



## **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).

### **AVAILABILITY OF EMPLOYEES FOR INFORMATION DISEMINATION**

MTSA is required to designate an employee or group of employees to assist enrolled or prospective students in obtaining all the information specified below. If MTSA has designated one person for an area of responsibility, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours. A paper copy will be provided of any disclosure upon request, by contacting:

P.O. Box 417  
Madison, TN 37116  
888-353-6872

Or by emailing either:

Jean Baron-White  
Executive Administrative Assistant  
[compliance@mtsa.edu](mailto:compliance@mtsa.edu)

Sara Metcalf  
Assistant Director of Financial Aid  
[finaid@mtsa.edu](mailto:finaid@mtsa.edu)

Caroline Bizot  
Assistant Registrar  
[caroline.bizot@mtsa.edu](mailto:caroline.bizot@mtsa.edu)

#### **Academic Degrees**

- ❖ Information on the academic program at MTSA and current degree programs and educational training available  
<http://mtsa.edu/academics/>

#### **Accreditation and Licensure**

- ❖ MTSA's accrediting agencies  
<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 the navigator 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**

- ❖ MTSA policies with respect to computer use, social media and copyright misuse <https://mtsa.edu/wp-content/uploads/2021/09/Computer-and-Network-Use.pdf>

## **Complaint Process**

- ❖ MTSA wants to ensure all students have a positive educational experience. Students are to be informed of the complaint process while enrolled on-campus and in distance education coursework <https://mtsa.edu/about/compliance/>

## **Constitution and Citizenship Day**

- ❖ MTSA commemorates Constitution Day, on or around September 17, commemorating the September 17, 1787 signing of the Constitution <https://mtsa.edu/admissions/financial-aid/constitution-citizenship-day/>

## **Cost of Attendance (COA)**

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

## **Student Drug and Alcohol Policy**

- ❖ Students are to receive the School's annual notice of the Drug and Alcohol policy which includes the penalties of violating the policy <https://mtsa.edu/wp-content/uploads/2020/10/MTSA-Student-Drug-and-Alcohol-Policy.pdf>

## **Facilities and Services for Students with Disabilities**

- ❖ Students with disabilities  
Contact [compliance@mtsa.edu](mailto: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 <https://mtsa.edu/wp-content/uploads/2020/10/FERPA-Policy.pdf>

## **Federal Student Financial Aid Penalties for Drug Law Violations**

- ❖ MTSA must provide each student receiving federal aid information of 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 Federal 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  
<https://mtsa.edu/wp-content/uploads/2020/08/Financial-Aid-Rights-and-Responsibilities.docx-0820.pdf>

### **Student Loan Information**

- ❖ Federal Direct Loan information with sample repayment chart  
<https://mtsa.edu/wp-content/uploads/2021/08/Student-Loan-Information-and-Loan-Repayment-Chart.pdf>
- ❖ Terms for Federal 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 Direct Loans  
<http://mtsa.edu/admissions/financial-aid/entrance-loan-counseling-federal-loans/>
- ❖ Student Loan Information published by the Department of Education  
<https://studentaid.ed.gov/sa/types/loans>
- ❖ Institutional Code of Conduct for Educational Loans  
<http://mtsa.edu/admissions/financial-aid/code-of-conduct/>

### **National Student Loan Data System (NSLDS)**

- ❖ Students who enter into a loan agreement regarding a Title IV federal loan, will have their loan submitted to the NSLDS database and accessible by authorized agencies, lenders, and institutions. Log in using your FSA ID and password <https://nsls.ed.gov/npas/index.htm>

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

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

### **Student Diversity**

- ❖ Diversity statistics for MTSA  
<https://mtsa.edu/wp-content/uploads/2021/09/Student-Diversity.pdf>

### **Student Outcomes**

- ❖ 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 for the Practice Doctorate Program, which includes ISBN and retail price information, is emailed to students prior to each semester start date  
<http://mtsa.edu/admissions/financial-aid/textbook-information/>

### **Transfer Credit Procedure**

- ❖ Information about transferring credits – PD program  
<https://mtsa.edu/wp-content/uploads/2020/10/Transfer-of-Credit-Policy.pdf>

**Vaccinations Required**

- ❖ Vaccinations Practice Doctorate students are required to document:  
<https://mtsa.edu/wp-content/uploads/2020/10/Vaccinations-Required1.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>

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