

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

The Family Educational Rights and Privacy Act (FERPA) afford certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit the request to the appropriate campus director in writing and specify which record(s) they wish to inspect. The Campus Director will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should inform the campus director and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Vantage College in an administrative, supervisory, academic or support staff position; a person or company with whom Vantage College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse); or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Vantage College may disclose education records in certain other circumstances:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which a student seeks or intends to enroll;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;

- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
 - To accrediting organizations to carry out their functions;
 - To organizations conducting certain studies for or on behalf of the school;
 - The results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Vantage College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
 5. Vantage College may disclose “Directory Information” without a student’s prior written consent. The school designates the following as “Directory Information”:

The student’s:

- Name
 - Addresses
 - telephone number
 - field of study
 - expected date of completion
 - certifications and awards received
 - dates of attendance
 - enrollment status
 - the previous educational agency or institution attended
 - class rosters
6. Students may restrict the release of “Directory Information” except to school officials with legitimate educational interests and others as indicated in point # 3 above. To do so, a student must make the request in writing to the campus director. Once filed, this request becomes a permanent part of the student’s record until the student instructs the school, in writing, to have the request removed.

For additional information about FERPA regulations and your rights under the law, go to www.ed.gov and search the word FERPA.