

WHAT TO DISCLOSE, WHEN, & TO WHOM	DESCRIPTION OF INFORMATION TO BE DISCLOSED	WHERE TO FIND INFORMATION								
<p>WHAT: <b>INSTITUTIONAL INFORMATION</b></p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students</p>	<p>Cost of attending Western Technology Center Description of special services and facilities for disabled students Institutional Refund Policy/Requirements for officially withdrawing from school Requirements for officially dropping enrollment at Western Technology Center Vaccination Policy Employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact them Entities and/or agencies that accredit, license, or approve programs, and procedures for reviewing accreditation, licensing or approval documentation. Constitution Day observance</p>	<p>Student Handbook Consumer Information Handbook WTC Website: <a href="http://www.westtech.edu">www.westtech.edu</a></p>								
<p>WHAT: <b>FINANCIAL ASSISTANCE INFORMATION</b></p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students</p>	<p>Description of all available federal, state, local, private, and institutional financial assistance, and a description of</p> <ul style="list-style-type: none"> <li>- FAFSA website and procedures</li> <li>- Selection criteria</li> <li>- Student eligibility requirements</li> <li>- Criteria for determining the amount a student's award</li> </ul> <p>Rights and responsibilities of student's receiving Title IV and other financial aid, including:</p> <ul style="list-style-type: none"> <li>- Criteria for continued eligibility</li> <li>- Satisfactory academic progress standards</li> <li>- How to reestablish eligibility</li> <li>- Method and frequency of financial aid disbursements</li> <li>- Summary of requirements for the Return of Title IV Aid and Repayment by withdrawn students</li> </ul>	<p>Consumer Information Handbook Financial Aid Office-Burns Flat Campus WTC Website: <a href="http://www.westtech.edu/student-services/financial-aid/">http://www.westtech.edu/student-services/financial-aid/</a>  FAFSA website: <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></p>								
<p>WHAT: <b>DEFERMENT ON AN FFEL OR DIRECT LOAN</b></p> <p>WHEN: Upon Request</p> <p>TO: Currently Enrolled Students</p>	<p>Terms and conditions of FFEL and Direct Loan deferments for:</p> <ul style="list-style-type: none"> <li>- Students enrolled in approved Career Major at Western Technology Center</li> <li>- Service under the Domestic Volunteer Service Act of 1973</li> <li>- Financial Aid Director will sign approved loan deferment document for a student enrolled in an approved Career Major at WTC</li> </ul>	<p>Information available in Financial Aid Office Burns Flat Campus</p> <p><b>WTC DOES NOT PARTICIPATE IN LOAN PROGRAMS</b></p>								
<p>WHAT: <b>RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)</b></p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Student Parents of Enrolled Students under the age of 18</p>	<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 with ED for alleged school or educational agency failure to comply with FERPA requirements</li> </ul> <p>The Board of Education's policy includes what is defined as directory information and the procedure to follow to withhold the release of directory information.</p>	<p>Student Handbook Consumer Information Board of Education Policy Manual</p>								
<p>WHAT: <b>COMPLETION/GRADUATION RATE &amp; TRANSFER-OUT RATE</b></p> <p>WHEN: Upon request</p> <p>TO: Enrolled Students and/or perspective students</p>	<p>Western Technology Center computes the completion rate of certificate-seeking, first-time, full-time students who complete their program within 150% of the normal time for completion. Transfer out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing preparation for enrollment in another eligible institution. Student body diversity statistics are also available. Report is available annually no later than July 1 immediately following the date that 150% of normal time for cohort's completion has elapsed.</p>	<p>Website: <a href="#">WTC District Overview</a> U.S. Dept. of Ed College Opportunities On-line website: at <a href="http://nces.ed.gov/collegenavigator/">http://nces.ed.gov/collegenavigator/</a></p>								
<p>WHAT: <b>ANNUAL SECURITY REPORT</b></p> <p>WHEN: Annually by Oct. 1</p> <p>TO: Enrolled Student Current Employees</p> <p>WHEN: Upon Request</p> <p>TO: Prospective Students Prospective Employees</p> <p>WHEN: Annually by date specified</p> <p>TO: Department of Education</p> <p><b>Other Available Information:</b> <b>VIOLENCE AGAINST WOMEN ACT</b> <b>CAMPUS SAFETY &amp; WEAPONS-FREE</b> <b>SCHOOL POLICY and DRUG-FREE SCHOOLS &amp; WORKPLACE POLICY</b></p>	<p>Western Technology Center's Campus Security Report contains information on:</p> <p>Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of offenses reported to campus security authorities or local police for:</p> <table border="0"> <tr> <td>Murder and non-negligent manslaughter</td> <td>Forcible and Non-forcible Sex Offenses</td> </tr> <tr> <td>Negligent Manslaughter</td> <td>Robbery</td> </tr> <tr> <td>Aggravated Assault/Simple Assault</td> <td>Burglary</td> </tr> <tr> <td>Arson</td> <td>Motor Vehicle Theft</td> </tr> </table> <p>Statistics 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)</p> <p>Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of offenses reported to campus security authority or local police for:</p> <ul style="list-style-type: none"> <li>Liquor law violations, drug law violations, and illegal weapons possession; or</li> <li>Persons referred for campus disciplinary action for such violations</li> </ul> <p>Policies concerning the security of and access to campus facilities; and procedures to report crimes. Crime Prevention Programs and Drug/Alcohol Abuse Education Programs. Programs to prevent Sexual Offenses/Harassment and how to report such offenses. 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.</p>	Murder and non-negligent manslaughter	Forcible and Non-forcible Sex Offenses	Negligent Manslaughter	Robbery	Aggravated Assault/Simple Assault	Burglary	Arson	Motor Vehicle Theft	<p>Student Handbook Consumer Information WTC website: <a href="https://www.westtech.edu/sites/westemtech/upload/documents/BF_Documents_FT_Programs/2018_Annual_Safety_and_Security_Report_PDF.pdf">https://www.westtech.edu/sites/westemtech/upload/documents/BF_Documents_FT_Programs/2018_Annual_Safety_and_Security_Report_PDF.pdf</a></p> <p>Western Technology Center's website: <a href="https://www.westtech.edu/sites/westemtech/upload/documents/BF_Documents_FT_Programs/2018_Annual_Safety_and_Security_Report_PDF.pdf">https://www.westtech.edu/sites/westemtech/upload/documents/BF_Documents_FT_Programs/2018_Annual_Safety_and_Security_Report_PDF.pdf</a></p> <p>Additional information is also available at the NCES.ED.GOV website <a href="#">here</a> Brochures mailed to individual enrolled students in October of current year.</p>
Murder and non-negligent manslaughter	Forcible and Non-forcible Sex Offenses									
Negligent Manslaughter	Robbery									
Aggravated Assault/Simple Assault	Burglary									
Arson	Motor Vehicle Theft									

