

Directory of Consumer Information

Disclosure	Disclosure Recipients	When Disclosure must be made	Location (e.g. Catalog, website, office, etc.)	Office Location or URL	Office Contact
Gainful Employment Report	All students seeking a certificate	Information must be readily available	UHV Provost's Office	UHV Room 271, University West	Provost Office
Report on athletic program participation rates and financial support data	Enrolled and prospective students, the public and ED	Report must be made available annually no later than 10/15 Enrolled and prospective students and the public: Upon request ED: within 15 days of making report available to enrolled and prospective students and the public	UHV Athletic Director's Office	Jaguar Hall	Athletic Office
Report on completion or graduation rate and transfer-out rate of student athletes	ED, prospective student-athletes, and the student's parents, HS coach, HS guidance counselor	When offering athletically-related financial aid unless disclosure waiver applies based on institution's membership in NCAA ED: Annually by 7/1	Not Applicable	Jaguar Hall	Athletic Office
Refund Policies	Enrolled and prospective students	Information must be readily available	General Refund and Withdrawal Info:		Financial Aid and Bursars Office, Business Services
			-Financial Aid Website	http://www.uhv.edu/ofa/generalInformation.aspx	
			-UHV Office of Financial Aid	UHV Room 110, University West	
			-UHV Bursar's Office	UHV Room 114, University West	
			Tuition and Fee Refund Policy for All Students:		
			-Financial Aid Website	http://www.uhv.edu/ofa/R2T4.aspx	
			-UHV Office of Financial Aid	UHV Room 110, University West	
			UHV Student Handbook 2011-2012, pgs 35-43	http://www.uhv.edu/handbook/PDF/11-12_Student_Handbook.pdf	
			Refund and Repayment Policy, Tuition:		
			-UHV Catalog, pgs 77-78	http://www.uhv.edu/catalog/pdf/UHV_Catalog_2011-12.pdf#view%3DFitV	
-UHV Student Handbook 2011-12, pg 35-43, 48, 52	http://www.uhv.edu/handbook/PDF/11-12_Student_Handbook.pdf				

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			Refund and Repayment Policy, Financial Aid:		
			-UHV Catalog, pgs 62, 65-68	http://www.uhv.edu/catalog/pdf/UHV_Catalog_2011-12.pdf#view%3DFitV	
			-Student Handbook 2011-12, pg. 31	http://www.uhv.edu/handbook/PDF/11-12_Student_Handbook.pdf	
			-UHV Office of Financial Aid	UHV Room 110, University West	
			-UHV Bursar's Office	UHV Room 114, University West	
Annual security report	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	-UHV Campus Crime & Security Report, Business Services website -Business Service Department Safety Office	http://www.uhv.edu/Business/safety/manual/SFSRreport/Security_FireSafety_Report.pdf#view=FitV UHV Suite 107, Room 107-E, University West	Campus Safety & Risk, Business Services
Crime Log	Anyone regardless of whether associated with UHV	Portion of log for most recent 60-day period: Upon request during normal business hours Portion of log older than 60 days: Within 2 business days of request	Crime/Incident Logs, posted on UHV Campus Safety Manual, Business Services website	http://www.uhv.edu/business/safety/manual/Incident_Log/Incidlog.aspx	Campus Safety & Risk, Business Services
Drug-free workplace statement	Employees	Annually	UHV Administrative Policies and Procedures, Index C: Human Resources, Office of the Vice President for Administration and Finance website	http://www.uhv.edu/fin/policy/C/c-19.aspx	Administration & Finance
Emergency Notification	Campus Community	If immediate threat to the health or safety of students or employees occurring on campus Must provide adequate follow-up information as needed	-UHV Campus Safety Manual -Campus Crime and Security Report, pg 4 -Business Service Department Safety Office	https://www.uhv.edu/Business/CampusSafety.aspx http://www.uhv.edu/Business/safety/manual/SFSRreport/Security_FireSafety_Report.pdf#view=FitV UHV Suite 107, Room 107-E, University West	Campus Safety & Risk, Business Services
Emergency response and evacuation procedures	Enrolled and prospective students, current and prospective	Enrolled students and current employees: Annually by October 1 Prospective students and	-UHV Campus Safety Manual	https://www.uhv.edu/Business/CampusSafety.aspx	Campus Safety & Risk, Business Services

