
Institutional Reporting and Disclosure Requirements for Federal Student Assistance Programs



The attached appendix provides postsecondary educational institutions with a comprehensive summary of reporting and disclosure requirements related to institutions' eligibility to participate in the Title IV, Higher Education Act (HEA) student assistance programs. In general, reports are submitted to the Department of Education, and disclosures are made to students and the public. However, in some cases—for example, the Campus Safety and Security Survey—information must be provided to both as well as to the institution's faculty and staff. This summary lists the reports and disclosures and their statutory or regulatory authority, a brief description of what is required in each report/disclosure and any other pertinent information, the due date, the method of transmittal or distribution, and the recipient of the report/disclosure. The publication of this document complies with requirements of section 482(e) of the HEA which requires the Secretary to provide institutions with a “compliance calendar” of all reports and disclosures required for participation in the Title IV programs.

Appendix F: Institutional Reporting and Disclosure Requirements for Federal Student Assistance Programs

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Reports

Name	Statutory Authority/ Applicable Regulations	Description and Any Other Pertinent Information	Due Date	Method of Transmittal or Distribution	Recipient
<p>Athlete Completion and Graduation Rates</p> <p>This report is also a required disclosure.</p>	<p>HEA Sec. 485 (e)(1); 34 CFR 668.48; FSA Handbook Volume 2, Chapter 6</p>	<p>An institution must report (1) the number of students who attended the institution (categorized by race and gender); (2) the number of students who received athletically-related students aid (categorized by race and gender); (3) the completion, graduation, and/or transfer out rate of all entering certificate- or degree-seeking, full-time, undergraduate students (categorized by race and gender); (4) the completion, graduation, and/or transfer out rate of all entering students who received athletically-related student aid (categorized by race and gender within each sport); (5) the average completion, graduation, or transfer-out rate for the four most recent graduating classes</p>	<p>July 1</p>	<p>https://surveys.nces.ed.gov/ipeds/</p> <p>Provided to prospective student athletes and others at time offer is made of athletically related student aid. The disclosure may be made electronically or via paper.</p>	<p>National Center for Education Statistics</p> <p>Prospective student athletes, their parents, high school coach, and guidance counselor</p>

		(categorized by race and gender); (6) the average completion, graduation, and/or transfer out rate of the most recent four graduating classes of students who received athletically-related student aid (categorized by race and gender within each sport).			
Audits	HEA Sec. 487 (c); 34 CFR 668.23; FSA Handbook Volume 2, Chapter 4	An institution must, at least annually, have an independent auditor conduct a compliance audit of its administration of those programs as well as an audit of the institution's general purpose financial statements. An institution must submit its compliance audit and its audited financial statements no later than six months after the last day of the institution's fiscal year. Audits must be completed with the standards established by the U.S. General Accounting Office's Government Auditing Standards and must include all Title IV, HEA program transactions that have occurred since the period covered by the institution's last compliance audit.	Six months after the end of the institution's fiscal year	eZ-Audit https://ezaudit.ed.gov	Federal Student Aid
Campus Safety and Security Survey This report is also a required disclosure.	HEA Sec. 485 (f); 34 CFR 668.46; FSA Handbook Volume 2 Chapter 6	To comply with the <i>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act</i> and the <i>Violence Against Women Act</i> , Institutions must report (1) a statement of current campus policies regarding procedures for the reporting of criminal actions or other emergencies occurring on campus and the institution's response to these reports; (2) a statement of current policies concerning security and access to campus facilities,	October 1	https://surveys.ope.ed.gov/security Report or notice of report mailed or delivered to each enrolled student and employee or made available on an Internet or intranet website	The Department of Education Enrolled students and current employees Prospective

