

CONSUMER INFORMATION HANDOUT

	CSHA CONSUMER INFORMATION	HOW TO FIND IT
	<i>GENERAL SCHOOL AND STUDENT INFORMATION</i>	
1	Notice of Availability of Consumer Information – Consumer Information Handout	Emailed at least annually to all current students, available in Student Advising Office. Paper copies are available upon request in the business office. Electronic copy is available on: https://csha.net/policies/disclosures/
2	Title of personnel available for assistance with institutional and financial aid information & how and where to contact them.	Admissions (Phillip Timmons – phillip@csha.net ; Amy Chavez – amy@csha.net) Financial Aid Administrator (Jeffrey Penton – jeff@csha.net) Director (Chris Smith – Chris@csha.net) Director of Education (Kris Will – Kris@csha.net) Dean of Students (Cathy Lewis – Cathy@csha.net)
3	FERPA (Family Educational Rights and Privacy Act) notice	Student Policies and Procedures Handbook is provided at enrollment, New Student Orientation, and emailed at least annually. Policies and Procedures handbooks are in each classroom, student breakroom, and available in the business office. https://csha.net/policies/disclosures/
4	Requirements for official withdrawal from school	CSHA Catalog and Student Policies and Procedures Handbook and the enrollment agreement. Policies and Procedures handbooks are in each classroom, student breakroom, and available in the business office.
5	Student Right to Know Act: a) Completion and graduation rates of certificate or degree seeking 1 st time, full time undergraduate students b) Transfer-out rates are not applicable as it is not our mission to prepare students for enrollment in another Institution.	Given to each prospective student in their tour packet. https://csha.net/about-csha/graduation-and-employment-rates/
6	Student Right to Know Act (for students receiving athletically - related student aid)	Not Applicable - CSHA does not have an athletic program.
7	Disaggregated Completion/Graduation rates by gender, major racial or ethnic subgroup (defined in IPEDS) recipient of Pell Grant, Subsidized Loan without Pell Grant, or student who did not receive either in the same Student Right-to-Know cohort.	https://nces.ed.gov/collegenavigator/?id=381732
8	Annual Campus Security Report	Clery Act Campus Security Report: https://csha.net/policies/annual-security-report/ The report is emailed annually to all current students and employees. If requested printed copies are available in the business office.

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9	Registered sex offenders information	https://www.colorado.gov/apps/cdps/sor/ This link is listed in the Clery Act Campus Security report, which is emailed annually to all current students and employees. If requested printed copies are available in the business office
10	Results of any disciplinary hearing against a student alleged to be a perpetrator of a crime of violence, or non-forcible sex offense.	Clery Act Campus Security Report: https://csha.net/policies/annual-security-report/ The report is emailed annually to all current students and employees. If requested printed copies are available in the business office
11	School's fire safety report (if school maintains on-campus student housing), to include any student housing facility that is owned or controlled by institution or is located in any property that is owned or controlled by institution	Not Applicable - The institution does not have a student housing facility.
12	School's fire log (if school maintains on-campus student housing)	Not Applicable - The institution does not have a student housing facility.
13	Crime log (if the school maintains a campus police or a campus security department)	Not Applicable - The institution does not utilize campus police or campus security.
14	School's missing persons procedures (if school maintains on-campus student housing) to include any student housing facility that is owned or controlled by institution or is located in any property that is owned or controlled by institution.	Not Applicable - The institution does not have a student housing facility.
15	Emergency response and evacuation procedures for immediate notification of campus community.	Clery Act Campus Security Report: https://csha.net/policies/annual-security-report/ Emergency Policy and Procedures Manual is in each classroom and given at Enrollment
16	Timely Warning (required as part of the campus' Annual Security Report)	Clery Act Campus Security Report: https://csha.net/policies/annual-security-report/
17	Retention rates of certificate- or degree-seeking first-time full-time undergraduate students as reported to IPEDS.	https://nces.ed.gov/collegenavigator/?id=381732#retgrad
18	Information on: a) placement b) types of employment obtained by graduates of the school's certificate programs.	Careers Office a CSHA: carrie@csha.net http://www.bls.gov/ooh/Healthcare/Massage-therapists.htm http://www.onetonline.org/link/summary/31-9011.00
19	Job Placement Rates only if school advertises job placement rates as a means of recruiting students to enroll	Not Applicable - CSHA does not use job placement rates as a means to recruit potential students.