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Disclosure	Disclosure Recipients	When Disclosure must be made	Location (e.g. Catalog, website, office, etc.)	Office Location or URL	Office Contact
	employees, and ED	employees: Upon request ED: Date ED specifies in annual letter to institution's president or CEO	-Campus Crime and Security Report, pg 4, 24 -Business Service Department Safety Office	http://www.uhv.edu/Business/safety/manual/SFSRreport/Security_FireSafety_Report.pdf#view=FitV UHV Suite 107, Room 107-E, University West	
Fire Log	Anyone regardless of whether associated with UHV	Portion of log for most recent 60-day period: Upon request during normal business hours Portion of log older than 60 days: Within 2 business days of request	UHV Campus Safety Manual	https://www.uhv.edu/Business/CampusSafety.aspx	Campus Safety & Risk, Business Services
Fire safety report	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or CEO	UHV Campus Safety Manual	https://www.uhv.edu/Business/CampusSafety.aspx	Campus Safety & Risk, Business Services
Foreign Gifts or Contracts with more than \$250,000 within a calendar year	Department of Education (ED) and the public	Report to ED by the earlier of 1/31 or 7/31, after the receipt of the gift(s) or the contract date; must make report available for public inspection and copying during business hours	UHV Provost Office or University Advancement	Provost Office UHV Room 271, University West University Advancement UHV Room 300, University Center	University Advancement or Provosts Office
Missing student notification	Contact person if one designated, missing student's parent or guardian if student is	Within 24 hours of determination student is missing	-Campus Crime and Security Report, pg 8 UHV Administrative Policies and Procedures, D-11	http://www.uhv.edu/Business/safety/manual/SFSRreport/Security_FireSafety_Report.pdf#view=FitV http://www.uhv.edu/fin/policy/d/d-11.aspx	Safety & Risk Officer, Business Services

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Disclosure	Disclosure Recipients	When Disclosure must be made	Location (e.g. Catalog, website, office, etc.)	Office Location or URL	Office Contact
Missing student notification policies and procedures	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or CEO	UHV Administrative Policies and Procedures, D-11	http://www.uhv.edu/fin/policy/d/d-11.aspx	Safety & Risk Officer, Business Services
Registered sex offenders information	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or CEO	Student Handbook 2011-12, pg 26	http://www.uhv.edu/handbook/	Office of Admissions and Records
			-Campus Crime and Security Report, pg 12	http://www.uhv.edu/Business/safety/manual/SFSRreport/Security_FireSafety_Report.pdf#view=FitV	Safety & Risk Officer, Business Services
Timely warning	Campus Community	Occurrence of crime reported to campus security authorities or local police agencies that institution considers to represent a threat to students and employees	-UHV Campus Safety Manual	https://www.uhv.edu/Business/CampusSafety.aspx	Safety & Risk Officer, Business Services
			-Campus Crime and Security Report, pg 13	http://www.uhv.edu/Business/safety/manual/SFSRreport/Security_FireSafety_Report.pdf#view=FitV	
Drug and Alcohol Abuse Prevention Program Information	Enrolled students, employees, ED, and the public	Enrolled students and employees: Annually ED and public: Upon request	-UHV Administrative Policies and Procedures, Index C: Human Resources	http://www.uhv.edu/fin/policy/C/c-19.aspx	Safety & Risk Officer, Business Services
			-UHV Campus Safety Manual	https://www.uhv.edu/Business/CampusSafety.aspx	