		<p>including residence halls; (3) a statement of current policies concerning campus law enforcement and state and local law enforcement agencies, and policies to promote the accurate and prompt reporting of all crimes to campus police and appropriate law enforcement agencies; (4) a description of the type and frequency of programs designed to inform students and employees about campus security procedures and to encourage them to be responsible for their own security and the security of others; (5) a description of programs designed to inform students and employees about crime prevention; (6) a statement of policy concerning the monitoring and recording of criminal activity of off-campus student organizations which are recognized by the institution, including those organizations with off-campus housing; (7) a statement of policy regarding the possession, use, and sale of alcoholic beverages, and the possession, use, or sale of illegal drugs; (8) a statement indicating where information about registered sex offenders may be obtained; and (9) a statement of policy on sexual assault prevention programs and procedures to be followed if a sexual offense has occurred.</p> <p>In addition, the annual report must also include statistics on criminal offenses reported to campus security or local police</p>		<p>Prospective students and prospective employees receive notice of report and receive report upon request</p>	<p>students and employees</p>
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		<p>and for the three most recent calendar years including: criminal homicide; murder and nonnegligent manslaughter; rape; fondling; incest; statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; arson; liquor and drug law violations; illegal weapons possession; hate crimes; larceny-theft; simple assault; intimidation; destruction/damage/vandalism of property; dating violence; domestic violence, and stalking.</p> <p>In addition to the Security Report, an institution must disclose its missing person notification policy that includes: (1) the title of persons or organizations to which reports should be made when a student has been missing for 24 hours; (2) require any missing student report be referred immediately to the institution's police or campus security; (3) inform students that the institution will notify local law enforcement within 24 hours when the student is determined to be missing; and (4) advises the student that if the student is under the age of 18 and not emancipated, the institution will notify the individual's parents within 24 hours when the student is determined to be missing.</p>			
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<p>Campus Safety and Security Report: Fire Safety Survey</p> <p>This report is also a required disclosure.</p>	<p>HEA Sec. 485 (a)(1)(T); 34 CFR 668.49; FSA Handbook Volume 2 Chapter 6</p>	<p>Institutions must report statistics related to the fire safety and occurrences of fire on their campus. Specifically, an institution must report (1) the number of fires and cause of each fire that occurs on campus; (2) the number of injuries related to a fire that resulted in treatment at a medical facility; (3) the number of deaths related to a fire; (4) the value of property damage caused by a fire; (5) a description of each on-campus housing fire safety system; (6) the number of regular mandatory supervised fire drills; (7) the institution's policies on portable electrical appliances, smoking and open flames; (8) the institution's procedures for evacuation; (9) the institution's policies on fire safety education and training programs for students, faculty, and staff; and (10) the institution's plans for future improvements in fire safety.</p>	<p>October 1</p>	<p>https://surveys.ope.ed.gov/security</p> <p>Report or notice of report mailed or delivered to each enrolled student and employee or made available on an Internet or intranet website</p> <p>Prospective students and prospective employees receive notice of report and receive report upon request</p>	<p>The Department of Education</p> <p>Enrolled students and current employees</p> <p>Prospective students and employees</p>
<p>Equity in Athletics Disclosure Act</p> <p>This report is also a required disclosure.</p>	<p>HEA Sec. 485 (e)(1); 34 CFR 668.47; FSA Handbook Volume 2, Chapter 6</p>	<p>Institutions must report information related to their athletics programs, such as: (1) the number of full-time, undergraduate students enrolled broken down by race and sex; (2) a listing of the varsity teams that competed in intercollegiate athletic competitions; (3) the total number of participants on the first day of competition in those varsity teams; (4) the total amount of operating expenses for those teams; (5) the gender, average salary, and employment status of the head coach of each sport; (6) the</p>	<p>October 15</p>	<p>https://surveys.ope.ed.gov/athletics</p> <p>Available upon request to students, prospective students, and the public</p>	<p>The Department of Education</p> <p>Public</p>

		<p>number, gender, average salary and employment status for assistant coaches in each sport; (7) the unduplicated head count of students who participate on at least one varsity team by gender; (8) revenue attributable to intercollegiate athletic activities (by sport, gender, and combined); (9) expenses attributable to intercollegiate athletic activities (by sport, gender, and combined); (10) the total amount spent on athletically related aid; (11) the ratio of athletically related student aid awarded to male athletes to female athletes; (12) the total amount of recruiting expenses (by gender); (13) the total number of students receiving athletic aid by race and gender in each sport; (14) the completion rates of students receiving athletic aid by race and gender in each sport and for the institution as a whole.</p>			
<p>FISAP (Fiscal Operations Report and Application to Participate)</p>	<p>HEA Sec. 482 (a)(1); 34 CFR 673; 34 CFR 674.19; 34 CFR 675.19; 34 CFR 676.19</p>	<p>The Fiscal Operations Report and Application to Participate is a data collection instrument used to gather program and fiscal information from institutions that have participated in one or more of the Campus-Based programs in a prior award year. In addition, an institution uses the FISAP to request funds to participate in the campus based programs for the upcoming year. The FISAP will ask generic questions about the institution as well as request information specific to each of the campus based programs that the</p>	<p>October 1</p>	<p>https://cbfisap.ed.gov</p>	<p>Federal Student Aid</p>

