

Transylvania University Consumer Information

| Required Information | Description of Information | Link for Information/Examples of information |
|---|--|---|
| Procedures and forms by which students apply for assistance | Admissions application/FAFSA application | http://www.transy.edu/admission/apply https://fafsa.ed.gov/ |
| Student eligibility requirements and factors that determine students award levels | Brief information about various types of aid and how you can qualify for them | http://www.transy.edu/financial-aid/basics http://www.transy.edu/financial-aid/merit-scholarships http://www.transy.edu/financial-aid/forms/terms |
| Criteria for continued student eligibility under each program | Description of institutional scholarship requirements, and Title IV aid requirements | http://www.transy.edu/financial-aid/merit-scholarships http://www.transy.edu/financial-aid/forms/terms http://www.transy.edu/sites/default/files/SAP_policy.pdf |
| Satisfactory progress standards | Satisfactory Academic Policy | http://www.transy.edu/sites/default/files/SAP_policy.pdf |
| Financial disbursements | “Payments of Awards” section briefly describes financial disbursement | http://www.transy.edu/financial-aid/forms/terms Information listed under the “Payments of Award” header. |
| Pell-eligible students to obtain or purchase required books and supplies by the 7 th day of a pay period | May contact the accounting office for additional information | http://www.transy.edu/admission/student-accounts Information listed under the “Bookstore Vouchers” header. |
| Terms of loan received by a student | Various handouts discussing types of loans and verbal information | https://studentloans.gov/myDirectLoan/index.action Website provided for additional information. |

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| 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. | https://studentloans.gov/myDirectLoan/index.action Website provided for additional information. |
| Terms and conditions | Describes terms and conditions of all types of aid | http://www.transy.edu/financial-aid/forms/terms |
| Terms and conditions of Direct loans and Perkins loans | A terms and conditions form is enclosed with each student award letter. Emails notify students of the need to complete entrance counseling and MPN for Direct Loan. Perkins MPN and questionnaire is sent to students to review and complete. | https://studentloans.gov/myDirectLoan/index.action Website provided for additional information. |
| Cost of Attendance | Describes the updated COA for the upcoming academic year | http://www.transy.edu/financial-aid/cost |
| Academic Programs | Students can find information about all academic programs through the registrar's website. There is also | http://catalog.transy.edu/ http://www.transy.edu/about/directory |

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| | information about all faculty at Transylvania. Verbal information is also provided. | |
| 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 | http://www.transy.edu/financial-aid/forms/terms http://catalog.transy.edu/ Information listed under the “Financial Information” Header. |
| Accreditation and licensure | Brief description that discusses accreditation. More information is available upon request | http://www.transy.edu/about/quick-facts 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 | http://www.transy.edu/campus/disability-services |
| FSA eligibility for study abroad | Brief description of study abroad information offered on campus | http://www.transy.edu/center-for-academic-and-professional-enrichment/study-abroad/home |
| Transfer of credit policies | Explanation of the application process for transfer students | http://www.transy.edu/admission/transfer-students http://www.transy.edu/academics/credit-information |
| Contact information | Financial aid officers contact information | http://www.transy.edu/financial-aid Contact information located on the bottom of the screen under “Meet our Financial Aid Staff” header. |
| Penalties and institutional policies on copyright infringement | Describes the accepted use of technology and copyright at | http://www.transy.edu/campus/technology-services Click on the “Acceptable Use Policy” under the heading “Acceptable Use Policy and General Information”. |

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| | Transylvania | |
| Disseminating completion, graduation, and transfer-out rates | Gives brief information about completion rates for Transylvania | <p style="text-align: center;"> http://www.transy.edu/academics/registrar Graduation rate information under the “Student Right-To-Know Act” Section. http://www.transy.edu/about/quick-facts </p> |
| Retention, placement and post-graduate study | Information on retention rates. Also provides information about the Career Development Office and their services in regard to post-graduate study | <p style="text-align: center;"> http://www.transy.edu/about/quick-facts Information listed under the “Student Outcomes” header. http://www.transy.edu/center-for-academic-and-professional-enrichment/career-development/home http://www.transy.edu/admission/outcomes http://nces.ed.gov/collegenavigator/ </p> <p>Type “Transylvania University” in the search bar to find specific information about retention and graduation rates.</p> |
| Security and Fire Safety reports to enrolled students and current employees | Information regarding security and fire safety daily log is located in the DPS office in the back lobby of Forrer Hall. | <p style="text-align: center;"> http://www.transy.edu/campus/safety/main Links under “Annual Security and Fire Safety Report” and “Campus Safety Records” provide these reports. </p> |
| Textbook information | All textbook information is located at the book store or the book stores website. | <p style="text-align: center;"> https://www.bkstr.com/transylvaniastore/home </p> |
| Disclosures required for private education loans | Information for those interested in Private Student Loans | <p style="text-align: center;"> http://www.transy.edu/financial-aid/loans Communications will be sent to students who are interested in private loans regarding all of their options. They can also click on the “Find more information about private student loans” link under the “Private Loans” header to find more disclosure information. </p> |
| Self-certification form for private education loans and Historical Lender List | Brief information posted on website. | <p style="text-align: center;"> http://www.transy.edu/financial-aid/loans Clicking on the “Find more information about private student loans” link under the “Private Loans” header allows students to view our Historical Lender List and our Self-Certification Form. </p> |

