

What to Disclose, When, and to Whom	Western Technology Center's Annual Notice of Required Disclosures of Student Consumer Information <i>Description of Information to be Disclosed</i>	2020-2021 Where to Find Information
<p>What: <b>Institutional Information</b></p> <p>To: Enrolled Students Prospective Students</p> <p>When: Upon Request</p>	<ul style="list-style-type: none"> <li>• Cost of attending Western Technology Center</li> <li>• Institutional Refund Policy/Requirements for officially withdrawing from school</li> <li>• Requirements for officially dropping enrollment at Western Technology Center</li> <li>• Vaccination Policy</li> <li>• Employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> <li>• Entities that accredit, license, or approve the school and its career majors 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>• Constitution Day/Voter Registration observance</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Handbook</li> <li>• WTC Website <a href="http://www.westtech.edu">www.westtech.edu</a></li> </ul>
<p>What: <b>Financial Assistance Information</b></p> <p>To: Enrolled Students Prospective Students</p> <p>When: Upon Request</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) FAFSA website and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) 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 &amp; frequency of financial aid disbursements</li> <li>• Procedures for the Return of Title IV Aid and Repayments by withdrawn students</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Financial Aid Office-Burns Flat Campus</li> <li>• WTC Website <a href="https://www.westtech.edu/student-services/financial-aid/">https://www.westtech.edu/student-services/financial-aid/</a></li> <li>• FAFSA website: <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></li> </ul>
<p>What: <b>Rights Under Family Education Rights and Privacy ACT (FERPA)</b></p> <p>To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students</p> <p>When: Upon Request</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 file a complaint with Dept of Ed for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right to disclose of personally identifiable information contained in student's education records</li> <li>• Students right for directory information to not be disclosed</li> </ul> <p>The Board of Education's policy includes what is defines as directory information and the procedure to follow to withhold the release of directory information.</p>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Handbook</li> <li>• Board of Education Policy and Procedure Manual</li> </ul>
<p>What: <b>Completion/Graduation Rate, and Transfer Out Rate</b></p> <p>To: Enrolled Students Prospective Students</p> <p>When: Upon Request</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Student body diversity statistics are also available.</li> <li>• Report is available annually no later than July 1 immediately following the date that 150% of normal time for cohort's completion has elapsed.</li> </ul>	<ul style="list-style-type: none"> <li>• Website <a href="https://www.okcareertech.org/about/careertech-system/interactive-data/tech-center-profiles">https://www.okcareertech.org/about/careertech-system/interactive-data/tech-center-profiles</a></li> <li>• U.S. Dept of Ed's College Opportunities On-Line website: <a href="https://nces.ed.gov/collegenavigator/">https://nces.ed.gov/collegenavigator/</a></li> </ul>
<p>What: <b>Annual Security Report</b></p> <p>When: Annually by Oct. 1</p> <p>To: Enrolled Students Current Employees</p> <p>When: Upon Request</p> <p>To: Prospective Students Prospective Employees</p> <p>When: Annually by date specified</p> <p>To: U.S. Dept of Education</p> <p><b>Other Available Information:</b> <b>VIOLANCE AGAINST WOMENT ACT</b> <b>CAMPUS SAFETY &amp; WEAPONS-FREE</b> <b>SCHOOL POLICY AND DRUG-FREE</b> <b>SCHOOLS &amp; WORKPLACE POLICY</b></p>	<ul style="list-style-type: none"> <li>• Western Technology Center's Campus Security Report contains information on: <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 offenses reported to campus security authorities or local police for: (1) Murder and non-negligent manslaughter; (2) Negligent manslaughter; (3) Aggravated Assault/Simple Assault; (4) Arson; (5) Forcible and Non-forcible Sex Offenses; (6) Robbery; (7) Burglary; (8) Motor Vehicle Theft; (9) Liquor law violations; (10) drug law violations; (11) illegal weapons possession; and (12) persons referred for campus disciplinary action for such violations</li> <li>○ 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)</li> <li>○ Policies concerning the security of and access to campus facilities; and procedures to report crimes.</li> <li>○ Crime Prevention Programs and Drug/Alcohol Abuse Education Programs</li> <li>○ Programs to prevent Sexual Offenses/Harassment and how to report such offenses</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> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Handbook</li> <li>• Western technology Center's website: <a href="https://www.westtech.edu/sites/westertech/uploads/documents/BF_Documents_FT_Programs/2020_Annual_Safety_and_Security_Report.pdf">https://www.westtech.edu/sites/westertech/uploads/documents/BF_Documents_FT_Programs/2020_Annual_Safety_and_Security_Report.pdf</a></li> <li>• Additional information is also available at the NCES.ED.GOV website: <a href="https://nces.ed.gov/collegenavigator/?q=western+technology+center&amp;s=all&amp;id=418302#retgrad">https://nces.ed.gov/collegenavigator/?q=western+technology+center&amp;s=all&amp;id=418302#retgrad</a></li> </ul>
<p>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 Handbooks are available in the Student Services area of each campus. All required disclosures are also on the WTC website: <a href="http://www.westtech.edu">www.westtech.edu</a></p>		