

HEA Notice of Availability of Institutional and Financial Aid Information

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 is information that a postsecondary education institution is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other agencies. The following list provides a brief description of the information required to be made available to students as well as how to obtain the information. This notice was organized using a reference list created by the National Postsecondary Education Cooperative (NPEC). The NPEC report can be found on the National Center for Education Statistics website- <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010831rev>.

- **Student Financial Aid Information**

Information regarding financial aid is available in the Undergraduate Catalog, on the financial aid website- <http://ss.utpb.edu/financial-aid/>, and in the Course Schedule. Available information includes:

- all the need-based and non-need-based federal, state, local, private, and institutional student financial assistance programs available to students who enroll in the institution;
- terms and conditions of Title IV, HEA loans;
- criteria for selecting recipients and for determining amount of award;
- eligibility requirements and procedures for applying for aid;
- methods and frequency of disbursements of aid;
- rights and responsibilities of students receiving Title IV, HEA student financial aid, including criteria for continued student eligibility and standards for satisfactory academic progress;
- terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans;
- a statement that enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment in the home institution for purposes of applying for federal student financial aid;
- general conditions and terms applicable to employment provided as part of financial aid package;
- the exit counseling information the institution provides and collects.

For assistance in obtaining information about financial aid, or if you would like a paper copy of any of this information, contact the Office of Financial Aid: room MB 1225, (432)552-2620, finaid@utpb.edu, fax- (432)552-2621.

- **Facilities and Services Available to Students with Disabilities**

Information about the facilities and services available to students with disabilities, including students with intellectual disabilities, can be found on the PASS Office website- <http://ss.utpb.edu/pass-office/students-with-disabilities/>. For more information, or for a paper

copy of this information, contact the PASS Office: room MB1160, (432)552-2630, fax- (432)552-3631.

- **Student Body Diversity**

Information about student body diversity, including the percentage of enrolled, full-time students in the following categories: male; female; self-identified members of a major racial or ethnic group; and Federal Pell Grant recipients, can be found in the UTPB Fact Book- <http://aa.utpb.edu/institutional-research-planning/fact-book/>. For a paper copy of this information, contact the Office of Institutional Research, Planning, and Effectiveness: room MB4202, (432)552-3110, fax- (432)552-2109.

- **Price of Attendance**

Information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest, can be found on the Office of Accounting website- <http://ba.utpb.edu/accounting/cost-of-college/>. For a paper copy of this information, contact the Office of Accounting: room MB1220, (432)552-2706, fax- (432)552-2707, accounting@utpb.edu.

- **Refund Policy, Requirements for Withdrawal and Return of Title IV, HEA Financial Aid**

Information about the institution's refund policy is available in the Undergraduate Catalog and on the Office of Accounting website- <http://ba.utpb.edu/accounting/student-information/refund-policy/>. For a paper copy of this information, contact the Office of Accounting: room MB1220, (432)552-2706, fax- (432)552-2707, accounting@utpb.edu.

Information about the requirements and procedures for official withdrawal is available in the Undergraduate Catalog and on the Office of the Registrar's website- <http://aa.utpb.edu/registrar/addsdrops/>. For a paper copy of this information, contact the Office of the Registrar: room MB1231, (432)552-2635, fax- (432)552-3635, registrar@utpb.edu.

Information about the requirements for return of Title IV, HEA grant or loan aid is available in the Undergraduate Catalog. For a copy of this information, contact the Office of Financial Aid: room MB 1225, (432)552-2620, finaid@utpb.edu, fax- (432)552-2621.

- **Academic Program (Educational Programs, Instructional Facilities, and Faculty)**

Information about the academic program of the institution including current degree programs and other educational and training programs and faculty and other instructional personnel is available in the Undergraduate and Graduate Catalogs and online at <http://www.utpb.edu/academic-programs/>.

Information about instructional, laboratory, and other physical plant facilities that relate to the academic program is available from the Texas Higher Education Coordinating Board. A link to the THECB Facilities Inventory page can be found on the Office of Institutional Research, Planning, and Effectiveness website- <http://aa.utpb.edu/institutional-research-planning/useful-links/>. For a paper copy of this information, contact the Office of Institutional Research, Planning, and Effectiveness: room MB4202, (432)552-3110, fax- (432)552-2109.

Information about any plans by the institution for improving the academic program can be found in the Strategic Plan which can be found online at <http://www.utpb.edu/media/pdf/strategicplan.pdf>. For a paper copy of this information, contact the Office of Institutional Research, Planning, and Effectiveness: room MB4202, (432)552-3110, fax- (432)552-2109.

- **Transfer of Credit Policies and Articulation Agreements**

Information about the institution's transfer of credit policies including criteria the institution uses regarding the transfer of credit earned at another institution is available on the Office of Admissions website- <http://ss.utpb.edu/admissions/apply-now/transfer/>. For a paper copy of this information, contact the Office of Admissions: room MB1221, (432)552-2605, fax (432)552-3605.

A list of institutions with which the institution has established an articulation agreement is available at <http://aa.utpb.edu/transfer-student-information/direct-connect/>. For a paper copy of this information, contact the Office of the Provost and Vice President for Academic Affairs- room MB4218, (432)552-2110, fax (432)552-2109.

- **Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)**

Information about the Family Educational Rights and Privacy Act (FERPA) including the student's right to review education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education; procedures for reviewing education records and requesting amendment of the records; and information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records is available in the Undergraduate and Graduate Catalogs and on the Office of the Registrar's website- <http://aa.utpb.edu/registrar/student-educational-records/>. For a paper copy of this information, contact the Office of the Registrar: room MB1231, (432)552-2635, fax- (432)552-3635, registrar@utpb.edu.

- **Security Report, Timely Warnings, and Emergency Notifications**

An annual security report including information about reporting criminal actions or other emergencies on campus, emergency response and evacuation procedures, missing student notifications, timely warning notifications, a crime on campus report, and other information is

available on the University Police website- <http://ss.utpb.edu/university-police/students-right-to-know/annual-security-report/>.

Information about timely warnings and emergency notifications can also be found on the University Police website- <http://ss.utpb.edu/university-police/utpb-timely-warnings/>.

For a paper copy of this information, contact the University Police: MB1103, (432)552-2780.

- **Fire Safety Report**

An annual fire safety report including information about the number and causes of fires; any fire-related injuries, deaths, or property damage; housing facility fire safety systems; fire drills; evacuation procedures; rules on portable electrical appliances, smoking, and open flames; fire safety education and training; and plans for future improvement in fire safety is available on the Office of Environmental Health and Safety website- <http://ba.utpb.edu/environmental-health-safety/fire-reporting/>. For a paper copy of this information, contact the Office of Environmental Health and Safety: room IT 102, (432)552-2778, ehs@utpb.edu.