial-aid/</u>

## Voter Registration Information

Students may visit their county elections office, library, Department of Motor Vehicles offices, or U.S. post office to obtain a paper Voter Registration form and necessary requirements outlined by their state. Electronic versions of the Voter Registration Form are available on the California Elections and Voter Information website at: <a href="http://www.sos.ca.gov/elections/voter-registration/">http://www.sos.ca.gov/elections/voter-registration/</a>

## Student Conduct Code

While attending our institution, students are expected to display the highest degree of ethical and professional conduct at all times. The Student Conduct Code is provided to all enrolled students that outlines the standards of expected conduct, as well as the sanctions and penalties for failing to adhere to its requirements.

## **Drug & Alcohol Abuse Prevention Program**

Cogswell College complies with the Drug-Free Schools and Communities Act, the Drug-Free Workplace Act of 1988, the Government-Wide Requirements for Drug-Free Workplace, and the Drug and Alcohol Abuse Prevention regulations. Current and prospective students are provided information on preventing drug and alcohol abuse, standards of conduct, and sanctions and penalties for possession, use or distribution of controlled substances.

More information on our Drug and Alcohol Abuse Prevention Program can be found on our website at: https://cogswell.edu

#### **Campus Security and Fire Safety Report**

The Campus Security Act of 1990 requires that all schools compile and distribute an annual campus security report on or before October 1st each year. This report provides crime statistics for the last three years, as well as a description of our school's policies concerning campus security, fire safety, timely warnings, emergency notification and evacuation procedures.

Our campus security report and statistics can be found on our website at: <u>https://cogswell.edu/wp-content/uploads/2017/09/Annual-Security-Report-</u> <u>2017-Cogswell-College.pdf</u>.

Paper copies can be obtained from the Dean of Students.

#### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records and affords students certain rights with respect to reviewing and/or requesting a change to their educational records.

These rights give students the right to:

- Review their educational records,
- Seek to amend inaccurate information in their records, and
  - Provide consent for the disclosure of their records.

For more information on FERPA, you can contact the Registrar's Office or you can go to <u>https://cogswell.edu/current/ferpa.php</u>.

### **Students with Disabilities**

Cogswell College complies with the provisions of the Americans with Disabilities Act of 1990 and with Section 504 of the Rehabilitation Act of 1973. The College will make every effort to assist students pursue their academic goals. If a student is requesting accommodations, they must provide appropriate documentation verifying the disability to the Dean of Students. The Dean of Students will work directly with the student in providing accommodations in accordance with applicable laws. A student is not required to disclose their disability if they are not seeking accommodations.

### Copyright & Peer-to-Peer Sharing Policy

In compliance with the Higher Education Opportunity Act, Cogswell College has implemented policies to deter copyright violations and unauthorized Peer—to—Peer (P2P) file sharing. This policy includes the sanctions and disciplinary actions for violation of federal copyright laws and P2P file-sharing violations.

For more information on copyright and legally acceptable alternatives, please contact the Information Technology Department or you can go to:

https://cogswell.edu/disclosures/copyright-infringement/

## Vaccinations Policy

Students attending Cogswell College are not required to have any specific vaccinations as a condition of enrollment or attendance at our schools. However, we encourage all students to get vaccinated.