		<p>institution participates in. Specifically, the FISAP requires (1) identifying information (e.g., name and address of the institution, OPEID, financial aid administrator and Chief Executive Officer information); (2) amount requested for the next year for each campus based program; (3) information on enrollment, length of terms, and the number of students enrolled and expected to enroll; (4) total Pell Grant expenditures; (5) Perkins loan information (e.g., loan funds advanced to students, loan principal collected, loan principal cancelled due to a loan forgiveness program); (6) FSEOG information (e.g., funds allocated to students, non-federal share of funds advanced to FSEOG recipients, administrative cost allowances); (7) Federal Work-Study information (e.g., amount of funds allocated to students, amount spent for summer employment, information about students employed in community service activities using FWS funds); and (8) amount of money transferred between campus based programs.</p>			
Foreign Sources and Gifts	HEA, Title 1-B Sec. 117; FSA Handbook Volume 2, Chapter 6	Institutions or programs that receive Title IV are required to report any contribution from a foreign entity, whether the entity is a foreign government, a private sector corporation, or a foundation, if the amount of that contribution in any fiscal	January 31 or July 31 (the most recent from the event triggering the	www.eligcert.ed.gov	FSA School Participation Team

		<p>year exceeds \$250,000. An institution must report the aggregate dollar amount of gifts and contracts attributable to a foreign country for gifts received from or contracts entered into with a foreign government or a foreign source other than a foreign government. For institutions owned or controlled by a foreign source, the institution must report the identity of the foreign source, the date on which ownership/control was assumed, and any resulting changes in program or structure. For restricted or conditional gifts, an institution must disclose the amount of the gift, the date the gift was received, a description of any conditions or restrictions for the gift, and the country of citizenship of the source.</p>	report)		
<p>IPEDS (Integrated Postsecondary Education Data System) surveys</p>	<p>HEA, Title 1-C, Section 131 - 132</p>	<p>Institutions are required to submit data to the National Center for Education Statistics. The multiple IPEDS surveys provide the Department of Education a wide variety of open-access data on higher education. Among the information gathered from IPEDS reporting, the Secretary will publish annual College Affordability and Transparency lists related to college costs including information on tuition and fees for full-time undergraduate students, cost of attendance, and the number of undergraduate students receiving each type of financial aid. In addition, institutions must report the following:</p>	<p>Exact dates may change from year to year.</p> <p>February: Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions.</p> <p>April:</p>	<p>https://surveys.nces.ed.gov/ipeds/</p>	<p>NCES (National Center for Education Statistics)</p>

		average annual cost of tuition, fees, room and board, books, supplies, and transportation; the net price of the institution, and the average annual cost of tuition and fees. IPEDS surveys focus on: student financial aid, graduation rates and completions, admissions, enrollment (fall semester and 12 month), finance, human resources, academic libraries, institutional characteristics.	Fall Enrollment; Finance; Human Resources; Academic Libraries. October: Institutional Characteristics; Completions; 12-month Enrollment		
NPSAS (National Postsecondary Student Aid Survey)	HEA, Title 1-C, Sec. 132 (k)	The National Postsecondary Student Aid Survey (NPSAS) examines the characteristics of students in postsecondary education, with special focus on how they finance their education. Institutions are required to give the Department of Education information on students selected to be participants in the NPSAS survey. Institutions are asked to provide enrollment lists that include the names of all students enrolled at a certain date, date of birth, social security number, education level, major and contact information. NPSAS is not an annual survey, but occurs on a quadrennial cycle.	Quadrennial- no specific date in statute or regulations.	https://surveys.nces.ed.gov/npsas/	NCES (National Center for Education Statistics)