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			-Campus Crime and Security Report, pg 6	http://www.uhv.edu/Business/safety/manual/SFSRreport/Security_FireSafety_Report.pdf#view=FitV	
Outcome of institutional disciplinary proceedings against alleged perpetrator of a crime of violence or nonforceible sex offense	Alleged victim or next of kin if alleged victim is deceased	Upon written request	Student Code of Conduct University Policy	http://www.uhv.edu/HandBook/108.aspx	Student Services
			UHV Student Handbook 2011-2012, pg 73	http://www.uhv.edu/handbook/PDF/11-12_Student_Handbook.pdf	
Job Placement Rates	Enrolled and prospective students	Information must be readily available	UHV Career Services Office	UHV Rm 133, University West	Career Services
Placement in employment information of degree or certificate program graduates	Enrolled and prospective students	Information must be readily available	UHV Institutional Research Office	UHV Rm 271C, University West	Institutional Research
Copyright Infringement and peer-to-peer file sharing Policies and Sanctions	Enrolled and prospective students	Information must be readily available	UHV Information Technology Security Awareness Website	http://www.uhv.edu/securityawareness/copyright.aspx	Information Technology
			UHV Information Technology Security Awareness Website	http://www.uhv.edu/securityawareness/P2P.aspx	Information Technology

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Disclosure	Disclosure Recipients	When Disclosure must be made	Location (e.g. Catalog, website, office, etc.)	Office Location or URL	Office Contact
Completion or graduation rate, retention rate, and transfer-out rate of full-time undergraduates	Enrolled and prospective students and ED	Enrolled students: Information must be readily available Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution ED: Annually within the timeframe specified by IPEDS for reporting data	UHV 2010 Factbook	http://www.uhv.edu/pro/FactBook_10-11/Final_book_2010.pdf	Institutional Research
Diversity of student body	Enrolled and prospective students	Upon request	UHV 2010 Factbook	http://www.uhv.edu/pro/FactBook_10-11/Final_book_2010.pdf	Institutional Research
			UHV Institutional Research Office	UHV Rm 271C, University West	
Graduate or professional education of graduates from institution's 4-year degree programs	Enrolled and prospective students	Information must be readily available	UHV 2010 Factbook	http://www.uhv.edu/pro/FactBook_10-11/Final_book_2010.pdf	Institutional Research
			UHV Institutional Research Office	UHV Rm 271C, University West	
Retention rate reported to IPEDS	Enrolled and prospective students	Enrolled students: Information must be readily available Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution	UHV 2010 Factbook	http://www.uhv.edu/pro/FactBook_10-11/Final_book_2010.pdf	Institutional Research
			UHV Institutional Research Office	UHV Rm 271C, University West	

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Disclosure	Disclosure Recipients	When Disclosure must be made	Location (e.g. Catalog, website, office, etc.)	Office Location or URL	Office Contact
Types of Graduate and Professional Education in which the Institution's graduates enroll	Prospective Students	Before or at time of application for enrollment	UHV Institutional Research Office	UHV Rm 271C, University West	Institutional Research
Accreditation and licensing of the institution	Enrolled and prospective students	Information must be readily available	UHV Catalog , pages 2, 18, 149, 169 and 210	http://www.uhv.edu/catalog/pdf/UHV_Catalog_201-12.pdf#view%3DFitV	Provost Office
Academic programs, facilities, and instructional personnel	Enrolled and prospective students	Information must be readily available	UHV Catalog, pages 6, 9-15, 18-19, and 25-27	http://www.uhv.edu/catalog/pdf/UHV_Catalog_201-12.pdf#view%3DFitV	Provost Office/Schools
Course Schedule information	Bookstore operated by, in a contractual relationship with, or otherwise affiliated with the institution	Upon request	UHV Catalog, Pages 48, 232-311	http://www.uhv.edu/catalog/pdf/UHV_Catalog_201-12.pdf#view%3DFitV	Registrar
			Class Search on UHV website	https://fp.my.uh.edu/psc/saprd_fp/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?&	
FERPA Rights	Parents of students currently in attendance or eligible students currently in attendance	Annually	UHV Catalog, Pages 49-56	http://www.uhv.edu/catalog/pdf/UHV_Catalog_201-12.pdf#view%3DFitV	Registrar
			UHV Student Handbook, Page 19-28	http://www.uhv.edu/handbook/PDF/11-12_Student_Handbook.pdf	
			UHV Office of the Registrar and Student Records	UHV Room 120, University West	
Official withdrawal procedures	Enrolled and prospective students	Information must be readily available	UHV Catalog, Pages 86-89	http://www.uhv.edu/catalog/pdf/UHV_Catalog_201-12.pdf#view%3DFitV	Registrar

