



***P.O. Box 417, Madison, Tennessee 37116 / 888.353.6872 / [www.mtsa.edu](http://www.mtsa.edu)***

## **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 DISSEMINATION**

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:

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

Shana Davis  
Assistant Director, Financial Aid  
[finaid@mtsa.edu](mailto:finaid@mtsa.edu)

Jessica Creason  
Registrar  
[registrar@mtsa.edu](mailto:registrar@mtsa.edu)

#### **Academic Degrees**

- ❖ Information on MTSA's academic programs, including current degree offerings and available educational training.  
<https://mtsa.edu/academics/>

#### **Accreditation and Licensure**

- ❖ MTSA's Accrediting Agencies

<https://mtsa-dnappd.cleancatalog.net/accreditation>

### **Annual Security Report**

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

<https://mtsa.edu/about/compliance/>

### **College Navigator Website**

- ❖ The Department of Education must publish data on the College 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 regarding computer use, social media, and copyright infringement.

<https://mtsa-dnappd.cleancatalog.net/computer-and-network-use>

### **Complaint Process**

- ❖ MTSA is committed to ensuring all students have a positive educational experience. Students will be informed of the complaint process while enrolled in on-campus and distance education coursework.

<https://mtsa-dnappd.cleancatalog.net/student-complaintsgrievances-policy>

**DNAP PD** <https://mtsa-dnappd.cleancatalog.net/consumer-protection-policy>

**DNAP Completion** <https://mtsa-dnappd.cleancatalog.net/consumer-protection-policy>

**ASPMF** <https://mtsa-dnappd.cleancatalog.net/consumer-protection-policy>

### **Constitution and Citizenship Day**

- ❖ MTSA observes Constitution Day annually, around September 17th, in commemoration of the signing of the Constitution on September 17, 1787.

<https://mtsa.edu/admissions/financial-aid/constitution-citizenship-day/>

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

- ❖ The financial aid cost of attendance budget for MTSA includes tuition and fees, books and supplies, living expenses, transportation, and personal and miscellaneous expenses incurred during an academic year.

<https://mtsa.edu/admissions/financial-aid/cost-of-attendance/>

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

- ❖ Students with Disabilities

[Accommodation Requests | Middle Tennessee School of Anesthesia DNAP-PD \(cleancatalog.net\)](#)

Contact [test.accommodation@mtsa.edu](mailto:test.accommodation@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 who reach the age of 18, or who attend a postsecondary institution, the right to inspect and review their own education records. Students have other rights including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records. Students may 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-dnappd.cleancatalog.net/release-of-student-record-information>

### **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**

<https://mtsa.edu/admissions/financial-aid/types-financial-assistance/>

### ❖ **Steps to Apply for Financial Aid**

<https://mtsa.edu/admissions/financial-aid/applying-financial-aid/>

### ❖ **Satisfactory Academic Progress Policy for Maintaining Federal Aid**

<https://mtsa-dnappd.cleancatalog.net/satisfactory-academic-progress-policy-for-federal-aid>

### ❖ **Disbursement of Funds and Cancellation Policy**

<https://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>

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

- ❖ Students who borrow a Title IV federal loan will have their loan details transmitted to the NSLDS database, where authorized agencies, lenders, and institutions can access them. To review your loan information, log in with your FSA ID and password at <https://studentaid.gov>. Navigate to "My Aid," select "Download My Aid Data," and proceed by clicking "Continue."

## **Refund Policy, Requirements for Withdrawing**

- ❖ Institutional Refund Policy, Procedures, and Requirements for Withdrawals  
<https://mtsa-dnappd.cleancatalog.net/refund-policywithdrawal-procedures>

## **Return of Title IV Financial Aid**

- ❖ Procedures for the Return of Title IV Financial Aid  
<https://mtsa-dnappd.cleancatalog.net/withdrawals-and-return-of-title-iv-aid>

## **Student Diversity**

- ❖ MTSA Diversity Statistics  
<https://mtsa.edu/wp-content/uploads/2023/09/IPEDS-2023.pdf>

## **Student Drug and Alcohol Policy**

- ❖ Students are required to receive the school's annual notice of the Drug and Alcohol policy, which outlines the penalties for policy violations.  
<https://mtsa-dnappd.cleancatalog.net/student-drug-alcohol>

## **Student Loan Information**

- ❖ **Federal Direct Loan Information with Sample Repayment Chart**  
[Student-Loan-Information-and-Loan-Repayment-Chart-080124.pdf \(mtsa.edu\)](https://mtsa.edu/wp-content/uploads/2024/08/Student-Loan-Information-and-Loan-Repayment-Chart-080124.pdf)  
<https://mtsa.edu/wp-content/uploads/2024/08/Student-Loan-Information-and-Loan-Repayment-Chart-080124.pdf>
- ❖ **Terms for Federal Loans**  
<https://mtsa.edu/admissions/financial-aid/types-financial-assistance/>
- ❖ **Private Loan Information and Private Loan Self-Certification Form**  
<https://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)*  
<https://mtsa.edu/admissions/financial-aid/types-financial-assistance/#private-loans>
- ❖ **Entrance and Exit Counseling Information for Federal Direct Loans**  
<https://mtsa.edu/admissions/financial-aid/entrance-loan-counseling-federal-loans/>
- ❖ **Student Loan Information Published by the Department of Education**  
<https://studentaid.gov/understand-aid/types/loans>
- ❖ **Institutional Code of Conduct for Educational Loans**  
<https://mtsa.edu/admissions/financial-aid/code-of-conduct/>

## **Student Outcomes**

- ❖ Student Right-to-Know Act Information  
<https://mtsa-dnappd.cleancatalog.net/institutional-statistics>

### **Textbook Information**

- ❖ Textbook information, including ISBNs and retail prices, is emailed to Practice Doctorate Program students before the start of each semester.

[Additional Expenses Students May Incur | Middle Tennessee School of Anesthesia DNAP-PD \(cleancatalog.net\)](https://mtsa-dnappd.cleancatalog.net/additional-expenses-students-may-incur)

<https://mtsa-dnappd.cleancatalog.net/additional-expenses-students-may-incur>

### **Transfer Credit Procedure**

- ❖ Information about Transferring Credits for the PD program

<https://mtsa-dnappd.cleancatalog.net/evaluating-and-awarding-academic-credit-policy-practice-doctorate-program-formerly-transfer-policy>

### **Vaccinations Required (under Physical Examination)**

- ❖ Practice Doctorate students must provide vaccination documentation.

[Additional Expenses Students May Incur | Middle Tennessee School of Anesthesia DNAP-PD \(cleancatalog.net\)](https://mtsa-dnappd.cleancatalog.net/additional-expenses-students-may-incur)

<https://mtsa-dnappd.cleancatalog.net/additional-expenses-students-may-incur>

### **Voter Registration**

- ❖ Students are encouraged to vote in all elections. Online registration is available at

<https://sos.tn.gov/elections/guides/how-to-register-to-vote>

Visit our school page - <https://mtsa.edu/wp-content/uploads/2019/03/MTSA-Voter-Registration-2019.pdf>

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