<p>Teacher Preparation Program Report (Title II)</p> <p>This report is also a required disclosure.</p>	<p>HEA Sec. 205-208</p>	<p>Institutions with teacher preparation programs must report: (1) whether it satisfied its annual goal for increasing the number of teachers in areas of shortage; (2) the steps the institution is taking to improve its performance on these goals; (3) a description of activities taken by the institution to meet the local needs for teachers; (4) the percentage of students who have finished all nonclinical coursework and passed the state teacher licensing exam; (5) the average score for all students who took the state teacher licensing exam; (6) a comparison between the pass rates of the institution and state; (7) a statement on the program's accreditation approval; (8) whether the program has been designated low-performing by the state; (9) a description of the activities undertaken to assist teachers with integrating technology into curricula and instruction.</p>	<p>April 30: Institutions report to their state.</p> <p>October 31: States submit their annual report to the Department.</p>	<p>https://title2.ed.gov/Public/Home.aspx</p>	<p>Department of Education via Westat</p>
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Disclosures

Name	Statutory Authority/ Applicable Regulations	Description and Other Pertinent Information	Due Date	Method of Transmittal or Distribution	Recipient
Academic Programs	HEA Sec. 485 (a)(1)(G); 34 CFR 668.41 (a)-(d); 34 CFR	An institution must publish information about the academic programs of the institution. Specifically, they must publish (1)	Available upon request or published in material	Website, electronic media, publications, or	Enrolled and prospective students

	668.43; FSA Handbook Volume 2, Chapter 6	the current degree programs, (2) instructional, laboratory, and other physical plant facilities related to the academic program, and (3) faculty and other instructional personnel.		mailings.	
Accreditation, Approval, and/or Licensure	HEA Sec. 485 (a)(1)-(2); 34 CFR 668.41 (a)-(d); 34 CFR 668.43; FSA Handbook Volume 2, Chapter 6	An institution must publish information on their accreditation, approval, and licensure. Specifically, they must include: (1) names of associations, agencies, or governmental bodies that accredit, approve, or license the institution and its programs and (2) procedures for obtaining or reviewing documents describing accreditation, approval, or licensing.	Available upon request or published in material	Website, electronic media, publications, or mailings	Enrolled and prospective students
College Navigator Website	HEA Sec 132; FSA Handbook Volume 2, Chapter 6	An institution must link to the College Navigator website from the institution's website. Separate reporting for the College Navigator is not required other than information provided from IPEDS surveys. More information on IPEDS surveys can be found in this document under the reports section.	Required for posting. No requirement for a regular disclosure.	Website	Available on institution's website for public
Completion/Graduation and Transfer-out Rates	HEA Sec. 485 (a)(4); HEA Sec. 485 (a)(7); 34 CFR 668.41 (a)-(d); 34 CFR 668.45; 34 CFR 668.8 (b)(1)(ii); FSA Handbook Volume 2,	An institution must make available the completion or graduation rate of certificate- or degree-seeking, first-time, full-time undergraduate students. In addition, these rates should be disaggregated for the following categories: (1) gender; (2) race and ethnicity; (3) Federal Pell Grant recipients; (4) recipients of a	July 1	Website, electronic media, publications, or mailings	Enrolled and prospective students

	Chapter 6	subsidized Stafford Loan, but not a Pell Grant; and (5) students who received neither a Pell Grant nor a subsidized Stafford Loan. These rates should be calculated at 150% of normal time for completion and should match the information provided to the National Center for Education Statistics' IPEDS surveys.			
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	HEA Sec. 485 (a)(1)-(2); 34 CFR 668.43; 34 CFR 668.44; FSA Handbook Volume 2, Chapter 6	Institutions must publish and make available to prospective and enrolled students information on how and where to contact individuals designated to assist in obtaining institutional or financial aid information.	Available upon request or published in material.	Website, electronic media, publications, or mailings	Enrolled and prospective students
Copyright Infringement Policies and Sanctions	HEA Sec. 485 (a)(1)(P); 34 CFR 668.43 (a)(10); FSA Handbook Volume 2, Chapter 6	An institution must make available the institution's policies on copyright infringement. Specifically, they must distribute (1) a statement that informs students that unauthorized distribution of copyrighted material and unauthorized peer-to-peer sharing may be subject to civil and criminal liabilities, (2) a summary of the penalties for violation of federal copyright laws, and (3) the institution's policies on unauthorized peer-to-peer file sharing.	Annually	Website, electronic media, publications, or mailings	Enrolled and prospective students
Cost of Attendance	HEA Sec. 485 (a)(1)-(2) 34 CFR 668.41	An institution must publish information about the price of attendance, including tuition and	Available upon request or published in	Website, electronic media,	Enrolled and prospective

