

# Transylvania University Consumer Information

Required Information	Description of Information	Link for Information if on Website/Examples of information
Procedures and forms by which students apply for assistance	Admissions application/FAFSA application	<a href="http://www.transy.edu/admission/apply">http://www.transy.edu/admission/apply</a>
Student eligibility requirements and factors that determine students award levels	Brief information about various types of aid and how you can qualify for them	<a href="http://www.transy.edu/admission/financial-aid">http://www.transy.edu/admission/financial-aid</a> <a href="http://www.transy.edu/admission/scholarships">http://www.transy.edu/admission/scholarships</a>
Criteria for continued student eligibility under each program	Description of institutional scholarship requirements, and Title IV aid requirements	<a href="http://www.transy.edu/admission/aid">http://www.transy.edu/admission/aid</a> From here scroll to "More Financial Aid Information" and click on the "Terms & Conditions" link.
Satisfactory progress standards	Satisfactory Academic Policy	<a href="http://www.transy.edu/admission/aid">http://www.transy.edu/admission/aid</a> From here scroll to the bottom of the beige box and click on the "Satisfactory Academic Progress Policy" link.
Financial disbursements	"Payments of Awards" section briefly describes financial disbursement	<a href="http://www.transy.edu/admission/aid">http://www.transy.edu/admission/aid</a> From here scroll to "More Financial Aid Information" and click on the "Terms & Conditions" link.
Pell-eligible students to obtain or purchase required books	May contact the accounting office for additional information	<a href="http://www.transy.edu/admission/student-accounts">http://www.transy.edu/admission/student-accounts</a> Information listed under the "Bookstore Vouchers" header.

and supplies by the 7 <sup>th</sup> day of a pay period		
Terms of loan received by a student	Various handouts discussing types of loans and verbal information	<a href="http://www.studentloans.gov">www.studentloans.gov</a> Website given out for additional information.
Repayment and schedule of loans	Accounting Office gives graduating students a packet of information regarding exit counseling and loan repayment and all information regarding their loans.	<a href="http://www.studentloans.gov">www.studentloans.gov</a> Website given out for additional information.
Terms and conditions	Describes terms and conditions of all types of aid	<a href="http://www.transy.edu/admission/aid">http://www.transy.edu/admission/aid</a> From here scroll to “More Financial Aid Information” and click on the “Terms & Conditions” link.
Terms and conditions of Direct loans and Perkins loans	A terms and conditions form is given to students with their award letter. Emails sent to students regarding entrance counseling and MPN of direct loans. Perkins MPN and questionnaire is sent to students to review and complete.	<a href="http://www.studentloans.gov">www.studentloans.gov</a> Website given out for additional information.
Cost of Attendance	Describes the updated COA for the upcoming academic year	<a href="http://www.transy.edu/admission/cost">http://www.transy.edu/admission/cost</a>

Academic Programs	Students can find information about all academic programs through the registrar's website. There is also information about all faculty at Transylvania. Verbal information is also given.	<a href="http://www.transy.edu/academics/catalog">http://www.transy.edu/academics/catalog</a> <a href="http://www2.transy.edu/academics/faculty_directory.htm">http://www2.transy.edu/academics/faculty_directory.htm</a>
Withdrawal procedures, refunds and return of aid	Brief description on withdrawal policies from the institution and a description of what will happen to their financial aid	<a href="http://www.transy.edu/admission/aid">http://www.transy.edu/admission/aid</a> From here scroll to "More Financial Aid Information" and click on the "Terms & Conditions" link. <a href="http://www.transy.edu/academics/catalog">http://www.transy.edu/academics/catalog</a> From here you will click on the "University Catalog". Page 9-10 of this document describes more withdrawal information.
Accreditation and licensure	Brief description that discusses accreditation. More information is available upon request	<a href="http://www.transy.edu/about/facts.htm">http://www.transy.edu/about/facts.htm</a> For more information contact the Vice President of Academic Affairs and Dean of the college at (859) 233-8121.
Disability	Brief description of disability services offered on campus	<a href="http://www.transy.edu/campus/disability-accommodations">http://www.transy.edu/campus/disability-accommodations</a>
FSA eligibility for study abroad	Brief description of study abroad information offered on campus	<a href="http://www.transy.edu/programs/study_abroad/parents.htm">http://www.transy.edu/programs/study_abroad/parents.htm</a>
Transfer of credit policies	Explanation of the application process for transfer students	<a href="http://www.transy.edu/admission/transfer-students">http://www.transy.edu/admission/transfer-students</a> <a href="http://www.transy.edu/academics/credit-information">http://www.transy.edu/academics/credit-information</a>
Contact	Financial aid officers	<a href="http://www.transy.edu/admission/aid">http://www.transy.edu/admission/aid</a>