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Textbook cost savings programs	Enrolled students	Institution is encouraged, not required, to disseminate information	Not Applicable	Not Applicable	Registrar/Schools
Textbook pricing information	Enrolled students	Each academic period	Browse Course Information- Victoria College Bookstore website	http://www.victoriacollege.edu/bookstore	Registrar/Schools
			UHV School of Arts & Sciences website	http://www.uhv.edu/asa/709.htm	
			UHV School of Business Administration website	http://www.uhv.edu/bus/courseinfo/intro.asp	
			UHV School of Education & Human Development website	http://www.uhv.edu/edu/63.aspx	
			UHV School of Nursing website and then click on the program link	http://www.uhv.edu/nursing/default.asp	
Transfer credit policies and Articulation Agreements	Enrolled and prospective students	Information must be readily available	UHV Catalog, Pages 39-45	http://www.uhv.edu/catalog/pdf/UHV_Catalog_2011-12.pdf#view%3DFitV	Registrar/Schools
			UHV Transfer Plans	http://www.uhv.edu/oar/Transfer_Plans.aspx	
			UHV Office of the Registrar and Student Records	UHV Room 120, University West	
			UHV Academic Advisors	Arts & Sciences, UHV Room 208E, University West School of Business Administration, UHV Room 213, University West School of Education & Human Development, UHV Room 222, University West School of Nursing, UHV Room 122, University Center	
Services and facilities for students with disabilities	Enrolled and prospective students	Information must be readily available	UHV Catalog, pg 102	http://www.uhv.edu/catalog/pdf/UHV_Catalog_2011-12.pdf#view%3DFitV	Student Services
			UHV Student Handbook, pg 50	http://www.uhv.edu/handbook/71.aspx	
			UHV Student Solutions Office	UHV Room 133, University West	

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Vaccination policies	Enrolled and prospective students	Upon request	Bacterial Meningitis, UHV Student Handbook pg 97	http://www.uhv.edu/handbook/113.aspx	Student Services
Voter Registration Forms	Enrolled and prospective students	Upon request	Online @ Student Life & Services website	http://www.uhv.edu/sas/resources.aspx	Student Services
			UHV Student Solutions Office Kiosk in UC Foyer Lounges	UHV Room 1135, Jaguar Hall University Center 1st Floor 128, University West	
Available financial aid	Enrolled and prospective students	Information must be readily available	UHV Financial Aid Website	http://www.uhv.edu/ofa/	Financial Aid
			UHV Catalog, pg 59	http://www.uhv.edu/catalog/pdf/UHV_Catalog_2011-12.pdf#view%3DFitV	
			UHV Student Handbook, pg 30-31	http://www.uhv.edu/handbook/PDF/11-12_Student_Handbook.pdf	
Code of Conduct if participate in Title IV loan programs	All institutional employees and officers with Title IV loan responsibilities	Annually	Financial Aid Director's Office	UHV Room 110, University West	Financial Aid
			UHV Financial Aid Website	http://www.uhv.edu/ofa/	Financial Aid
Code of Conduct if preferred lender arrangement	All employees and officers of the institution and of institution-affiliated organization(s) with responsibilities with respect to private education loans	Annually	Not Applicable	Not Applicable	Financial Aid