	(a)-(d); 34 CFR 668.43; FSA Handbook Volume 2, Chapter 6	fees, books and supplies, room and board, transportation costs, and any additional costs.	material.	publications, or mailings	students
Disability Services and Facilities	HEA Sec. 485 (a)(1)-(2); 34 CFR 34 668.41 (a)-(d); 34 CFR 668.43; FSA Handbook Volume 2, Chapter 6	An institution must make information available about the facilities and services available to students with disabilities, including those diagnosed as intellectual disabilities.	Available upon request or published in material.	Website, electronic media, publications, or mailings	Enrolled and prospective students
Review of the Drug and Alcohol Abuse Prevention Program	HEA Sec. 120; 34 CFR 86; FSA Handbook Volume 2, Chapter 6	An institution is required to make available the results of a biennial review of the institution's drug and alcohol abuse program that (1) determines the program's effectiveness and any needed changes, (2) determines the number of drug and alcohol related violations and fatalities, and (3) identifies the number and type of sanctions imposed.	Upon request	Website, electronic media, publications, or mailings	Department of Education and public
Drug and Alcohol Abuse Prevention Materials	HEA Sec. 120; 34 CFR 86; FSA Handbook Volume 2, Chapter 6	An institution is required to distribute (1) information on preventing drug and alcohol abuse, (2) standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs, (3) a description of legal sanctions, (4) a description of health risks, (5) a description of available counseling, treatment, rehabilitation, or re-entry programs, and (6) a clear	Annually	Distributed in writing	Enrolled students and employees

		statement that the institution will impose sanctions against those who violate drug and alcohol prohibition.			
Federal Student Financial Aid Penalties for Drug Law Violations	HEA Sec 485; 34 CFR 668.40; FSA Handbook Volume 2, Chapter 6	An institution must provide to each student (at time of enrollment) a separate and clear written notice that advises that a student that is convicted for any drug offense while receiving Title IV aid will result in a loss of eligibility for any Title IV, HEA grant, loan or work-study assistance. For individuals who have lost eligibility, an institution must provide them with a separate, clear, and conspicuous notification of Title IV eligibility loss and must advise the student how Title IV eligibility may be regained.	Upon enrollment and upon any drug-related conviction while receiving Title IV funds	Separate written notice	Each student and each student convicted of a drug-related offense
Gainful Employment	34 CFR 668.6 (b); FSA Handbook Volume 2, Chapter 6	For institutions that offer programs designed to prepare students for gainful employment in a recognized field, the institution must disclose the following about the program: (1) the occupations that the program prepares students to enter; (2) the on-time graduation rate for students completing the program; (3) the tuition and fees charged for completing the program within normal time; (4) the placement rate for students completing the program, if it is required by accrediting agency or State, and (5) the median loan debt incurred by	Prior to registering or enrolling	Website, electronic media, publications, or mailings	Prospective students

		students who completed the program.			
Information for Crime Victims about Disciplinary Proceedings	HEA Sec. 485 (f)(8)(B)(iv)(II); HEA Sec. 487 (a)(26).	Institutions must disclose the results of any disciplinary hearing to the alleged victim of any crime of violence or a sex offense, upon request.	Upon request	Written correspondence	Alleged victim
Job Placement Rates	HEA Sec. 487 (a)(8); 34 CFR 668.14 (b)(10); FSA Handbook Volume 2, Chapter 6	If an institution uses job placement rates in their marketing material, they are required to provide certain disclosures about job placement rates. They must provide and certify the data is the most recent available, provide any other information necessary to substantiate the truthfulness of the information, and provide any state licensing requirements. In addition, an institution must provide information on the placement in employment and types of employment obtained by graduates of the institution's degree and certificate programs.	Available	Website, electronic media, publications, or mailings	Prospective students
Net Price Calculator	HEA Sec. 132 (a), (h); FSA Handbook Volume 2, Chapter 6	Institutions must make a net price calculator available on their websites in accordance with a template provided by the U.S. Department of Education.	Available on website	Website	Available to the public
Privacy of Student Records—Family Educational Rights and Privacy Act (FERPA)	HEA Sec 485 (a)(1); 34 CFR 668.41 (c); 34 CFR Part 99; FSA Handbook	An institution that receives any funds from any Department of Education program (not just financial aid funds) must provide a notice to all enrolled students about	Annually	Website, electronic media, publications, or mailings	Enrolled students

