

Penn Commercial Business/Technical School

ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION – September 29, 2021

WHAT TO DISCLOSE, WHEN AND TO WHOM	DESCRIPTION OF INFORMATION TO BE DISCLOSED	WHERE TO FIND THE INFORMATION
<p><b>What:</b> Institutional Information (section 668.43) (600.9(c)(2)(ii and iii))</p> <p><b>When:</b> Upon Request</p> <p><b>To:</b></p> <ul style="list-style-type: none"> <li>▪ Enrolled Students</li> <li>▪ Prospective Students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cost of attending school, e.g., Tuition and Fees, Uniforms, Supplies, etc.</li> <li>▪ Institutional Refund Policy</li> <li>▪ Requirements for officially withdrawing from school</li> <li>▪ Requirements for Return of Title IV, HEA Federal Pell Grant funds</li> <li>▪ Information regarding the academic programs, institutional facilities and faculty</li> <li>▪ Entities that accredit, license, or approve the school and its career programs and procedures for reviewing school's accreditation, licensing, or approval documentation</li> <li>▪ Description of any special services and facilities for disabled students</li> <li>▪ Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> <li>▪ Direct Disclosures for Licensure Determinations</li> </ul>	<p>School Catalog <a href="https://penncommercial.edu/about/course-catalog/">https://penncommercial.edu/about/course-catalog/</a></p> <p>Consumer Information <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a></p> <p>Consumer Handbook <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a></p> <p>USDOE College Navigator <a href="https://nces.ed.gov/collegenavigator/?q=penn+commercial&amp;s=PA&amp;zc=15301&amp;zd=0&amp;of=3">https://nces.ed.gov/collegenavigator/?q=penn+commercial&amp;s=PA&amp;zc=15301&amp;zd=0&amp;of=3</a></p> <p>Note: Some information also available in Program Packets; Student Acknowledgement Forms</p>
<p><b>What:</b> Financial Assistance Information (section 668.42)</p> <p><b>When:</b> Upon Request</p> <p><b>To:</b></p> <ul style="list-style-type: none"> <li>▪ Enrolled Students</li> <li>▪ Prospective Students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application and procedures; (2) student eligibility requirements; (3) verification selection criteria; and (5) criteria for determining the amount of a student's award</li> <li>▪ Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; and (4) method and frequency of financial aid disbursements</li> <li>▪ Entrance and Exit Counseling information the school provides and collects</li> <li>▪ Title IV Policy for Student Abroad – N/A</li> </ul>	<p>School Catalog <a href="https://penncommercial.edu/about/course-catalog/">https://penncommercial.edu/about/course-catalog/</a></p> <p>Consumer Handbook <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a></p>
<p><b>What:</b> Completion/Graduation Rate and Transfer-Out Rate (section 668.45)</p> <p><b>When:</b></p> <ul style="list-style-type: none"> <li>▪ Annually by July 1</li> <li>▪ Upon Request</li> </ul> <p><b>To:</b></p> <ul style="list-style-type: none"> <li>▪ Enrolled Students</li> <li>▪ Prospective Students</li> </ul>	<ul style="list-style-type: none"> <li>▪ The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their career program within 150% of the normal time (scheduled length of career program) for graduation or completion</li> <li>▪ Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants</li> <li>▪ Retention rates of certificate or degree-seeking first-time full-time undergraduate students.</li> <li>▪ The School does not prepare annual transfer-out rates because its mission does not include providing substantial preparation for students to enroll in another eligible institution</li> </ul>	<p>Consumer Handbook <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a></p> <p>USDOE College Navigator <a href="https://nces.ed.gov/collegenavigator/?q=penn+commercial&amp;s=PA&amp;zc=15301&amp;zd=0&amp;of=3">https://nces.ed.gov/collegenavigator/?q=penn+commercial&amp;s=PA&amp;zc=15301&amp;zd=0&amp;of=3</a></p>

<p><b>What:</b> Family Education Rights and Privacy Act (FERPA) (Sec 99.7)</p> <p><b>When:</b> Upon Request</p> <p><b>To:</b></p> <ul style="list-style-type: none"> <li>▪ Enrolled Students</li> <li>▪ Prospective Students</li> <li>▪ Parents of enrolled students under the age 18</li> </ul>	<ul style="list-style-type: none"> <li>▪ Right to and procedures for inspecting and reviewing student's education records</li> <li>▪ Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading or in violation of student's privacy rights</li> <li>▪ Right to consent to disclosure of personally identifiable information contained in student's education records</li> <li>▪ Right to file a complaint for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>▪ Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under Sec 99.31 without prior consent</li> </ul>	<p>School Catalog <a href="https://penncommercial.edu/about/course-catalog/">https://penncommercial.edu/about/course-catalog/</a></p> <p>Consumer Handbook <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a></p>
<p><b>What:</b> Campus Security Report (section 669.46)</p> <p><b>When:</b> Annually by October 1</p> <p><b>To:</b></p> <ul style="list-style-type: none"> <li>▪ Enrolled Students</li> <li>▪ Current Employees</li> </ul> <p><b>When:</b> Upon Request</p> <p><b>To:</b></p> <ul style="list-style-type: none"> <li>▪ Prospective Students</li> <li>▪ Prospective Employees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible); (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson</li> <li>▪ Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability)</li> <li>▪ Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action such violations</li> <li>▪ Policies regarding the School's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs</li> <li>▪ A statement advising the campus community where law enforcement information agency information concerning registered sex offenders may be obtained</li> <li>▪ Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws</li> <li>▪ Emergency response and evacuation procedures</li> </ul>	<p>Campus Security Report <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a></p> <p>Drug and Alcohol Abuse Prevention Program <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a></p> <p>Emergency Response and Evacuation Procedures <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a></p> <p>USDOE College Navigator <a href="https://nces.ed.gov/collegenavigator/?q=penn+commercial&amp;s=P&amp;zc=15301&amp;zd=0&amp;of=3">https://nces.ed.gov/collegenavigator/?q=penn+commercial&amp;s=P&amp;zc=15301&amp;zd=0&amp;of=3</a></p>
<p><b>PAPER COPIES ARE AVAILABLE FROM THE CAMPUS DIRECTOR (NICOLE LANE) AND THE FINANCIAL AID DIRECTOR (JAYME TUIE)</b></p>		

ADDITIONAL STUDENT CONSUMER INFORMATION	WHERE TO FIND
Fire Safety Report	Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Net Price Calculator	Website: <a href="https://penncommercial.edu/financial-aid/net-price-calculator/">https://penncommercial.edu/financial-aid/net-price-calculator/</a>
Textbook Information	Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Copyright Infringement Policies and Sanctions	Student Catalog; Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Transfer of Credit Policy and Written Arrangements with Other Institutions	Student Catalog; Consumer Handbook; Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Leave of Absence Policy	Student Catalog; Consumer Handbook: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Services for Students with Disabilities	Student Catalog; Consumer Handbook; Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Grievance Policy and Procedures	Student Catalog
Financial Aid Code of Conduct for Educational Loans	Consumer Handbook; Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Notice of Federal Student Aid Penalties for Drug Law Violations	Consumer Handbook; Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Retention and Student Diversity Disclosure (Demographic Data for Student Body)	Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Vaccination Policy	Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Constitution Day and Voter Registration	Consumer Handbook; Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>
Student Achievement Rates	Website: <a href="https://penncommercial.edu/consumer-disclosures/">https://penncommercial.edu/consumer-disclosures/</a>