

USCA/USMT NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION and STUDENT ACCESS TO FILE INFORMATION POLICY

- This is your notice that institutional and financial aid information is available to you by calling or visiting this school's Admissions Office, located at 2913 W. White Oaks Drive, Springfield, Illinois 62704, 217-753-8990. You may also email your requests to info@uscart.com. This notice is handed out annually to all students.
- Students are provided required disclosures through the following sources:
 - The school website: www.uscart.com
 - Postings on the school bulletin board in the break room
 - Annual distributions to each student every January, such as this one
 - In your Orientation book, the week before you started school
- Disclosures we provide include: student financial aid information (see website and course catalogue), facilities/services available to students with disabilities (see website and course catalogue), student body diversity (including gender and race, in our orientation book and by request in our office), price of attendance (includes tuition, registration fee, books, kits, room and board equivalent, transportation and miscellaneous costs by request in our office), net price calculator (see website), refund policy (see website and course catalogue), requirements for withdrawal and return of Title IV, HEA financial aid (see website and course catalogue), academic programs (see website and course catalogue), accreditation and licensure (see website and course catalogue), copyright infringement policies and sanctions including computer use and file sharing (see your orientation book and annual handout), textbook information (see website), voter registration (annual handout), code of conduct for loans (see website), retention rate/completion rate (disaggregated)/placement in employment rate (orientation book and by request in our office), drug and alcohol abuse prevention program (see website and annual handout), crime statistics (see website and annual handout) and the Family Educational Rights and Privacy Act (FERPA) and your right to refuse to have directory-type information disclosed (website, orientation book and annual handout).
- A student may have access to the information in their file. This right also applies to parents (per FERPA guidelines). Students or eligible parents (per FERPA) have the right to view all of the student's education records, including financial records. Schools are not required to provide copies of records, unless special circumstances are such that parents may not be able to visit the school. When copies are provided, USCA will charge \$1.00 per page.
- Students currently enrolled may review their file information, by appointment, with the School Director or Business Office staff. For students who have dropped or graduate, an

appointment with the School Director or Business Office staff is required. The appointment must be during business hours, and 24 hours notice is appreciated. No documents from the student's file may leave the school premises.

- Student file information is maintained by the school for the length of time required by relevant government agencies; that is, Department of Education for financial aid records; Illinois Department of Professional Regulation for attendance, grade and related information. However, all file information is maintained for a minimum of three years.
- By October 1st of each year the school's campus security report and campus crime report will be posted in the break room for all to view. This report contains information on emergency responses, timely warning and statistics on various crimes and whether or not they occurred on campus or on neighboring properties. A paper copy will be provided to you upon request. This report is provided to all prospective students in their orientation books and to employees prior to hire.
- Students may download a voter registration form at the following web address: <http://www.elections.state.il.us>
- **TO TRANSFER SCHOOLS:**
The transfer of a student's hours, grades, and financial aid information is processed upon written request from the student or the school to which the student is transferring (for students who have dropped from USCA). Hours are released only when a student has paid tuition and fees equal to the amount that USCA has calculated as earned; if a student has a balance due, hours will not be transferred. For a transfer of hours and grades, a written request from the student is required, along with the fee stated in the student's contract. Transfer paperwork is usually completed within 2-3 business days.