

# HVAC Technical Institute

Standard Operating Procedure – 702A  
General Provisions – Consumer Information  
Date Implemented: 08/2015  
Revised Date: 07/2016  
Page 1 of 3

## 34 CFR 668.41, 34 CFR 668.44

### **Reporting and Disclosure of Consumer Information**

HVAC Technical Institute provides the Consumer Information as required by federal regulation. After the yearly review and update in March of the Consumer Information a notice to all enrolled students is made available in the Student Handbook. The Consumer Information is available to the general public, current and prospective students, employees and faculty. Any information on the Consumer Information is available on HVAC Tech's website [www.hvac-tech.com](http://www.hvac-tech.com) and if needed, a paper copy is available in the main office of HVAC Tech. The following is the information available on the Consumer Information:

668.42	Financial Assistance information	Financial Aid	700A
668.43	Institution Information		701A
668.45	Completion rates		
Pursuant to 99.7	Student rights under FERPA	Administration – Students Records/FERPA	210
668.46	Annual campus security report	Policies – Reporting Crimes (Cleary Act)	307
668.14(c)	Drug and Alcohol Prevention info		
668.45	Graduation Rates		
668.49	Fire Safety Policies and Fire Statistics	Safety – Fire Prevention	602
601.11	Private Education Loans		
	Constitution and Citizenship Day		
668.14(b)(30)	Copyrighted Material		
485(a)	Vaccination Policy		
	Student Body Diversity		
668.164(i)	Distribution of Books and Supplies		
	Voter's Registration		

## 34 CFR 668.42

### **Financial Assistance**

HVAC Technical Institute's Financial Aid Office publishes and makes available to all enrolled and prospective students, upon request, a description of all available financial aid programs offered at the institution. Student's eligibility, procedure, and criteria are provided.

The financial aid information is updated and published within the student handbook as well as HVAC Tech's website. It is the responsibility of the Financial Aid Office to ensure that the Financial Aid information is accurate and up to date.

## 34 CFR 668.44

### **Availability of Employees for Consumer Information**

HVAC Technical Employees work in close partnership to assist all prospective and enrolled students. Those students looking to obtain additional information can see the Clerk's office to obtain additional information in regards to the course, financing, and financial aid programs. Upon registration those students can see the Financial Aid Office to complete registration. For any questions or concerns, the offices are available during regular business hours.

## 34 CFR 668.45

### **Graduation Rates**

HVAC Technical Institute prepares its completion rate upon every fiscal year and is updated online and in the student handbook.

# HVAC Technical Institute

Standard Operating Procedure – 702A  
General Provisions – Consumer Information  
Date Implemented: 08/2015  
Revised Date: 07/2016  
Page 2 of 3

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## 34 CFR 668.46

### **Security Policies and Crime Statistics**

HVAC Technical Institute annually publishes and distributes the campus security report. It is the responsibility of the Chief Executive Officer-Director to compile the information required within the report, and to ensure its accuracy. HVAC Technical Institute believes in maintaining a safe and comfortable environment in order for students to make the best of their learning experience. For this very reason, anyone who is witness or victim of a crime should immediately report it to the Administrative Office or local Police Authorities. It is the position of HVAC Tech that will determine the appropriate response to a crime committed. The Chief Executive Officer-Director is responsible for informing Police Authorities of any crime if necessary.

When making a report of an incident you may be asked to provide the following information in addition to others:

- Description of the incident
- Date, time and location of the incident
- Description of the persons or vehicles involved in the incident
- Detail regarding who was notified about the incident

If you are a witness to a crime, contact the following:

<b>All Emergencies</b>	<b>8<sup>th</sup> District Police Department</b>	<b>Anonymous Call at HVAC Tech's office</b>	<b>School Director</b>
911	312-747-8730	773-927-9562	Mario Recio 4532 S. Kolin Avenue (2nd Floor) Chicago, IL 60632 773-927-9562

## 34 CFR 601.11

### **Private Education Loans**

Students whom wish to request a private in-house loan for the remaining balance of their tuition not covered by Title IV aid or for those students whom do not qualify for Title IV aid may do so. Upon approval, the enrolling student will be given the percentage at which the loan will be offered and the monthly installments. Students may choose to accept the loan in which a promissory note will be provided to complete enrollment.

## 34 CFR 668.14(c)

### **Drug and Alcohol**

HVAC Tech expects all members of its community; students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are also responsible for knowing school regulations concerning alcohol use on campus. HVAC Tech forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere on school property. Violation of these laws or regulations may subject a student to both criminal prosecution and campus disciplinary action.

### **Constitution and Citizenship Day**

Employees and currently enrolled students will participate in an educational program in regards to the United States Constitution of September 17<sup>th</sup> of each fiscal year.

## 34 CFR 668.14(b) (30)

### **Copyrighted Material**

HVAC Technical Institute complies with the provisions of the Copyright Act of 1976 and its amendments. HVAC Tech frowns upon the use and distribution of copyrighted material. Instructional staff must abide by all copyright laws assuring that the distribution of academic material is authentic to their fullest knowledge. Enrolled students are also discouraged from copying or distributing copyrighted material. Any student found in violation of this will be immediately expelled from the institution.

# **HVAC Technical Institute**

Standard Operating Procedure – 702A  
General Provisions – Consumer Information  
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Page 3 of 3

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Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

**34 CFR 485(a)**

## **Vaccinations Policies**

HVAC Technical Institute does not require student vaccinations for enrollment eligibility.

## **Student Body Diversity**

Prospective and enrolled students have access to the student body diversity found within HVAC Technical Institute.

**34 CFR 668.164(i)**

## **Disbursement of Books and Supplies**

Enrolled students receive all module course books and basic trade tools no later than the first month of school. For those students that chose to purchase the package of trade tools, upon registration, distribution of those tools will be distributed no later than three weeks after the order has been placed.

## **Voter Registration**

HVAC Technical Institute provides assistance for all currently enrolled students in completing a voter registration form on <https://ova.elections.il.gov/RegistrationClosed.aspx>.

## **Family Educational Rights and Privacy Act (FERPA)**

HVAC Technical Institute also adheres to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

With limited exception, HVAC Technical Institute is required to receive a written consent form from students before student educational records can be discussed and/or released to any third party (ex: spouse, parent/legal guardian, etc.)

For additional information, you may call:

**1-800-USA-LEARN (1-800-872-5327)  
TDD 1-800-437-0833**

Or contact FERPA at the following address:

**U.S. Department Of Education  
Family Policy Compliance Office  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520**