

NUMBER: 734

SUBJECT: CONSUMER INFORMATION

APPROVAL DATE OF LAST REVISION:

REGULATORY CITATIONS: HIGHER EDUCATION OPPORTUNITY ACT OF 2008 (PUBLIC LAW 110-315); FSA ASSESSMENTS
CODE OF FEDERAL REGULATIONS, TITLE 34, CHAPTER VI; FSA HANDBOOK VOLUME 2, CHAPTER 6PAGE 1 OF 2

734.1 – FEDERAL REQUIREMENTS

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. Requirements were developed under the principle of promoting access to information that will allow consumers to make informed decisions about postsecondary education. Consumers include the general public, current students and employees, prospective students and employees, and families of current and prospective students. At the direction of the US Department of Education, institutions must make available through appropriate publications, mailings or electronic media, information about its academic programs, retention and graduation rates, financial aid, campus security, drug and alcohol abuse prevention, and other defined declarations.

734.2 – REPORTING AND DISCLOSURES AT THE COLLEGE

Bridgerland Technical College readily demonstrates compliance by providing consumer information on the College website in an accessible and understandable format. Consumer Information disclosures, including required reports, are available using a single portal listed on and linked directly from the College website's home page www.btech.edu. The College has adopted using a three-click approach. Each of the disclosures may be fully accessed beginning on the Consumer Information page located here: <https://btech.edu/consumer-info/>.

In general, reports are submitted to the Department of Education, and disclosures are released to students and the public. In some cases, information must be provided to both as well as to the institution's faculty and staff.

734.3 – NOTICE OF AVAILABILITY

The school will annually provide a Notice directly to all enrolled students describing the availability of the required consumer information. The Notice will briefly summarize each disclosure and tell students how to obtain it. The Notice will include the exact electronic address of the information's location and a statement that the college will provide a paper copy of the information upon request.

734.4 – ASSESSING SCHOOL COMPLIANCE

Consumer Information is an institution-wide responsibility, therefore, the collection and reporting of Consumer Information come from various offices throughout the College. The College Administration has designated a group of employees who work together to ensure all consumer information is properly prepared and provided. This group of people are members of the College's Disclosure Compliance Committee. Committee members may be selected to complete disclosure assignments relative to their job description. Members will participate on this committee by:

- (a) attending committee meetings
- (b) studying the activities, resources, laws, and links associated with the disclosure(s) assigned
- (c) creating and updating assigned disclosure(s)
- (d) facilitating the posting of assigned disclosure(s) to the website
- (e) writing a summary of each assigned disclosure for the Notice
- (f) determining dissemination requirements and ensure they are being met for each disclosure
- (g) supporting reporting requirements
- (h) frequently (at least annually) reviewing current practices, postings, policies, and links to ensure continued accuracy and compliance

Members will be available upon reasonable notice, to any enrolled or prospective student throughout normal administrative working hours of the school, to assist in obtaining Consumer Information disclosure information.

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734.5– DEFINITIONS

- (a) **Disclosure requirement** – Information that a postsecondary education institution is required to distribute or make available to another party, such as students or employees. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education.
- (b) **Reporting requirement** – Information that a postsecondary education institution is required to submit to the US Department of Education or other agencies. Reporting and disclosure requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education or other noted agency.
- (c) **Three-click approach** – Positioning information so that it may be fully reached by clicking through no more than three web pages.
- (d) **Notice** – The annual distribution to students describing the availability of the required information.