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20	Information on the types of graduate and professional education in which graduates of school's 4-year degree programs enrolled	Not Applicable - CSHA is not a 4 year institution.
21	Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants	http://nces.ed.gov/collegenavigator/?id=381732#enrolmt
22	Accessibility, special facilities and services available for disabled students including students with intellectual disabilities	School tour, school catalog, Request for Accommodations Form accessed through Admissions or Education Departments, meeting with Education Dept.
23	Policies and sanctions related to copyright infringement, plagiarism and liabilities students may face if they infringe.	Student Policies and Procedure Handbook given at enrollment, New Student Orientation, and available in each classroom, student breakroom and in the business office. Clery Act Campus Security Report: https://cscha.net/policies/annual-security-report/
24	Policies on vaccinations	Student Policies and Procedure Handbook given at enrollment, New Student Orientation, and available in each classroom, student breakroom and in the business office. Employee Handbook. Also listed in the Catalog Tuition Addendum 1. Clery Act Campus Security Report: https://cscha.net/policies/annual-security-report/
25	Notification of Drug Free Workplace (only for institutions that participate in Campus-Based funding); establish a drug free awareness program; distribute notice of prohibited activities and sanctions/disciplinary actions	Not Applicable - CSHA does not participate in Campus-Based funding
26	Description of drug and alcohol abuse prevention program, to include a clear and conspicuous written notice of the legal sanctions associated with drug-related offenses, health risks, available counseling and treatment, and institutional sanctions for noncompliance with Standards of Conduct	Student Policies and Procedure Handbook given at enrollment, New Student Orientation, and available in each classroom, student breakroom and in the business office. Employee Handbook. Clery Act Campus Security Report: https://cscha.net/policies/annual-security-report/
27	Biennial Review of Drug Prevention Program to determine the effectiveness of the program and other related data	Information regarding the CSHA review process is available in the school Director's office
28	Notice of FSA penalties for drug law violations and timely notice to each student who has lost eligibility for FSA as a result of the penalties associated with drug law violations and the ways to regain eligibility	Each student receiving FSA signs and receives a disclosure form during New Student orientation. This form is found in each student's file in the Financial Aid Office.
29	Schools in a State that has not enacted the motor vehicle/voter registration provisions of the National Voter Registration Act must make a good faith effort to distribute a mail voter registration form (for federal elections and State elections for governor or other State chief executive).	Colorado is a state that provides voter registration at motor vehicle or online. Voter registration forms are provided at enrollment, are available by request in the business office, and are available in the lab/library. https://www.sos.state.co.us/voter-classic/pages/pub/home.xhtml
30	Student Activities - Information about student activities the school offers.	CSHA does not offer any student activities.
	<i>ACADEMIC INFORMATION</i>	

