

**DAYTONA COLLEGE DISCLOSURE NOTICE 2018-2019**

This document is provided on the College Website under Consumer Information. The link is found on the bottom left hand corner of the web page. Students and employees are sent an annual copy of the document via email no later than October 1<sup>st</sup> of each year.

Daytona College has a designated group of employees who are available to assist employees, enrolled or prospective students in obtaining information on the school, financial assistance, graduation and completion rates, security policies, and crime statistics. The team consists of the following positions: Campus Director, Finance Director, and Compliance/Regulatory Affairs Director.

Daytona College will make available for review, upon request of any employee, enrolled or prospective student, a copy of the documents describing the school state licensure and accreditation. Please contact the Campus Director, the Director of Finance or the Compliance/Regulatory Affairs Director.

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 disclosure. Students are entitled to a paper copy of all disclosures upon request.

Information	Description	Where it Can be Found
Campus Faculty and Other Instructional Personnel	A listing of campus faculty and other instructional personnel.	The College Catalog. Please note, the faculty information is updated twice a year.
Completion/Graduation Rates	This disclosure provides information on the completion or graduation rates of a cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program within 150% of the normal time for graduation or completion.	Admissions department. The 2017-2018 Daytona College Disclosures College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. This document is posted during the month of October each year.
Copyright Infringement / Material	This disclosure includes the institutional policies and sanctions related to unauthorized distribution of copyrighted material.	The Academic Dean/Director of Education, Program Heads, Campus Director and Faculty Manual. Notice is posted on the LMS for online students. College Catalog – Copyright Protection Policy.
Cost of Attending the Institution	Information regarding all costs associated with the program of study and other costs of attendance (books, supplies, room and board)	College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. The Financial Planning Department.  Cost of attendance may also be found under each program “Gainful Employment” disclosure.
Costs at Colleges	The website allows users to view schools by sector.	<a href="http://www.collegecost.ed.gov/">www.collegecost.ed.gov/</a>
Crime Awareness & Campus Security Act	This disclosure provides comprehensive statistics on campus safety and crime during the three most recent calendar years, policies and procedures for reporting crimes, policies concerning the security of and access to campus facilities, concerning campus law enforcement, and campus safety and crime prevention programs.	College Website. The Registrar, Financial Aid Representative, Admissions Representative, Student Services and the Campus Director. This disclosure is provided to students and staff annually via email no later than October 1 <sup>st</sup> of each year.

Drug and Alcohol Abuse Policy and Prevention Plan	This policy describes the process necessary for legal compliance of federal, state and local statuses as well as outlines the school's expectations and philosophy towards alcohol, drugs and controlled substances. This form is combined with the Crime Awareness & Campus Security Act disclosure.	College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. The Registrar, Financial Aid Representative, Admissions, Student Services, and the Campus Director. This disclosure is provided to students and staff annually, no later than October 1 <sup>st</sup> . Notice of Penalties is a separate document.
Emergency Response and Evacuation Plan	This disclosure includes information regarding the College's plan for emergency response and evacuation.	College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. Students should refer to the institution's website and/or the Campus Crime, Drug and Emergency Response Report. All Daytona College administrators can provide a copy of this document. Students and staff are provided a copy of this document, annually no later than October 1 <sup>st</sup> ..
Entities that accredit, license, or approve Daytona College	Specific information regarding entities that accredit, license, or approve the institution.	The College Catalog. The school will make available upon request a copy of the school's accreditation, licensure, or approval. To request a copy, students should submit a request in writing to the Campus Director.
Family Education Rights and Privacy Act (FERPA)	FERPA, passed by Congress in 1974, gives 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 privacy rights.	The College Catalog, Student Services personnel, Financial Aid Representatives, Education department and the Campus Director.
Financial Assistance	This disclosure provides information on all available federal, state, local, private and institutional financial need-based and non-need-based assistance programs, application procedures, award criteria and disbursement, satisfactory progress standards and return of Title IV funds.	The College Catalog and Financial Aid Representatives. College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. Net Price Calculator.  Also see website: <a href="http://studentaid.ed.gov">http://studentaid.ed.gov</a>
Gainful Employment and Student Right To Know	Federal regulations and the Student Right-to-Know Act require specific disclosures that include completion/graduation rates, retention rates, placement rates, Pell recipient Diversity Data, SOC Code Occupations, Median Loan Debt.	Admissions Office, College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. The Campus Director, Director of Financial Planning.
General Education Development (GED) Information		Students who have not earned a High School Diploma may be eligible to take the General Educational Development (GED) tests to earn the GED credential. Students should visit their state's website for additional information and nearby

		testing center locations. The Campus admissions office is also available for assisting students who seek information on GED tests.
Graduate Employment Rates / Performance Fact Sheet	This disclosure provides information on the employment and completion rate of all scheduled graduates based upon the most recent reporting period. Newer programs may not have data available.	Admissions department. The 2017-18 Daytona College Disclosures: College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. This document is updated annually in the month of October.
Institutional Information	This disclosure provides general information related to the campus including, but not limited to: cost of attendance, procedures to officially withdraw from school, refund policies, academic programs, instructional personnel, accrediting agencies and special services for disabled students	The College Catalog, Financial Aid Representatives, Admissions Representative, Education Department and Campus Director.
Official Withdrawal from School	The policies and procedures required for an official withdrawal from Daytona College.	The College Catalog.
On-Time Graduation	This disclosure provides on-time graduation rates based on students who graduated within 100% of the length of their program as defined by Daytona College.	College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. Daytona College Disclosure publication. This section of the publication is updated each October.
Programs of study offered at Daytona College	Information regarding all programs offered at the college.	The College Catalog. College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. Page 8 of the Daytona College Disclosure Publication. Daytona College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs.
Services for Disabled Students	Information on services available to disabled students attending the institution.	College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. The Director of Education and the Campus Director.
Sexual Harassment Policy	This document outlines the college's sexual harassment policy.	The Campus Director, Compliance/Regulatory Affairs Director, Human Resources Department.
Standard Occupational Classification Codes for all programs offered at Daytona College.	This disclosure provides the SOC Code, SOC Code description with email link for each program offered at the College.	College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. Daytona College Disclosure Publication.
Student Diversity Statistics	This disclosure provides information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students	The 2017-2018 Daytona College Disclosures: College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. This document is updated annually in the month of October.

	who receive Federal Pell Grants for the prior year.	
Textbook Information	This disclosure includes the ISBN number of the textbook, author, publisher and retail cost.	The Learning Management System and any administrator at Daytona College. Syllabi. A listing of all textbooks and retail cost information is available through the Director of Education.
Transfer of Credit Policy	This disclosure provides the College's policies regarding the transferability of academic credits.	The College Catalog.
US Voter Registration	Voter registration information	College Website under Consumer Information. Link is provided on the bottom left hand corner of the web page. Students may visit their local post office or motor vehicles office to obtain the required Voter Registration form and necessary requirements outline by their state. For a downloadable version of the form, visit the U.S. Election Assistance Commission at <a href="http://www.eac.gov/voter/Register%20to%20Vote">http://www.eac.gov/voter/Register%20to%20Vote</a> .
Vaccination Policy	This disclosure includes vaccinations that may be required in an allied health field such as medical assisting.	The Online Director, Medical Assisting Program Head, Campus Director, the Director of Nursing, Admissions Representative. Externship Manual. Student Nursing Handbook.
Withdrawal Refund Formula	The institution and Return To Title IV refund information.	The College Catalog, The Enrollment Agreement, and the Financial Planning Department