

# DIGRIGOLI SCHOOL OF COSMETOLOGY

## Notice of Availability of Consumer Information

*(This notice must be distributed annually to all enrolled students.)*

Program Coordinator: Jessica Manley

Phone: (413) 827-8888 x14

Email: [j.manley@digrigoli.com](mailto:j.manley@digrigoli.com)

Office Hours: Mon 10am-4pm, Tue-Fri 9am-5pm

*Available by appointment outside of normal office hours*

Full disclosures of the information listed in this notice are available from the Program Coordinator.

The Program Coordinator is responsible for reviewing and updating the information listed below.

### **1) Basic Financial Aid Information:**

Includes costs of attending the school; need-based and non-need-based federal, state, local, school and other private financial aid programs; how students apply for aid and how eligibility is determined; how the school distributes aid among students and when aid will be disbursed; rights and responsibilities of students receiving aid; terms and conditions to receive a Federal Direct Loan and to obtain deferments; terms of, schedules for, and the necessity of loan repayment; criteria for measuring satisfactory academic progress and how a student who has failed to maintain progress standards may reestablish eligibility for federal aid; requirements for the return of federal aid funds when a student withdraws from school, refund policies, and requirements for officially withdrawing from school; and whom to contact for information on student financial assistance and who for general school issues.

### **2) General Information About the School:**

Includes names of agencies/government bodies that license and accredit the school and how a student can receive a copy for review of the school's licensure and accreditation status; special facilities and services available for disabled students; certificate program(s) offered by the school and any plans the school has for improving or adding to the academic programs; recommended and supplemental textbook information (including ISBN and retail price); availability of a GED program; instructional, laboratory and other school facilities; a list of faculty and other instructional personnel; school policies on transfer of credit from another school; school vaccination policies; school policies and sanctions on copyright infringement and peer-to-peer file sharing; student body diversity statistics in the categories of gender and self-identified ethnicity of enrolled, full-time students who receive Federal Pell Grants; placement of and types of employment obtained by graduates of the school's certificate program(s); and retention rates of certificate-seeking, first-time, full-time undergraduate students.

### **3) Completion/Graduation Rates:**

The percentage of students enrolled between September 1 and August 31 of the previous year(s) that completed/graduated within 150% (1500 scheduled hours) of the normal time to complete the program. Information is disaggregated by gender, self-identified ethnicity, recipients of Federal Pell Grants, recipients of Federal Direct Subsidized Loans, and recipients of neither a Pell Grant nor a Direct Subsidized Loan. *This information must be available to students, upon request, by July 1<sup>st</sup> of each year.*

**4) Drug and Alcohol Abuse Prevention**

Includes information on health risks associated with drug and alcohol abuse and prevention methods; standards of conduct that prohibit the unlawful possession, use or distribution of drugs or alcohol by students and employees on the school's property or as part of school activities; federal/state/local and school sanctions for violations of drug and alcohol laws; and any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees. *Drug and alcohol abuse prevention materials must be distributed to students and employees at least once annually.*

**5) Cleary Campus Security Act**

Includes policies for making timely warnings to the campus community regarding the occurrence of *Cleary Act* crimes; circumstances for which a warning will be issued; the individual or office responsible for issuing the warning; and the manner in which the warning will be disseminated. Also includes disclosure of annual crime statistics, including hate crimes and weapon/drug abuse/liquor law violations; to whom students and employees should report criminal offenses; type and frequency of programs designed to inform students and employees about campus security procedures and the prevention of crimes; emergency evacuation response procedures; and the school's sex offense policies and procedures. *The annual security report describing school policies and crime statistics must be distributed to students and employees by October 1<sup>st</sup> of each year.*

**6) Family Educational Rights and Privacy Act (FERPA)**

Includes information on students' rights to inspect and review their educational records and to amend inaccurate information contained in their records; the right to a hearing to challenge the contents of a student's educational records; the right to provide consent for the disclosure of a student's records; personally identifiable information the school may disclose without student consent; and the school's responsibility for documenting the disclosure of a student's records. *Student must be notified annually of their rights under FERPA.*