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31	Names of associations, agencies and governmental bodies that accredit, approve or license the institution and its programs	Colorado School of Healing Arts Catalog and website https://csha.net/about-csha/accreditation/
32	Procedures for student's to review the accreditation, licensure or approval	Contact School Director, 303-986-2320
33	CSHA's faculty and other instructional personnel	https://csha.net/about-csha/the-team/
34	Information on all degree programs and other education/training offered, including: a. certificate/diploma/degree awarded in each program b. length of each program c. definition of full-time student d. definition of academic year e. any plans school has for improving academic programs	Colorado School of Healing Arts Catalog For the Massage Therapy Program: https://csha.net/classes/download-catalog/
35	Instructional, lab and other physical plant facilities associated with academic programs	School Tour call to schedule 303-986-2320, catalog, posted classroom assignments and calendars https://csha.net/classes/download-catalog/
36	Students must have a high school diploma, GED or equivalent unless they are admitted under an eligible career pathways program or one of the ATB alternatives	The Admissions Requirements are given to all prospective students and are found in the school catalog, and the website. Colorado School of Healing Arts requires a HS Diploma or GED. CSHA does not participate in ATB
37	School policies on transfer of credit, including the criteria it uses regarding the transfer of credit earned at another school	Colorado School of Healing Arts Catalog - "Important Information" section https://csha.net/classes/download-catalog/ "Credit for previous training" section of the Student Policies and Procedure Handbook giving at enrollment, New Student Orientation, and available in each classroom, student breakroom and in the business office. Colorado School of Healing Arts has no articulation agreement with any other schools
38	Required Written Arrangements for programs or portions of a program that are offered by another entity (name and location), method of delivery, and estimated additional costs that students may incur	Not Applicable – CSHA does not have any written arrangements with any other institutions.
39	International Standard Book Number (ISBN) and retail price for required and recommended textbooks and supplemental material. If the ISBN is not available, the author, title, publisher, and copyright date, or if such disclosure is not practicable, the designation "To Be Determined". Schools should also provide information on renting textbooks, purchasing used textbooks, textbook buy-back programs, and alternative content delivery programs.	https://csha.net/classes/book-information/ CSHA does not buy back books. Students may include or decline the cost of books in the enrollment agreement.
40	Course schedule information must be provided: a. for the subsequent academic period b. for each course/class offered, the information it must include on its Internet course schedule regarding textbooks and supplemental materials, number of students enrolled and the maximum student enrollment of each course or class.	Catalog and Schedule Addendums- available through front office https://csha.net/classes/schedules/ and click on Massage Therapy Program Dates/Times or Continuing Education Dates/Times https://csha.net/classes/download-catalog/

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41	Provide method for a Pell eligible student to obtain or purchase books and supplies required for the payment period if 10 days before the beginning of the payment period the school could have disbursed FSA funds to the student, and disbursement of those funds would have created a credit balance. The school's policy must allow a student to decline to participate in the process the school provides for the student to obtain or purchase books and supplies.	Not Applicable - No FSA funds are disbursed directly to the students, all program funds are immediately credited to the student's account for program fees.
<i>FINANCES AND FINANCIAL AID INFORMATION</i>		
42	Costs of attending CSHA including tuition, fees, books, supplies, applicable transportation costs and additional costs with specific programs (i.e. kits, uniforms)	CSHA Catalog/Tuition Addendum, also see Admissions & Financial Aid representatives https://cscha.net/classes/download-catalog/ https://cscha.net/about-csha/financial-aid/cost-of-attendance/
43	Return of Title IV funds policy, withdrawal process, and the prescribed distribution order of returning Title IV funds including a statement that explains there are examples of the R2T4 policy available	CSHA Catalog, Student Policies and Procedures Handbook, program enrollment agreement, FA entrance counseling. Contact Financial Aid Department. https://cscha.net/classes/download-catalog/
44	A statement that study abroad approved for credit may be considered enrollment in the home institution for the purpose of financial aid	Not Applicable
45	Availability of State Grant Assistance (where applicable)	Not Applicable
46	Institution's refund policy (school should have samples of institutional refund calculations available)	CSHA Catalog, Student Policies and Procedures Handbook, and enrollment agreement https://cscha.net/classes/download-catalog/
47	Federal FA programs available	Contact Financial Aid Department: https://cscha.net/classes/financial-aid/ Colorado School of Healing Arts does not offer Perkins Loans or Private Education Loans.
48	State, local and private aid available	Colorado School of Healing Arts does not offer state grants. Local and Private aid is awarded on a case by case basis from outside agencies (contact CSHA Financial Aid office)
49	Financial aid application procedures and standards the institution uses to determine eligibility for each financial aid program a. application procedures, forms and deadlines b. initial student eligibility requirements c. how eligibility is determined d. how aid is distributed among students e. criteria for continuing student eligibility for financial aid	https://cscha.net/classes/financial-aid/ Financial Aid is awarded on a case-by-case basis; please contact Colorado School of Healing Arts Financial Aid Department to determine eligibility.