information	contact information	Contact information located on the right side of the screen.
Penalties and institutional policies on copyright infringement	Describes the accepted use of technology and copyright at Transylvania	<a href="http://www.transy.edu/campus/technology-services">http://www.transy.edu/campus/technology-services</a> From here click on the "Acceptable Use Policy" under the heading "Acceptable Use Policy and General Information".
Disseminating completion, graduation, and transfer-out rates	Gives brief information about completion rates for Transylvania	<a href="http://www.transy.edu/academics/registrars-office">http://www.transy.edu/academics/registrars-office</a> Graduation rate information under the "Student Right-To-Know Act" Section. <a href="http://www.transy.edu/about/quick-facts">http://www.transy.edu/about/quick-facts</a>
Retention, placement & post-graduate study	Information on retention rates. Also gives information about the Career Development Office and their services in regards to post-graduate study	<a href="http://www.transy.edu/about/quick-facts">http://www.transy.edu/about/quick-facts</a> Info is at the bottom of the webpage. <a href="http://www.transy.edu/After-Transy/career-development">http://www.transy.edu/After-Transy/career-development</a> <a href="http://www.transy.edu/after-transy/outcomes">http://www.transy.edu/after-transy/outcomes</a> <a href="http://nces.ed.gov/collegenavigator/">http://nces.ed.gov/collegenavigator/</a> Type "Transylvania University" in the search bar. Specific information about retention and graduation rates can be found here.
Security and Fire Safety reports to enrolled students & Current employees	Information regarding security and fire safety daily log is located in the DPS office in the back lobby of Forrer Hall.	<a href="http://www.transy.edu/campus/safety/main">http://www.transy.edu/campus/safety/main</a> Links at bottom of the page discuss Crime statistics: "The Clery Act" and "Minger Act reports".
Textbook information	All textbook information is located at the book store or the book stores website.	<a href="http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10735&amp;langId=-1&amp;catalogId=10001">http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10735&amp;langId=-1&amp;catalogId=10001</a>
Disclosures required for private education	Information for those interested in Private Student Loans	<a href="http://www.transy.edu/admission/financial-aid">http://www.transy.edu/admission/financial-aid</a> Communications will be sent to students who are interested in private loans regarding all of their options. They can also click on the "Private Student Loans" tab and then click on the "Find out