	Volume 2, Chapters 6 and 7	<p>(1) their right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the U.S. Department of Education; (2) procedures for reviewing education records and requesting amendment of their records; and (3) information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.</p> <p>For an institution to disclose directory information without prior consent, an institution must provide a notice of directory information that includes: (1) the types of information that has been designated directory information and (2) the student's right to refuse to allow any information to be designated as directory information (including the time period the student has to make that request in writing).</p>			
Retention Rates	HEA Sec. 485 (a)(1)(U); 34 CFR 668.41 (d)	An institution must make available the retention rate of certificate-or degree-seeking, first-time undergraduate students. This should match the information provided to the National Center for Education Statistics' IPEDS surveys.	Available	Website, electronic media, publications, or mailings	Enrolled and prospective students

Refund Policy, Withdrawal, and Return of Title IV Financial Aid	HEA Sec. 485 (a)(1)-(2); 34 CFR 668.41 (a)-(d); 34 CFR 668.43; FSA Handbook Volume 2, Chapter 6	An institution must publish (1) the institution's refund policy, (2) requirements and procedures for official withdrawal, and (3) requirements for return of Title IV, HEA grants and loans.	Available upon request or published in material	Website, electronic media, publications, or mailings	Enrolled and prospective students
Student Body Diversity	HEA Sec. 485 (a)(1)(Q)	<p>An institution must publish information about student body diversity. Specifically, they must publish the percentage of enrolled, full-time students for (1) male students; (2) female students; (3) self-identified members of a major racial or ethnic group, and (4) Federal Pell Grant recipients.</p> <p>Many of these items are also collected through IPEDS surveys.</p>	Available upon request or published in material	Website, electronic media, publications, or mailings	Enrolled and prospective students
Student Financial Aid Information	HEA Sec 485 (a)(1); 34 CFR 668.41 (a)-(d); 34 CFR 668.42; 34 CFR 668.43; FSA Handbook Volume 2, Chapter 6	Institutions must make available information on: (1) all need-based and non-need-based federal, state, and local, private and institutional based student financial aid programs; (2) terms and conditions of Title IV, HEA loans; (3) criteria for selecting award recipients and how the award amount is determined; (4) procedures for applying for aid and eligibility requirements; (5) information on the disbursement of aid; (6) rights and responsibilities in receiving financial aid; (7) terms of any loans	Available upon request or published in material	Website, electronic media, publications, or mailings	Enrolled and prospective students

		and a sample loan repayments schedule; (8) a statement that study abroad approved for credit may be considered enrollment in the home institution for the purposes of financial aid; (9) general conditions and terms applicable to employment provided as part of the financial aid package; and (10) the exit counseling information the institution collects; (11) the cost of attending the institution; (12) the academic programs of the institution; (13) the standards of Satisfactory Academic Progress.			
Textbook Information	HEA Sec. 133; FSA Handbook Volume 2, Chapter 6	<p>An institution must publish on the institution’s internet course schedule used for registration and preregistration the ISBN and retail price information of required and recommended textbooks and supplemental materials for each course. If the ISBN is not available, the institution must provide the author, title, publisher and copyright information for the material.</p> <p>An institution must include on any written course schedule that textbook information is available on the Internet course schedule.</p>	Available on website for each class	Website—internet course schedule	Available to the public
Transfer of Credit Policies	HEA Sec. 485 (h)(1); FSA Handbook Volume 2,	An institution must disclose a statement on the transfer of credit that includes (1) any established criteria the institution uses regarding	Available upon request or published in material	Website, electronic media, publications, or	Enrolled and prospective students

	Chapter 6	the transfer of credit earned at another institution and (2) a list of institutions with which it has established an articulation agreement.		mailings	
Types of Graduate/Professional Education in which the Institution's Graduates Enroll	HEA Sec. 485 (a)(1)(S); 34 CFR 668.41 (d); FSA Handbook Volume 2, Chapter 6	An institution must make available information regarding the types of graduate and professional education in which graduates enroll.	N/A	Website, electronic media, publications, or mailings	Enrolled and prospective students
Vaccinations Policy	HEA Sec. 485 (a)(1)(V); FSA Handbook Volume 2, Chapter 6	Institutions must provide information about the institution's policies on vaccinations.	N/A	Website, electronic media, publications, or mailings	Enrolled and prospective students
Voter Registration Forms	HEA Sec. 487 (a)(23)	An institution must make voter registration forms widely available to students at the institution at least 120 days prior to the deadline to registering to vote in the state.	120 days before deadline to register to vote	Email or regular mail	Enrolled students