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Disclosure	Disclosure Recipients	When Disclosure must be made	Location (e.g. Catalog, website, office, etc.)	Office Location or URL	Office Contact
College Navigator Website and Net Price Calculator	Enrolled and prospective students and their families	Information must be readily available	UHV Financial Aid Website	http://www.uhv.edu/ofa/ and http://www.uhv.edu/underclassmen/CostAid.aspx	Financial Aid
Contact Information for assistance in obtaining institutional and financial aid	Enrolled and prospective students	Staff must be readily available	UHV Financial Aid Website	http://www.uhv.edu/ofa/	Financial Aid
			UHV Catalog, pg 58-68	http://www.uhv.edu/catalog/pdf/UHV_Catalog_2011-12.pdf#view%3DFitV	
			UHV Student Handbook, pgs 30-32	http://www.uhv.edu/handbook/PDF/11-12_Student_Handbook.pdf	
Cost of attending the institution	Enrolled and prospective students	Information must be readily available	UHV Financial Aid Website	http://www.uhv.edu/ofa/COA.aspx	Financial Aid
			Tuition and Fee Schedule	http://www.uhv.edu/tuition_fees.aspx	
Direct loan model disclosure form	Enrolled and prospective students and their families	When providing information about a private education loan; otherwise must make available upon request.	UHV Financial Aid Office	UHV Room 110, University West	Financial Aid
Education loan disclosures if preferred lender arrangement exists	Enrolled and prospective students and their families	Annually	Not Applicable	Not Applicable	Financial Aid
Entrance Counseling - Direct Loans	All "first-time" graduate PLUS borrowers and all "first-time" borrowers of Direct Subsidized and Unsubsidized Loans	Prior to first disbursement of loan proceeds	UHV Financial Aid Website	http://www.uhv.edu/ofa/counseling.aspx	Financial Aid

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Exit Counseling - Title IV loan programs	All student borrowers of loan made under the Federal Perkins, Direct, or FFEL programs	Shortly before the borrower ceases at least half-time enrollment, or within 30 days of the borrower leaving school or completing correspondence or study abroad program	UHV Financial Aid Website	http://www.uhv.edu/ofa/counseling.aspx	Financial Aid
Federal Student Aid Penalties for Drug violations	Enrolled students	Upon Enrollment	UHV Financial Aid Webpages	http://www.uhv.edu/ofa/FABrochure-05-05-10.pdf	Financial Aid
				http://www.uhv.edu/ofa/scholarshipsgeneralrequirements.aspx	
				http://www.uhv.edu/ofa/71.aspx	
				http://www.uhv.edu/ofa/91.aspx	
			http://www.uhv.edu/ofa/cws.aspx		
			UHV Student Handbook, pg 72-74	http://www.uhv.edu/handbook/PDF/11-12_Student_Handbook.pdf	
Lender Assistance in preparing educational counseling, financial literacy, or debt management materials	Education loan borrowers	At time educational counseling, financial literacy, or debt materials provided	Not Applicable - All In House Materials	Not Applicable	Financial Aid
National Student Loan Data System information	Education loan borrowers	Information must be readily available	UHV Financial Aid Webpage	http://www.uhv.edu/ofa/loans.aspx	Financial Aid
			National Student Loan Data System	http://www.nslds.ed.gov/nslds_SA/	
			UHV Catalog, pg 61	http://www.uhv.edu/catalog/pdf/UHV_Catalog_2011-12.pdf#view%3DFitV	
Notice of Availability of institutional and financial aid information	Enrolled and prospective students	Information must be readily available	UHV Financial Aid Website	http://www.uhv.edu/ofa/	Financial Aid
			UHV Catalog, pgs 59-60	http://www.uhv.edu/catalog/pdf/UHV_Catalog_2011-12.pdf#view%3DFitV	

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Disclosure	Disclosure Recipients	When Disclosure must be made	Location (e.g. Catalog, website, office, etc.)	Office Location or URL	Office Contact
Information			UHV Student Handbook, pgs 30-32	http://www.uhv.edu/handbook/PDF/11-12_Student_Handbook.pdf	
Notice to enrolled students of the availability of consumer information	Enrolled students	Annually	All students are sent an email each semester to their student email accounts. The Office of Financial Aid can make a hard-copy of the spreadsheet.	UHV Rm 110, University West	Financial Aid
			UHV Financial Aid Website	http://www.uhv.edu/ofa/	
Personnel responsible for providing consumer information	Enrolled and prospective students	Information must be readily available	Director of Financial Aid compiles a spreadsheet with locations of where the consumer information is available and then emails it to all the student's email accounts.	UHV Room 110, University West	Financial Aid
Preferred lender arrangement annual report	ED, enrolled and prospective students and their families, and the public	ED: TBD Others: Upon request	Not Applicable	Not Applicable	Financial Aid
Preferred lender list and disclosures	Enrolled students and their families	For any year in which a preferred lender arrangement exists with a private education loan lender, must annually compile and make available.	Not Applicable	Not Applicable	Financial Aid
Private education loan disclosures if preferred lender arrangement exists	Enrolled and prospective students and their families	Annually	Not Applicable	Not Applicable	Financial Aid