loans		More About Private Student Loans” link. They will find out more disclosure information from this page.
Self-certification form for private education loans and Historical Lender List	Brief information posted on website.	<a href="http://www.transy.edu/admission/financial-aid">http://www.transy.edu/admission/financial-aid</a> By clicking on the “Private Student Loans” tab and then “Find out More About Private Student Loans” link, students will be taken to a website that will allow them to see our Historical Lender List and our Self-Certification Form.
FERPA distribution annually	FERPA information on the web is sent to students once a year for reviewal	<a href="http://www.transy.edu/academics/ferpa">http://www.transy.edu/academics/ferpa</a>
Entrance counseling	Email sent to students regarding entrance counseling; where to go, how to complete, and where they can go to find more information regarding their loans	<p><b>Example of Email sent to students</b></p> <p><b>“Entrance and MPN:</b></p> <p>Your Transylvania Financial Aid award letter includes Subsidized and/or Unsubsidized Federal Direct Student Loans. In order for these funds to be applied to your student account, please complete the following as soon as possible:</p> <ol style="list-style-type: none"> <li>1. Entrance Counseling: Federal regulations require that you receive information about your rights and responsibilities as a student loan borrower. Go to <a href="http://StudentLoans.gov">StudentLoans.gov</a>, log in, and choose Complete Counseling to begin.</li> <li>2. Master Promissory Note (MPN): The MPN is a legally binding agreement stating that you promise to repay the loan with interest. Also at <a href="http://StudentLoans.gov">StudentLoans.gov</a>, log in and choose Complete a Master Promissory Note.</li> </ol> <p>As you complete these steps, the Financial Aid Office will be notified and we will be able to continue processing your student loans for 2016-2017. If you have any questions, please contact our office at <a href="tel:8592338239">(859) 233-8239</a> or <a href="tel:8008726798">(800) 872-6798</a>.”</p>
Exit counseling	Accounting Office sends emails regarding exit counseling and also gives graduating and withdrawing students	<p><b>Exit Counseling Example</b></p> <p>“Dear Class of 2016,</p> <p>Congratulations on your upcoming graduation in May. While attending Transylvania you borrowed from the student loan program, therefore it is <b>mandatory</b> that you complete online Senior Loan Counseling. Those who have not completed by <b>May 5<sup>th</sup></b> will have a <b>hold</b> placed on</p>

	<p>a packet of information regarding exit counseling and loan repayment and all information regarding their loans. Packets are mailed to students if not picked up.</p>	<p>their <b>diploma</b>. Please complete the following tasks by <b>as soon as possible</b>:</p> <ol style="list-style-type: none"> <li>1. Federal Perkins Loan counseling website: <a href="http://www.heartlandecsi.com/">http://www.heartlandecsi.com/</a>. Transylvania University uses ECSI for all Perkins loans processing and billing.</li> <li>2. Federal Direct Loan counseling website: <a href="https://studentloans.gov/myDirectLoan/index.action">https://studentloans.gov/myDirectLoan/index.action</a>. Click Sign In button, sign in, then click Complete Counseling, <b>Exit Counseling</b> to complete your session.</li> <li>3. Elect to receive your 1098T electronically via <a href="#">TNet</a>. Please log in and select the 1098T Electronic Consent.</li> <li>4. Updated email address with Transylvania at <a href="http://www.transy.edu/alumni/tnet_form.htm">http://www.transy.edu/alumni/tnet_form.htm</a>. This will ensure you are able to reset your password for TNet if you were to forget it. Your TNet access will remain upon graduation.</li> </ol> <p>Items you will need in order to complete loan counseling:</p> <ul style="list-style-type: none"> <li>• FAFSA</li> <li>• Driver's license</li> <li>• Future employer (if applicable)</li> <li>• Three personal references, including address and phone number (These references should be the name of someone who would know how to contact you and must live at a different address and cannot be your parents.)</li> </ul> <p>The purpose of this counseling is to provide you with information concerning your rights and responsibilities, as well as help you be better equipped to make good, sound decisions about managing your money and financial obligations.</p> <p>Should you have any questions or need assistance please contact me at (859) 233-8150 or <a href="mailto:billing@transy.edu">billing@transy.edu</a>."</p>
Vaccination Policy	Meningitis and Hepatitis	<p><a href="http://www.transy.edu/sites/default/files/HealthForm-Revised.pdf">http://www.transy.edu/sites/default/files/HealthForm-Revised.pdf</a></p> <p>On page three of the form is a list of required vaccines for Transylvania University.</p>
Net-Price Calculator	Those interested in attending Transylvania can import information to	<p><a href="http://www.transy.edu/admission/net-price-calculator">http://www.transy.edu/admission/net-price-calculator</a></p>

	the Net-Price Calculator in order to get an idea of finances	
Code of Conduct	All Transylvania University financial aid officers adhere to this code of conduct	<p>The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 487(a)(25)]. Transylvania University officers, employees and agents are required to comply with this code of conduct. The following specific provisions bring Transylvania University into compliance with the federal law [HEOA § 487(e)].</p> <ol style="list-style-type: none"> <li>1. Neither Transylvania as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender.</li> <li>2. No officer or employee of Transylvania who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount.</li> <li>3. An officer or employee of Transylvania who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.</li> <li>4. Transylvania shall not: <ol style="list-style-type: none"> <li>a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or</li> <li>b) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.</li> </ol> </li> <li>5. Transylvania shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the</li> </ol>

