

## CONSUMER INFORMATION SUMMARY

Douglas Education Center (DEC) recognizes and appreciates the investment you and your family are making in pursuing an education and career training. To assist you in making the most of this investment, DEC provides an annual reminder of the student consumer information available to you. You initially received this consumer information at or around the time you enrolled. For complete policies and procedures related to these issues, as well as numerous others, visit <http://www.dec.edu/consumerinfo/>. If you have any questions about this summary, the referenced materials, or the policies themselves, please contact Amanda Phillips, Executive Director of Financial Aid.

### GENERAL INFORMATION ABOUT THE INSTITUTION

*In the Catalog, Douglas Education Center provides general information about its licensure, accreditation, facilities, faculty and staff, programs, satisfactory academic progress standards, program costs, refund policies including the return of financial aid, services and facilities available to students with disabilities, including students with intellectual disabilities, policies and sanctions regarding copyright infringement, transfer of credit policies and articulation agreements, vaccination policies, and procedures to follow for officially withdrawing. The Catalog also provides supplemental admissions, student services, including financial aid, and placement information. The Catalog is available online at [http://www.dec.edu/wp-content/uploads/2017/11/11\\_17DouglasCatalog60\\_V.2.pdf](http://www.dec.edu/wp-content/uploads/2017/11/11_17DouglasCatalog60_V.2.pdf). You may also obtain a hard copy from the Executive Director of Financial Aid. The institution also publishes a Net Price Calculator on the website at <http://www.dec.edu/NetPriceCalculator/npcalc.htm>.*

### FINANCIAL ASSISTANCE INFORMATION

*DEC makes every effort to assist students in securing the financial assistance needed to attend school. The institution provides students with information about:*

*The description of all the Federal, State, local, private and institutional student financial assistance programs available to students who enroll: need-based and non-need-based federal financial aid that is available: terms and conditions for Federal Direct Loans: financial aid application procedures: eligibility criteria: criteria for award amounts: rights and responsibilities.*

*For assistance under Title IV, HEA Programs:*

*Criteria for continued eligibility under each program; satisfactory academic progress standards for the purpose of receiving financial assistance: criteria by which the student who has failed to maintain satisfactory progress may re-establish eligibility for financial assistance: the method and frequency by which financial assistance disbursements will be made to students: the terms of any loan received by a student as part of the student's financial assistance package, a sample loan repayment schedule for sample loans and the necessity for repaying loans: the general conditions and terms applicable to Federal Work Study: the exit counseling information the school provides and collects for borrowers under the William D. Ford Federal Direct Student Loan Program.*

*This information, along with much more, is available in the Financial Aid Office, in the Catalog [http://www.dec.edu/wp-content/uploads/2017/11/11\\_17DouglasCatalog60\\_V.2.pdf](http://www.dec.edu/wp-content/uploads/2017/11/11_17DouglasCatalog60_V.2.pdf), and at <http://www.dec.edu/consumerinfo/>. The U.S. Department of Education also provides significant consumer information on the Federal Student Aid programs at <https://studentaid.ed.gov/sa/>.*

### DRUG AND ALCOHOL POLICY

*DEC is a drug and alcohol free environment. Its Drug and Alcohol Policy includes standards of conduct that prohibit the unlawful use, possession, manufacture, distribution, or sale of alcohol, narcotics, or illicit drugs. It addresses school sanctions, legal sanctions, health risks, and treatment programs. The Drug and Alcohol Policy is available at [http://www.dec.edu/wp-content/uploads/2017/06/DEC\\_drugandalcohol\\_2017.pdf](http://www.dec.edu/wp-content/uploads/2017/06/DEC_drugandalcohol_2017.pdf) In addition, the Financial Aid Office provides a notice regarding penalties associated with drug-related offenses, upon enrollment, to students receiving Federal Student Aid.*

#### **ANNUAL SECURITY REPORT**

DEC is committed to providing students with a safe environment in which to learn. The Annual Security Report includes institutional policies on campus security, such as policies concerning drug and alcohol use, crime prevention, the reporting of crimes, sexual assault, dating and domestic violence, stalking, and other matters. This report includes statistics on the previous three years concerning reported crimes that occurred on-campus. In certain off-campus buildings or property owned and controlled by the school, and on public property within or immediately adjacent to, and accessible from, the school. The Annual Security Report is available at [http://www.dec.edu/wp-content/uploads/2017/09/DEC\\_AnnualSecurityReport2017.pdf](http://www.dec.edu/wp-content/uploads/2017/09/DEC_AnnualSecurityReport2017.pdf)

#### **HARASSMENT POLICY**

DEC maintains a scholastic and living environment free from sexual, racial, age-based, religious, ethnic, disability and other forms of legally impermissible harassment of any individual. The definition of harassment, examples of sexual harassment, and reporting procedures are outlined in the harassment policy. The Harassment Policy is available at [http://www.dec.edu/wp-content/uploads/2018/01/11\\_17DouglasCatalog60\\_V.258\\_59.pdf](http://www.dec.edu/wp-content/uploads/2018/01/11_17DouglasCatalog60_V.258_59.pdf).

#### **NOTICE OF NONDISCRIMINATION**

DEC does not discriminate on the basis of sex and provides equal opportunity in its education and employment. DEC prohibits all forms of sex discrimination as required by Title IX of Education Amendments of 1972. The Title IX Policy is available at [http://www.dec.edu/wp-content/uploads/2018/01/Pages-from-11\\_17DouglasCatalog60\\_V.251\\_54.pdf](http://www.dec.edu/wp-content/uploads/2018/01/Pages-from-11_17DouglasCatalog60_V.251_54.pdf).

#### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

In compliance with the Family Education Rights and Privacy Act, DEC protects the privacy of students with regard to educational records and provides students with access to records directly related to them. The FERPA Policy is available at [http://www.dec.edu/wp-content/uploads/2017/11/DouglasCatalog60v2\\_FERPA.pdf](http://www.dec.edu/wp-content/uploads/2017/11/DouglasCatalog60v2_FERPA.pdf)

Also see <http://www.dec.edu/wp-content/uploads/2017/01/DECHealthandSafetyExemptionConsumerInformationSumm.pdf> regarding the Health and Safety Exemption.

#### **CONSTITUTION DAY PROCECURES**

DEC holds an educational program on the United States Constitution on September 17 of each year, commemorating the September 17, 1787 signing of the United States Constitution. When September 17 falls on a weekend or holiday, Constitution Day shall be held the preceding week.

#### **COMPLETION/GRADUATION/RETENTION RATES**

DEC calculates completion/graduation/retention rates and statistics and discloses those rates to prospective and current students each July. The Student Right-to-know completion/graduation rates and information regarding student body diversity are available at

<http://www.dec.edu/wp-content/uploads/2017/05/DSTEMPLATESRTK2016Fall12CohortFinalRev517.pdf> and <http://www.dec.edu/wp-content/uploads/2017/12/DECEmploymentGraduationRate2017.pdf>

#### **COLLEGE NAVIGATOR**

DEC reports information via National Center for Educational Statistics (NCES) for posting to the College Navigator Website <https://nces.ed.gov/collegenavigator/>.

#### **VOTER REGISTRATION**

DEC encourages students to actively participate in local, state, and federal elections. Voter registration forms are available at [http://www.dec.edu/images/pdfs/consumerinfo/DEC\\_VoterRegFormBlank2011.pdf](http://www.dec.edu/images/pdfs/consumerinfo/DEC_VoterRegFormBlank2011.pdf).

You may also obtain a hard copy of these documents from the Executive Director of Financial Aid.