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| FERPA distribution annually | FERPA information on the web is sent to students once a year for reviewal | http://www.transy.edu/academics/ferpa |
| 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>Example of Email sent to students “Entrance and MPN: 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"> 1. Entrance Counseling: Federal regulations require that you receive information about your rights and responsibilities as a student loan borrower. Go to StudentLoans.gov, log in, and choose Complete Counseling to begin. 2. Master Promissory Note (MPN): The MPN is a legally binding agreement stating that you promise to repay the loan with interest. Also at StudentLoans.gov, log in and choose Complete a Master Promissory Note. <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 20XX-20XX. If you have any questions, please contact our office at (859) 233-8239 or (800) 872-6798.”</p> |
| Exit counseling | Accounting Office sends emails regarding exit counseling and also gives graduating and withdrawing students a packet of information regarding exit counseling and loan repayment and all information regarding their loans. Packets | <p>Exit Counseling Example “Dear Class of 20XX,</p> <p>This is a friendly reminder to complete your exit session for your loans prior to XX/XX. If you have already completed your exit session, please forward your email confirmation of completion, as the records currently do not show completion of your session when last updated on XX/XX/XX. Please remember that the school is notified 24 hours after completion of your session.</p> <p>Our records indicate you have borrowed from the Federal Loan program, which requires an exit counseling session. This is done online and is required of all borrowers, regardless if you will be attending graduate school and receiving loans for graduate school. The purpose of this counseling is to provide you with</p> |

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| | <p>are mailed to students if not picked up.</p> | <p>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>Please complete the following tasks prior to XX/XX to avoid a DIPLOMA HOLD on your account:</p> <ol style="list-style-type: none"> 1. Federal Direct Loan counseling: https://studentloans.gov/myDirectLoan/index.action. Sign in, then click Complete Counseling, Exit Counseling to complete your session. 2. Elect to receive your 1098T electronically via TNet. Log in and select the 1098T Electronic Consent. You will need your 1098T for your 20XX taxes. <p>You will need the following items handy when you complete your loan exit counseling session:</p> <ul style="list-style-type: none"> · FSA ID Number and FSA Password (same number you used for your FAFSA) · Driver’s license · Future employer (if applicable) · Three personal references, including address and phone number (These references should be the name of someone who would know how to contact you, lives at a different address, and cannot be your parents.) <p>Should you have any questions or need assistance please contact me at (859) 233-8150 or billing@transy.edu.”</p> |
| <p>Vaccination Policy</p> | <p>Students can find out more information about our Vaccination Policy on their student health form located on their TNet Account</p> | <p>Per CDC guidelines, Transylvania University also highly recommends that every college student also receive the following vaccines:</p> <ol style="list-style-type: none"> 1. Varicella (chicken pox) or proof of immunity 2. Hepatitis A & B 3. HPV 4. Annual Influenza 5. Meningitis B Vaccine |

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| Net-Price Calculator | Those interested in attending Transylvania can enter information to the Net-Price Calculator in order to get an idea of finances | https://tcc.ruffalonl.com/Transylvania%20University/Freshmen%20Students |
| 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"> 1. Neither Transylvania as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender. 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. 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. 4. Transylvania shall not: <ol style="list-style-type: none"> a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency. 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 |

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| | | <p>institution providing concessions or promises regarding providing the lender with:</p> <ul style="list-style-type: none"> a) a specified number of loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans. <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 | http://www.transy.edu/campus/organizations |
| Voter Registration | This link is provided to students to allow them learn more about the voter registration process | http://elect.ky.gov/Pages/default.aspx |
| Financial Aid Penalties for Drug Law Violations and programming | Students can find information in the student handbook. Employees are sent an annual email | <p style="text-align: center;">http://www.transy.edu/campus/students</p> <p>Click on “Download our Student Handbook” to find more information regarding the universities alcohol and drug policies.</p> <p style="text-align: center;">http://www.transy.edu/admission/parents/faq/residence-life</p> <p style="text-align: center;">Click on “What is Transylvania University’s Alcohol Policy?”</p> <p style="text-align: center;">http://www.transy.edu/newsroom/communications/policies</p> <p style="text-align: center;">Information listed under the “Alcohol Policy” header.</p> <p style="text-align: center;">http://alcohol.transy.edu/</p> |
| Student Body Diversity | A breakdown of the student population | <p style="text-align: center;">http://nces.ed.gov/collegenavigator</p> <p>Type “Transylvania University” in the search bar. The financial aid, enrollment and admissions tabs provide</p> |

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| | including; gender race, Pell recipients etc. | more information about the diversity of the student body. |
| State Grant Information | Emails sent to students regularly about the importance of filing the FAFSA early. Information also on website | http://www.transy.edu/financial-aid/state-federal 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. | https://nslds.ed.gov/nslds/nslds_SA/ |
| Student Loan Default rate | Information about the school’s student loan default rate. | http://nces.ed.gov/collegenavigator 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. | http://www.transy.edu/campus/engagement |
| Equity in Athletics Disclosure | The EADA Report is updated annually and can be obtained upon request. | https://www.transysports.com/information/19-20_S-Athlete_HB.pdf |

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| Written Arrangements Disclosures | Information about agreements between Transylvania and the University of Kentucky for Pre-Engineering. | <p style="text-align: center;"> http://catalog.transy.edu/ Information listed under the “Academic Majors, Minors, and Preprofessional Studies” header. http://www.transy.edu/academics/preprofessional </p> |
| Accountability for Programs that Prepare Teachers | National and State reports are updated annually and can be found online or upon request. | <p style="text-align: center;"> https://title2.ed.gov/Public/Home.aspx More information can be found by selecting the state (Kentucky) and clicking on the “Data Files” header. Downloadable reports provide more information. </p> |
| Student Complaint Processes | Information about how to file a consumer or discrimination complaint | <p style="text-align: center;"> http://cpe.ky.gov/campuses/consumer_complaint.html http://www.transy.edu/newsroom/file-complaint </p> |