		<p>lender with:</p> <ul style="list-style-type: none"> <li>a) a specified number of loans made, insured, or guaranteed under Title IV;</li> <li>b) a specified loan volume of such loans; or</li> <li>c) a preferred lender arrangement for such loans.</li> </ul> <p>6. Transylvania shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.</p> <p>7. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.</p>
Student Activities Offered	Describes clubs and organizations offered at Transylvania	<a href="http://www.transy.edu/campus/organizations">http://www.transy.edu/campus/organizations</a>
Voter Registration	This link is provided to students, so that they know where to go to learn more about the voter registration process	<a href="http://elect.ky.gov/Pages/default.aspx">http://elect.ky.gov/Pages/default.aspx</a>
Financial Aid Penalties for Drug Law Violations and programming	Students can find information in the student handbook. Employees are sent an annual email	<p><a href="http://www.transy.edu/academics/catalog">http://www.transy.edu/academics/catalog</a></p> <p>From here you will click on the "University Catalog". On page 9 of this document, you will find more information regarding drug and law policies.</p> <p><a href="http://www.transy.edu/admission/parents/faq/residence-life">http://www.transy.edu/admission/parents/faq/residence-life</a></p> <p>Click on "What is Transylvania University's Alcohol Policy?".</p> <p><a href="http://alcohol.transy.edu/">http://alcohol.transy.edu/</a></p>
Student Body Diversity	A breakdown of the student population including; gender race, Pell recipients	<p><a href="http://nces.ed.gov/collegenavigator">http://nces.ed.gov/collegenavigator</a></p> <p>Type "Transylvania University" in the search bar. The financial aid, enrollment and admissions tabs will give you more information about the diversity of the student body.</p>



	etc.	
State Grant Information	Emails sent to students regularly about the importance of filing the FAFSA early. Information also on website	<a href="http://www.transy.edu/admission/financial-aid">http://www.transy.edu/admission/financial-aid</a> More information can be found by clicking on the “State Aid” tab.
NSLDS (National Student Loan Data System)	Make it known that any student or parent that acquires a federal loan, can find their loan information at this website. Loan information is required to be submitted to NSLDS, and will be accessible by guaranty agencies, lenders and schools determined to be authorized users of this data system.	<a href="http://www.nsls.ed.gov">www.nsls.ed.gov</a>
Student Loan Default rate	Information about the school’s student loan default rate.	<a href="http://nces.ed.gov/collegenavigator">http://nces.ed.gov/collegenavigator</a> Type “Transylvania University” in the search bar. Cohort default rates will show the percentage of students who are in default on their student loans.
Constitution Day	Information about our Annual Constitution day.	<a href="http://www.transy.edu/campus/engagement">http://www.transy.edu/campus/engagement</a>
Equity in Athletics Disclosure	The EADA Report is updated annually and can be obtained upon request.	<a href="http://www.transysports.com/information/Handbook_SA16_17.pdf">http://www.transysports.com/information/Handbook_SA16_17.pdf</a>

Written Arrangements Disclosures	Information about agreements between Transylvania and the University of Kentucky for Pre-Engineering.	<a href="http://www.transy.edu/academics/catalog">http://www.transy.edu/academics/catalog</a> On page 60 you will find more information on the Pre-Engineering program and the partnership we have with the University of Kentucky. <a href="http://www.transy.edu/academics/majors-minors">http://www.transy.edu/academics/majors-minors</a> More information can be found by clicking on the “Pre-Engineering” link.
Accountability for Programs that Prepare Teachers	National and State reports are updated annually and can be found online or upon request.	<a href="https://title2.ed.gov/Public/Home.aspx">https://title2.ed.gov/Public/Home.aspx</a> More information can be found by selecting the state (Kentucky) and clicking on the “Print Complete Report Card” link.