

**ELMIRA BUSINESS INSTITUTE
A CAREER COLLEGE**

FOUNDED 1858

Catalog Addendum

**2016 - 2017
July 1, 2016**

Elmira Business Institute

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Vestal, NY 13850
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STATEMENT OF LEGAL CONTROL

Elmira Business Institute is fully Governed by Elmira Business Institute, Inc., and its respective officer, Brad C. Phillips, President.

TABLE OF CONTENTS

Consumer Information Disclosure.....	3-4
Family Educational Rights and Privacy Act (FERPA).....	5

Consumer Information Disclosure

CONSUMER INFORMATION

Elmira Business Institute will distribute annually a list of specific consumer information items. These consumer information items provide details on the college and the financial aid programs available. We have listed these items below along with the appropriate place where this information can be viewed or requested.

- Financial Aid Assistance Programs – These are located beginning on page 14 of the college catalog.
- Costs of attending the school (tuition, fees, books, and tools) – This information is found on pages 13 and 19 of the catalog.
- Standard figures used in creating a cost of attendance for financial aid awarding purposes. These figures are for on and off campus housing, average transportation costs and personal expenses can be found on page 19. These figures may also be obtained from the Financial Aid Department.
- Rights and responsibilities of students receiving aid – Information is available on pages 17-18 in the catalog. Additional information is included in Funding Education Beyond High School, The Guide to Federal Student Aid published by the U.S. Department of Education. This publication is available on www.studentaid.ed.gov.
- Programs of study offered by the college – This information is provided on pages 44-59 of the catalog.
- A list of the faculty – This information is provided on pages 77-78 and 80-81 of the catalog.
- How the standards of academic progress (SAP) impact financial aid eligibility and re-establishing financial aid when a student fails to meet SAP - This information is provided on pages 15-16 and 31-33 of the catalog.
- Names of associations, agencies, and/or governmental bodies that accredit, approve or license the college and its programs - This information is provided on pages 6-7 of the catalog. A student may request a copy of the college's accreditation, licensure, or approval by submitting a written request to the Senior Vice President's office.
- Special facilities and services available to disabled students – Students should discuss these issues with their admissions advisor upon application for admission to the college. The admissions advisor will provide the student with services available for the student's particular needs.
- Withdrawal procedures – This information is provided on page 24-26 as well as 31-33 of the catalog.
- Refund policies – For all withdrawn students receiving federal student aid, colleges are required to determine the amount of federal aid the student is eligible to retain and return any unearned portions. The catalog contains a more detailed explanation of the Return to Title IV Funds on pages 24-26. In addition to this process, we will calculate tuition charges assessed for the period attended in accordance with our refund policy.
- Terms and conditions for obtaining deferments on FFELP loans – This information is provided as part of the entrance and exit loan counseling. Additionally, deferment information is provided in Funding Education Beyond High School, The Guide to Federal Student Aid.
- Make available, upon request, the college's completion or graduation rate. This information may be obtained by submitting a written request to the Senior Vice President of Administration.
- Drug and Alcohol Abuse Information. Our college's policy regarding illicit drugs and alcohol is located on pages 26-27 of the catalog. Additional information can be requested by contacting EBI administration.
- Family Educational Rights and Privacy Act (FERPA) – The FERPA (20U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of student educational records. This information is included on pages 26-27. Any questions regarding FERPA should be directed to EBI administration.

STUDENT FINANCIAL AID REPRESENTATIVE

Student Financial Aid Representatives are available Monday through Thursday, 9:00 a.m. – 7:00 p.m., Friday 8:00 a.m. to 2:30 p.m. and, Saturday, 9:00 a.m. to 1:00 p.m. to assist and advise students regarding tuition, financial aid, personal money matters and general consumer information. If you have any questions or problems in these areas, please see a representative for assistance. The representatives are located in the Student Services offices on the Campus.

Students are also able to visit the website, www.studentaid.ed.gov for additional information regarding the federal student aid programs.

JOB PLACEMENT RATE

Our job placement rate for the most recent reporting period for Accrediting Council for Independent Colleges and Schools (2014-2015) is 66% at the Elmira Campus and 59% at the Vestal Campus. Updated placement rates by program may be obtained from administration at either campus.

COMPLETION OR GRADUATION RATES AND TRANSFER-OUT RATE

Our retention rate for the most recent reporting period for Accrediting Council for Independent Colleges and Schools (2014-2015) is 62% at the Elmira Campus and 65% at the Vestal Campus. Updated retention rates by program may be obtained from administration at either campus.

The following rates have been reported to the Education Department:

- Graduation Rates of Full-time undergraduates- 25%
- Transfer Out Rates of Full-time undergraduates- 0%

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons of great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order for lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a student bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may use the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605