AVALON INSTITUTE

Family Educational Rights & Privacy Act (FERPA) Disclosure

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the "Buckley Amendment", students are granted certain rights with respect to their educational records. These rights are as follows:

I. *The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access.*

A. Education records are files, records, or documents that the School maintains which contain information that directly relates to the student. These include, but are not limited to, Academic Files, Placement Files, and Financial Aid Files.

B. Among the documents this right does not include are:

1. Personnel files of members of the faculty or administration;
2. Medical records;
3. Security files not available for review by individuals other than security officers and other local law enforcement officials;
4. Employment records that relate exclusively to the individual's capacity as an employee;
5. Records containing only information concerning a person's activities after graduation or withdrawal from the school;
6. Material relating to the financial status of parents which is contained in any record maintained by the school;
7. Confidential letters of recommendation placed in a student's education record prior to January 1975; and
8. Confidential letters of recommendation to which a student has waived his or her right of access.

C. Student education records are located primarily in the offices of the Office Manager and/or Financial Aid Coordinator, but records are also maintained in various other academic departments.

D. A student may request access to his or her educational records by filing a written request with the person who is responsible for maintaining the record which the student wants to review.

E. The request must identify the particular record(s) which the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

F. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

G. A fee may be charged by the school for the cost of reproduction of such records.

H. Student records are retained permanently by the school and kept in accordance with FERPA.

I. Exemption: Certain items are not considered part of the student's records under FERPA. These include, but are not limited to: certain confidential letters of recommendation received by the School, records about students or incidents made by and accessible only to the Instructors or Administrators, and records maintained by certain professional acting in their capacity for treatment purposes which are available only to persons providing the treatment.

II. The right to request the amendment of the student's educational records that the student believes are inaccurate, misleading, or in violation of the student's privacy.

A. Students may ask the school to amend a record that they believe is inaccurate, misleading or in violation of the student's privacy.

B. The student must write the school official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate, misleading, or in violation of their privacy.

C. In the event that the School denies a request to amend a record, the student may request a hearing.

D. If the hearing officer upholds the School's refusal to amend the record, the student will still be allowed to include a statement into their record regarding the disputed information; which will be released whenever the record in question is disclosed.

E. The School maintains a record of requests for disclosure of student records as part of the official record of the student, and said records show:

1. The person requesting the information;
2. The information requested;
3. The reason for the request; and
4. Whether or not the information was provided.

III. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.

A. Personally Identifiable Information is a list of personal characterizes or other information that would make the student's identity easily traceable.

B. Directory Information is personally identifiable information that may be released to any inquirer without the consent of the student.

C. Avalon Institute has designated the following as Directory Information:

1. Student's Name;
2. Dates / Hours of Attendance;

3. Enrollment Status;
4. Photographs;
5. Diplomas Awarded; and
6. Any Awards Received

D. Students wishing other personally identifiable information be disclosed to specific individuals must request such disclosure in writing (each time).
    1. The request must specify the information to be disclosed, the reason for disclosure, and the person to whom disclosure may be made.

E. Prevention of Disclosure of Directory Information: The student may request that all Personally Identifiable Information not be disclosed to any inquirer, by making a request in writing within ten (10) working days of matriculation; however, due to the nature of our training program and the requirements for students to work on public clientele, the student's name and hours of availability for the purposes of booking client requests cannot be prevented from disclosure.

F. Access without Consent: The school may release Personally Identifiable Information without the student's written consent if the disclosure is to:
    1. Accrediting Agencies;
    2. Federal and/or State authorities (where required);
    3. Comply with a judicial order or subpoena, provided that the School makes a reasonable effort to notify the student prior to such compliance;
    4. Persons responsible for determining eligibility for Financial Aid for which the student has applied or received;
    5. Officials of another School to which the student has applied; however, the school encourages each department, at the minimum, to make a reasonable attempt to advise the student of the disclosure either before or after it occurs;
    6. Organizations conducting studies involving testing, student aid programs, or instruction where personally identifiable information will not be disclosed;
    7. Protect the health and safety of a student or another person;
    8. Any organization who sponsors the student at the School by paying any portion of the cost of training directly to the School (Agency); and
    9. Comply with conditions otherwise required by the Family Education Rights and Privacy Act of 1974 (FERPA).

G. A parent of a dependent student may challenge denial of access to the dependent student's record by producing the most current copy of Internal Revenue Form 1040. (Dependency is defined in Section 152 of the Internal

Revenue Code.) If that form lists the student in question as a dependent, the dependent student records will be made available to the parent as specified under FERPA.

IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by an Avalon Institute location to comply with the requirements of FERPA.

A. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

V. The right to file a complaint with the school financial aid ombudsperson concerning alleged failures by an Avalon Institute to comply with the requirements of FERPA.

A. The name and address of the Office that administers Avalon's Financial Aid is:

Avalon Institute – Home Office

C/O Financial Aid

3200 N Hayden Rd, Suite 140

Scottsdale, AZ 85251