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50	Satisfactory academic progress standards that must be maintained for Title IV eligibility (including time frame, warning or probation, appeals procedure and re-establishing satisfactory progress)	CSHA Catalog and Student Policies and Procedures Handbook received at New Student Orientation and emailed at least annually, or Contact Education Department https://cscha.net/classes/download-catalog/
51	Rights and responsibilities of students receiving FA	Included in Master Promissory Note from Financial Aid Department, Information is reviewed at FA Entrance and Exit Counseling and kept in the students Financial Aid File in the Financial aid office.
52	Description of FA disbursement procedures	Information is reviewed at Financial Aid Entrance Counseling meeting. Contact Financial Aid Department.
53	Terms and conditions of any employment in the FA package	Not Applicable – CSHA does not offer a Federal Work Study programs.
54	Terms and conditions of Title IV HEA loans (DL and Federal Perkins)	Contact Financial Aid Department, This information is included in Financial Aid Entrance and Exit Counseling.
55	Terms of any loans received by students as part of their financial aid package, a sample repayment schedule, and the necessity for repaying loans.	Contact Financial Aid Department, This information is included in Financial Aid Entrance and Exit Counseling.
56	Terms and conditions under which students receiving federal loans may obtain deferments	Contact Financial Aid Department. This information is included in Financial Aid Entrance and Exit Counseling.
57	NSLDS - National Student Loan Data System. FSA Loan information is available in the NSLDS and will be accessible by servicers and institutions as authorized users.	Through the CSHA Financial Aid office, all Title IV loans will be submitted to NSLDS and will be accessible to student borrowers, guarantee agencies, lenders and schools determined to be authorized users of the data system. Entrance and exit counseling are reported directly for each enrolled student using Title IV aid. https://studentaid.gov/
58	TEACH Grant counseling	Not Applicable
59	Student loan Entrance Counseling [including a discussion on the importance of repayment, accrual and capitalization of interest, option to pay interest while in school, consequences of less than half-time enrollment, notifying appropriate official when withdrawing, sample repayment amounts, consequences of default, how to access information in NSLDS, etc.]	Contact Financial Aid Department, Financial Aid entrance counseling occurs at enrollment.
60	Disclosure of repayment information about Federal Perkins loans. A school must provide repayment information to Federal Perkins borrowers during exit counseling or shortly before they cease less than 1/2 time study.	Not Applicable – CSHA does not offer a Federal Perkins Loans.
61	Student loan Exit Counseling [including a discussion on debt management strategies and tax benefits (general description), and stressing the importance of developing a budget based on the student's minimum salary requirements, etc.]	Contact Financial Aid Department. Financial Aid Exit Counseling occurs at during the last scheduled day of class and is completed online using https://studentaid.gov
62	Code of Conduct (if school participates in Federal student loan programs or has a preferred lender arrangement for private education loans)	CSHA does not have a preferred lender arrangement for private education loans
63	Direct Loan Model Disclosure Form	Not Applicable- CSHA does not participate in any Preferred Lender programs

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64	Preferred Lender Disclosures	Not Applicable- CSHA does not participate in any Preferred Lender programs
65	Preferred Lender list	Not Applicable- CSHA does not participate in any Preferred Lender programs
66	Private Education Loan Disclosures	Not Applicable
67	Self-Certification form	Not Applicable
68	Lender assistance provided in loan counseling, FA literacy and debt management materials	Contact Financial Aid Department
69	Net price calculator	CSHA website: cscha.net go to admissions/financial aid/ click on net price calculator, follow prompts or https://cscha.net/policies/disclosures/
70	College Navigator Web site	https://nces.ed.gov/collegenavigator/?id=381732
74	Constitution Day Programming	Yearly Constitution Day programming is held on or the week prior to Constitution Day. Any related programming is available upon request in the Financial Aid Office.
75	Annual Federal Compliance Audit/Audited Financial Statements	Yearly Financial Compliance Audits are submitted to https://ezaudit.ed.gov . All copies of reports pertaining to the audit are kept in the Financial Aid Office.
76	Cash Management: Tier 1 or Tier 2 Arrangement Contract URLs	CSHA is a Tier 1 cash management school. More information is available upon request in the Financial Aid office.
77	Foreign Sources and Gifts	Not Applicable
78	Integrated Postsecondary Education Data System (IPEDS) Annual Surveys/Reporting	All IPEDS data is collected and submitted 3 times a year to https://surveys.nces.ed.gov/ipeds/ . This information is kept in the business office.
79	FISAP (Fiscal Operations Report and Application to Participate)	CSHA does not participate in Campus Based funding programs.