ADDITIONAL STUDENT CONSUMER INFORMATION	WHERE TO FIND
Voter Registration Materials (paper forms in Financial Aid office)	<a href="http://www.elections.ok.gov">www.elections.ok.gov</a> Consumer Information
Enrollment Analysis, Completion Rate, & Wage Analysis	Website: <a href="http://www.westtech.edu">www.westtech.edu</a>
GED Information	Counselor's Office
Grievance/Complaint Policy and Procedures	Student Handbook Consumer Information
Student Behavior & Discipline Policy	Student Handbook Board of Ed. Policy Manual
Internet Use Policy	Student Enrollment packet Board of Ed. Policy Manual
Absence and Course Credit Policy	Student Handbook
Satisfactory Progress Policy	Consumer Info/Fin Aid
Transfer of Clock Hours Information	Counselor's Office
Leave of Absence Policy	Consumer Information
Cooperative Agreement Programs	Career Major Brochures
Pass/Fail Rate for Occupational Competency	Assessment Office

A copy of the WTC Student Handbook is provided to all students enrolled in approved/accredited programs and the contents are reviewed during a student orientation session at the beginning of each school year. Additional copies of the Student Handbook are available in the Student Services area in the main building. Student Consumer Information and Student Handbook are available in the Student Services area of each campus. All required disclosures are also on the WTC website: [www.westtech.edu](http://www.westtech.edu).

A copy of the Western Technology Center Board of Education Policy Manual is available for public or student access in the Administrative Offices in the main building.

Brochures of all Career Majors at Western Technology Center and Student Services are available in the Student Services area or brochure stations of each campus and on WTC website: [www.westtech.edu](http://www.westtech.edu) choose Full-Time Programs link.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.westtech.edu](http://www.westtech.edu) and choose the Full-Time Program link.

**NET PRICE CALCULATOR:** Link is located on the Financial Aid information page on the school website.

Western Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age, veteran status or religion. For inquiries concerning this policy contact HR Director, 580-562-3181, P.O. Box 1469, Burns Flat, OK 73624.

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# Annual Notice of Required Disclosures Of Student Consumer Information 2018-2019

In compliance with the Higher Education Amendments of 1998, Subpart D, §668.41(c), Western Technology Center provides this brochure to all enrolled students, parents of enrolled students under the age of 18, and prospective students. This brochure lists student information Western Technology Center is required to disclose, a description of the information, where to find the information, and how to obtain a written copy of this information.

## Western Technology Center

[www.westtech.edu](http://www.westtech.edu)

621 Sooner Drive Burns Flat, OK 73624 580-562-3181 Fax: 580-562-4476	2002 N.E. Hwy. 66 Sayre, OK 73662 580-928-2097 Fax: 580-928-9827	2605 E. Main Weatherford, OK 73096 580-774-0224 Fax: 580-774-0274	301 Western Drive Elk City, OK 73644 580-225-4982 Fax: 580-225-2275
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\*The Campus located in Hobart offers adult short-term program.