

Consumer Information

The following is a list of information required by the US Department of Education to be disclosed to all students and/or parents of students. This consumer information can be obtained through the Financial Aid office, in addition to the places listed below:

Academic Programs and Cost of Attendance	OCVTS Website Financial Aid Office
Accrediting, licensing, and approving agencies	Admissions Packet
Campus Security Report and Policies regarding crimes	OCVTS Website
Constitution and Citizenship Day – September 17 th	OCVTS Website/Social Media
Completion/Graduation Rates and Transfer Out	Admissions Office OCVTS Website
Copyright Infringements	OCVTS Website
Description of available federal, state, local, private and Institutional financial need-based assistance programs	Financial Aid Office
Drug and Alcohol Abuse Prevention	Policy Manual*
Grievance Policy	Policy Manual*
Information regarding the Return of Title IV Funds	Policy Manual* Financial Aid Office
Licensure or Certification	OCVTS Website
Misrepresentation	Policy Manual*
Net Price Calculator	OCVTS Website
Private Education Loan Disclosures	OCVTS Website
Requirements for officially withdrawing from school	Policy Manual*
Rights and responsibilities of students receiving Title IV and other financial aid	Policy Manual*
Rights Under Family Education Rights & Privacy Act (FERPA)	Policy Manual* Student Handbook
Satisfactory Academic Progress	Policy Manual*
State Complaints Process	OCVTS Website
School's Refund Policy	Policy Manual*
Title IV Loan Code of Conduct	OCVTS Website
Transfer Clock/Credit Hours	Policy Manual*
Vaccinations	OCVTS Website
Voter Registration	OCVTS Website

*There is a policy manual in the OCVTS Administration Office and at all OCVTS centers. [Ocean County Vocational Technical School website: www.ocvts.org](http://www.ocvts.org)

• Title IV Loan Code Of Conduct

The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 487(a)(25)]. Ocean County Vocational Technical Schools officers, employees and agents are required to comply with this code of conduct. The following specific provisions bring Ocean County Vocational Technical Schools into compliance with the federal law [HEOA § 487(e)].

1. Neither Ocean County Vocational Technical Schools as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender.
2. No officer or employee of Ocean County Vocational Technical Schools who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than \$10.
3. An officer or employee of Ocean County Vocational Technical Schools who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. Ocean County Vocational Technical Schools shall not: a. for any first-time borrower, assign, through award packaging or other methods, the borrower’s loan to a particular lender; or b. refuse to certify, or delay certification of, any loan based on the borrower’s selection of a particular lender or guaranty agency.
5. Ocean County Vocational Technical Schools shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a. a specified number of loans made, insured, or guaranteed under Title IV; b. a specified loan volume of such loans; or c. a preferred lender arrangement for such loans.
6. Ocean County Vocational Technical Schools shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Private Educational Loan Disclosures

In accordance with 34 CFR 668.14(b)(29)(ii), an institution must, upon the request of the applicant, discuss the availability of Federal, State, and institutional financial aid. Staff members in Ocean County Vocational Technical Schools Office of Financial Aid are happy to discuss with students and prospective students, and their parents, the financial aid options available to them. Students and parents may qualify for loans or other assistance under Title IV of the Higher Education Act programs. The terms and conditions of Title IV HEA program loans may be more favorable than the provisions of private educational loans.

The Higher Education Opportunity Act of 2008 (Pub. L. 110-35) (HEOA) added section 128(e)(3) to the TILA to require that before a private educational lender may consummate a private education loan for a student in attendance at an institution of higher education, the private education lender must obtain the completed and signed Self-Certification Form from the applicant. The Federal Reserve Board's Final Regulations published on August 14, 2009 incorporate this new requirement at 12 CFR 226.48(e). Many lenders of private loans will provide the Self-Certification Form to the student borrower.

Facilities and Services Available to Students with Disabilities:

Ocean County Vocational Technical Schools supports the unique learning styles and needs of all students. As a public education institution, OCVTS meets all ADA-related requirements for educational facilities and works with various agency's to provide adults with disabilities the educational supports necessary for their success. Questions regarding these services at any of our campus locations may be directed to our Student Services Office at: 732-473-3100 Ext.3125.

Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing):

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject OCVTS students to civil and criminal liabilities. Policies and associated penalties associated with copyright infringement, unauthorized peer-to-peer sharing, illegal downloading or unauthorized distribution of copyrighted material using OCVTS's information technology system are prohibited. Specific policies and procedures pertaining to these behaviors can be found in OCVTS's Board Policy Manual. Enrolled students are required to sign statements agreeing to comply with OCVTS's established standards annually.

Vaccination Policy

Ocean County Vocational Technical School does not have a policy regarding vaccinations; however, OCVTS is concerned about the health and well-being of all students. Accordingly, OCVTS encourages all students to remain current on vaccinations as suggested by appropriate health authorities. However, enrollment in some healthcare-related degree programs and participation in some activities (i.e. Clinical, etc.) require immunizations as recommended by the Centers for Disease Control and Prevention and communicated by the specific OCVTS program.

Transfer Clock/Credits Hours

The Ocean County Vocational School will accept transfer credits from a prior school due to a school closing. Teacher evaluation of a transcript will be required. A student(s) needing to complete his or her program, financial aid will be pro-rated according to Federal Regulations. Other transfer student's that may need to complete a program transcripts will be evaluated by a teacher to see if proper placement can be made. Once again financial aid will be pro-rated according to Federal Regulations. If no placement can be made and a student needs to start a program from the beginning, we will notify student(s) and assist with proper placement.

Licensure Certification Requirements

The Ocean County Vocational Technical Schools Practical Nursing program meets or exceeds the New Jersey State Board of Nursing requirements. The course work adequately prepares nursing students to take the NCLEX-PN exam. Furthermore, our Cosmetology program meets or exceeds the New Jersey State Board of Cosmetology licensing exam requirements. Each program prepares students for employment in their occupation in the State of New Jersey. Any state outside of New Jersey OCVTS has not made such a determination.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Ocean County Vocational Technical School receives a request for access. A student should submit to the principal, head of the academic department, or financial aid office, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask OCVTS to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If OCVTS decides not to amend the record as requested, OCVTS will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before OCVTS discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

OCVTS discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by OCVTS in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of education; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of OCVTS who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for OCVTS.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request or the student initiates the disclosure.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by OCVTS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

FERPA permits the disclosure o Student Privacy Policy Office
U.S. Department of
Education 400 Maryland
Avenue, SW Washington,
DC 20202

Public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within OCVTS whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
- These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations, conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))