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Disclosure	Disclosure Recipients	When Disclosure must be made	Location (e.g. Catalog, website, office, etc.)	Office Location or URL	Office Contact
Private education loan disclosures if provide information about a private education loan from a lender to a prospective borrower	Prospective private education loan borrower	When providing private education loan information from a lender so borrower can take the information into account before selecting a lender or applying for a private loan	Not Applicable	Not Applicable	Financial Aid
Reimbursements for service on advisory boards	ED	Annually At the time these materials were finalized, ED had not established a report due date or format	Not Applicable now but if necessary, the report will be available in the Financial Aid Director's Office	UHV Room 110, University West	Financial Aid
Return of Title IV requirements	Enrolled and prospective students	Information must be readily available	UHV Financial Aid Website	http://www.uhv.edu/ofa/R2T4.aspx	Financial Aid
			UHV Catalog, pgs 65-68	http://www.uhv.edu/catalog/pdf/UHV_Catalog_2011-12.pdf#view%3DFitV	
Rights and Responsibilities of financial aid recipients	Enrolled and prospective students	Information must be readily available	UHV Financial Aid Website	http://www.uhv.edu/ofa/keeping.aspx	Financial Aid
			MyUHV > Financial Aid > Accept/Decline Awards Tab	https://www.uhv.edu/LoginMyUHV.aspx	
State Grant Assistance	All enrolled eligible student borrowers	Timely so borrower can apply for available state aid.	UHV Financial Aid Websites	http://www.uhv.edu/ofa/scholarships.aspx http://www.uhv.edu/ofa/74.aspx http://www.uhv.edu/ofa/StateLoans.aspx http://www.uhv.edu/ofa/cws.aspx	Financial Aid
			UHV Catalog, pg 59	http://www.uhv.edu/catalog/pdf/UHV_Catalog_2010-11.pdf	
			UHV Student Handbook, pgs 30-32	http://www.uhv.edu/handbook/PDF/11-12_Student_Handbook.pdf	
Student Loan Information Published by ED	All enrolled eligible student borrowers	Timely so borrower can apply for available state aid.	UHV Financial Aid Office	UHV Rm 110, University West	Financial Aid
			Department of Education Direct Loan Website	https://studentloans.gov	

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Disclosure	Disclosure Recipients	When Disclosure must be made	Location (e.g. Catalog, website, office, etc.)	Office Location or URL	Office Contact
TEACH Grant initial counseling	First-time TEACH Grant recipients	Prior to first disbursement of first TEACH Grant	UHV Financial Aid Website	http://www.uhv.edu/ofa/counseling.aspx	Financial Aid
TEACH Grant subsequent counseling	Prior TEACH Grant recipients	Prior to first disbursement of subsequent TEACH Grant	UHV Financial Aid Website	http://www.uhv.edu/ofa/counseling.aspx	Financial Aid
Teacher Education Assistance for College and Higher Education (TEACH) Grant exit counseling	TEACH Grant recipients	Shortly before student ceases attendance, or within 30 days of leaving school, withdrawing from a TEACH Grant eligible program, or completing correspondence or study abroad program	UHV Financial Aid Website	http://www.uhv.edu/ofa/counseling.aspx	Financial Aid
Verification requirements	Applicants selected for verification	Timely so applicant can complete verification by verification deadline	UHV Financial Aid Webpage	http://www.uhv.edu/ofa/how_to_apply.aspx	Financial Aid

