



INSTITUTIONAL DISCLOSURES UNDER THE HIGHER EDUCATION ACT OF 1965, AS AMENDED BY THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement must be made available to enrolled and prospective students, employees and the public. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies.

NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

Middle Tennessee School of Anesthesia (MTSA) must make available and annually distribute, to enrolled students, a *Notice of the Availability of Institutional and Financial Aid Information*, under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under HEA Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), [Sec. 485(h)] and Sec. 485(j).

This same information may also be obtained visiting the MTSA website under **Consumer Information** <http://mtsa.edu/admissions/financial-aid/consumer-information/>. MTSA will provide a paper copy of any disclosure upon request, by contacting:

P.O. Box 417
Madison, TN 37116
888.353.6872

Or by emailing:

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compliance@mtsa.edu

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finaid@mtsa.edu

Academic Degrees

- ❖ Information on the academic program at MTSA and current degree programs available <http://mtsa.edu/academics/> (link didn't work from the online document in consumer information)

Accreditation and Licensure

- ❖ MTSA's accreditation information <http://mtsa.edu/about/accreditation/>

Annual Security Report

- ❖ The Annual Security Report is published and distributed to current employees and students by October 1 each year. This report provides MTSA's campus security policies and crime statistics for the previous three years in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act <http://mtsa.edu/about/compliance/>

College Navigator Website

- ❖ The Department of Education is required to post data on this website for each institution <https://nces.ed.gov/collegenavigator/?q=Middle+Tennessee+School+of+Anesthesia&s=all&id=220996>

Computer Use & File Sharing, Copyright Misuse

- ❖ Policies with respect to MTSA computer use and social media responsibilities
<http://mtsa.edu/wp-content/uploads/2017/09/Computer-Use-and-Data-Communications-Policy3.pdf>

Constitution and Citizenship Day

- ❖ MTSA commemorates Constitution Day on September 17, unless the day falls on a day the school is not in session, then it shall be commemorated during the preceding or following week
<http://mtsa.edu/admissions/financial-aid/constitution-citizenship-day/>

Cost of Attendance

- ❖ Cost of attendance budget for MTSA, including tuition and fees, books and supplies, room, board, and transportation costs while enrolled during an academic year
<http://mtsa.edu/admissions/financial-aid/cost-of-attendance/>

Drug and Alcohol Policy

- ❖ Students will receive an annual notice of the Drug and Alcohol policy which includes the penalties if violating the policy
<http://mtsa.edu/wp-content/uploads/2017/09/Drug-and-Alcohol-Abuse-Prog.pdf>

Facilities and Services for Students with Disabilities

- ❖ Students with disabilities
Contact compliance@mtsa.edu for information

Family Educational Rights and Privacy Act (FERPA)

- ❖ The Family Education Rights and Privacy Act (FERPA) was implemented in 1974 as a federal law to protect the privacy of student education records. FERPA gives students the right to review their education records, seek to amend inaccurate information in their records, provide consent for the disclosure of their records and file a complaint with the Family Policy Compliance Office concerning potential violations. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education
<http://mtsa.edu/wp-content/uploads/2017/09/Release-of-Student-Record-Information-FERPA.pdf>

Federal Student Financial Aid Penalties for Drug Law Violations

- ❖ MTSA must provide each student information on the penalties associated with drug-related offenses
<http://mtsa.edu/wp-content/uploads/2017/08/Federal-Student-Financial-Aid-Penalties-for-Drug-Law-Violations.pdf>

Financial Aid Information

- ❖ The Financial Aid Office contact information and what financial aid information is available online
<http://mtsa.edu/admissions/financial-aid/>
- ❖ Types of financial assistance at MTSA
<http://mtsa.edu/admissions/financial-aid/types-financial-assistance/>
- ❖ Steps to apply for financial aid
<http://mtsa.edu/admissions/financial-aid/applying-financial-aid/>
- ❖ Satisfactory Academic Progress Policy for maintaining aid
<http://mtsa.edu/admissions/financial-aid/satisfactory-academic-progress-policy-federal-aid/>
- ❖ Disbursement of funds and cancellation policy
<http://mtsa.edu/admissions/financial-aid/applying-financial-aid/#disbursement>
- ❖ Federal financial aid rights and responsibilities
<http://mtsa.edu/wp-content/uploads/2017/08/Financial-Aid-Rights-and-Responsibilities2.pdf>

Student Loan Information

- ❖ Federal Direct Loan information with sample repayment schedule
<http://mtsa.edu/wp-content/uploads/2018/08/Student-Loan-Information-and-Loan-Repayment-Chart.18.19-2018.pdf>
- ❖ Terms of the Federal (Title IV) Loans
<http://mtsa.edu/admissions/financial-aid/types-financial-assistance/>
- ❖ Private Loan Information
<http://mtsa.edu/admissions/financial-aid/types-financial-assistance/#private-loans>

- ❖ Preferred Private Lender List and Lender Arrangement (*MTSA has no preferred lender list or lender arrangement*)
<http://mtsa.edu/admissions/financial-aid/types-financial-assistance/#private-loans>
- ❖ Entrance and Exit Counseling Information for Federal Loans
<http://mtsa.edu/admissions/financial-aid/entrance-loan-counseling-federal-loans/>
- ❖ Institutional Code of Conduct for Educational Loans
<http://mtsa.edu/admissions/financial-aid/code-of-conduct/>
- ❖ National Student Loan Data System (NSLDS) - Click on *Financial Aid Review*
<https://www.nsls.ed.gov>

Refund Policy, Requirements for Withdrawing and Return of Title IV Financial Aid

- ❖ Know the procedures for withdrawing, the School's Refund and the Return of Title IV Funds policy
<http://mtsa.edu/admissions/financial-aid/withdrawals-return-title-iv-aid/>

Student Diversity

- ❖ Diversity statistics for MTSA
<http://mtsa.edu/wp-content/uploads/2018/09/Student-Diversity.2018.pdf>

Student Outcomes

- ❖ Contains information, required by the Student Right-to-Know Act (i.e. student attrition statistics and graduation rates) (bottom of web page)
<http://mtsa.edu/about/accreditation/>

Textbook Information

- ❖ Textbook information resides in the handbook for each class
<http://mtsa.edu/admissions/financial-aid/textbook-information/>

Transfer Credit Procedure

- ❖ Information about transferring credits:
Master of Science <http://mtsa.edu/wp-content/uploads/2017/09/Credit-Transfer-Procedure.Masters-Prog1.pdf>
DNAP Completion Program <http://mtsa.edu/wp-content/uploads/2018/09/DNAPTransfer-Credit.pdf>
DNAP Practice Doctorate <http://mtsa.edu/wp-content/uploads/2018/09/DNAPTransfer-Credit.pdf>

Vaccinations Required

- ❖ Vaccinations students are required to document:
Master of Science <http://mtsa.edu/wp-content/uploads/2018/09/Vaccinations-for-Masters.pdf>
DNAP Completion Program <http://mtsa.edu/wp-content/uploads/2018/09/Vaccinations-for-DNAP-C.pdf>
DNAP Practice Doctorate <http://mtsa.edu/wp-content/uploads/2018/09/Vaccinations-for-DNAPPD.pdf>

Voter Registration

- ❖ Students are encouraged to vote in all elections. Online registration is available
<http://sos.tn.gov/products/elections/register-vote>
Visit our school page - <http://mtsa.edu/wp-content/uploads/2018/09/Voter-Registration100.pdf>