Disclosures Related to Loans

Name	Statutory Authority/ Applicable Regulations	Description and Other Pertinent Information	Due Date	Method of Transmittal or Distribution	Recipient
Code of Conduct	HEA Sec. 153 (c)(3); 34 CFR 601.2; 34 CFR 601.21; 34 CFR 668.14 (b)(27)	An institution must publish a code of conduct that prohibits conflicts of interest with respect to Title IV, HEA loans or private education loans. The code of conduct must	N/A	Website, electronic media, publications, or mailings	Public and those with responsibilities with loans must be

		prohibit (1) revenue-sharing agreements; (2) receiving gifts from a lender, guarantor, or loan servicers; (3) contracts providing financial benefit from any lender; (4) directing borrowers to a particular lender; (5) offers of funds for private loans; (6) call center or financial aid office staffing assistance; and (7) advisory board compensation.			notified
Entrance Counseling	HEA Sec. 485 (1); 34 CFR 685.304 (a); 34 CFR 682.604 (f); FSA Handbook Volume 2, Chapter 6	An institution must provide to a first-time borrower information on: (1) the effect of the loan on other forms of aid; (2) an explanation of the use of the Master Promissory Note; (3) the seriousness and importance of repaying the loan; (4) the option to pay interest on unsubsidized loans while in school; (5) definition of half-time enrollment and the consequences of not maintaining half-time enrollment; (6) importance of contacting appropriate offices if the student withdraws from the program; (7) same monthly repayment amounts; (8) the obligation to repay the loan in full; (9) consequences of default; (10) information about NSLDS; and (11) name and contact information that the borrower can contact about questions in connection with the loan.	Prior to first disbursement	Website, electronic media, publications, or mailings	Loan borrower

Exit Counseling	HEA Sec. 485 (b)(1)(A); 34 CFR 668.42; 34 CFR 685.304 (b); 34 CFR 674.42 (b); 34 CFR 682.604 (g); FSA Handbook, Volume 2, Chapter 6	An institution must provide information to borrowers before they cease half-time enrollment at the institution. Information should include: (1) average monthly repayment amounts; (2) repayment plan options; (3) options to prepay or pay on a shorter time schedule; (4) debt management tips; (5) use of the Master Promissory Note; (6) the importance of repaying the loan; (7) terms and conditions for forgiveness or cancellation; (8) information on deferment or forbearance; (9) consequences of default; (10) options and information on loan consolidation; (11) tax benefits for borrowers; (12) availability of Student Loan Ombudsman's office; and (13) information on NSLDS.	Prior to student attending less than half time	Website, electronic media, publications, or mailings	Loan borrower
Preferred Lender List	HEA Sec. 153; 34 CFR 601.2; 34 CFR 601.10; 34 CFR 668.14 (b)(28); FSA Handbook Volume 2, Chapter 6	An institution that develops a preferred lender list must make the list available to borrowers annually and include (1) the methods and criteria used to select preferred lenders; (2) why the institution participates in a preferred lender arrangement with each lender; and (3) a notice that a family does not have to borrow from a lender on the list. At minimum a list must have at least two private education lenders.	Annually updated	Website, electronic media, publications, or mailings	Prospective borrowers
Private Loan Disclosures	HEA Sec. 487 (a)(28); HEA Sec. 151-155;	Institutions that provide information on private education loans must provide the following information to	Prior to borrowing	Website, electronic media,	Prospective borrowers

	34 CFR 601.2; 34 CFR 601.11; 34 CFR 601.30; 34 CFR 668.14 (b)(29); FSA Handbook Volume 2, Chapter 6	borrowers: (1) information required under the Truth in Lending Act; (2) a notice that a borrower may qualify for Title IV, HEA loans and other financial aid; and (3) a notice that the terms and conditions of Title IV, HEA loans may be more favorable than the private loan. Institutions must also provide the self-certification form for private education loans to any student who requests the form.	Upon request for self-certification form	publications, or mailings	
State Grant Assistance	HEA Sec. 487 (a)(9); 34 CFR 668.14 (b)(11)	An institution must inform all eligible borrowers about the availability and eligibility for state grant assistance.	By point of application	Website, electronic media, publications, or mailings	Loan borrowers