

## Notice of Availability of Institutional and Financial Aid Information

KVCC must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under HEA Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), and Sec. 485(j).

The notice below will list and briefly describe the information. You can obtain the information by clicking on the links as shown below. If you would like a paper copy, please write to Karen Normandin, Dean of Students, KVCC, 92 Western Avenue, Fairfield, ME 04937 or e-mail her at [knormandin@kvcc.me.edu](mailto:knormandin@kvcc.me.edu).

Information required must include, but may not be limited to, the following and shall accurately describe:

A. The available student financial assistance programs

<http://www.kvcc.me.edu/Website/Frames/Departments/FinancialAid/FADisclosure.aspx>

B. The financial assistance distribution methods

<http://www.kvcc.me.edu/Website/Frames/Departments/FinancialAid/FAandYourBill.aspx>

C. A description of requirements and means of application for student financial assistance

<http://www.kvcc.me.edu/Website/Frames/Departments/FinancialAid/FAapprocess.aspx>

D. The rights and responsibilities of students receiving financial assistance under this title

<http://www.kvcc.me.edu/Website/Frames/Departments/FinancialAid/FARightsandResponsibilities.aspx>

E. The cost of attendance

<http://www.kvcc.me.edu/Website/Frames/Departments/FinancialAid/FAInstBudget.aspx>

F. Institutional and federal refund policies and the requirements for officially withdrawing from the institution

<http://www.kvcc.me.edu/Website/Frames/Departments/FinancialAid/FAandYourBill.aspx>

G. A list of academic programs available (degree, educational/training programs, labs, facilities, faculty/personnel, and any plans for improving the academic program of the institution.)

<http://www.kvcc.me.edu/Publications/KVCC0911Catalog.pdf>

H. The financial assistance information personnel available and the methods by which and locations in which these designated individuals may be contacted

<http://www.kvcc.me.edu/fa/>

I. The special facilities and services available to special-needs students

<http://www.kvcc.me.edu/website/frames/websitedata/studentresources/studentdocuments/disabilites/disabilities.aspx>

J. The names of all institutional accrediting agencies. Current or prospective students may obtain and review a copy of the documents describing the institution's accreditation, approval, or licensing by submitting a written request to the Office of the President, KVCC, 92 Western Avenue, Fairfield, ME 04937.

<http://www.kvcc.me.edu/admissions/visitingkvcc/introduction.htm>

K. The Institutional Satisfactory Academic Policy pursuant to section 484(a)(2) of the HEA

<http://www.kvcc.me.edu/website/frames/departments/financialaid/policies/polcieshtml/fapolsatpro.htm>

L. The completion or graduation rate of certificate or degree-seeking, full-time, undergraduate students entering the institution

<http://www.kvcc.me.edu/Website/Frames/WebSiteData/ExploreKVTC/heoa/2009-2010%20grs%20statistics.pdf>

M. The terms and conditions of loans students receive under the William D. Ford Direct Loan Program

<http://www.direct.ed.gov/mpn.html>

N. That enrollment in a program of study abroad approved for credit by the home institution may be considered for purposes of applying for Federal student financial assistance.

<http://www.kvcc.me.edu/Website/Frames/Departments/FinancialAid/FADisclosure.aspx>

O. The campus crime report including all required reporting categories and campus security and campus crime statistics.

<http://www.kvcc.me.edu/Website/Frames/WebSiteData/ExploreKVTC/hea/clery2009.pdf>

P. Institutional policies/sanctions related to copyright infringement including peer-to-peer file sharing and possible civil and criminal liabilities; penalties for violation of Federal copyright laws

Copyright – <http://kvcc.me.edu/Website/Frames/Departments/Library/Writing/copyright.aspx>

Peer-to-Peer –

<http://www.kvcc.me.edu/website/frames/websitedata/studentresources/studentdocuments/computerlabguide05/mccsaup.aspx>

Q. Student body diversity at the institution

<http://nces.ed.gov/collegenavigator/?s=ME&zc=04937&z=0&of=3&l=3&ct=1&id=161192>

R Graduate employment/job placement

<http://www.kvcc.me.edu/Website/Frames/Departments/Placement/Placement.aspx>

S. The retention rate of certificate or degree-seeking, first-time, full-time, undergraduate students entering the institution

<http://nces.ed.gov/collegenavigator/?s=ME&zc=04937&z=0&of=3&l=3&ct=1&id=161192>

T. Institutional vaccination policies.

<http://intranet.mccs.me.edu/PoliciesandProcedures/Policy%20Docs/Policy%20810.pdf>

U. Entrance Counseling for Student Loan Borrowers

<https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext>

V. Loan exit counseling

<https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext>

W. Financial Aid Staff Code of Conduct

<http://www.kvcc.me.edu/Website/Frames/Departments/FinancialAid/FStaffCodeofConduct.aspx>

X. Preferred Lender Arrangements

<http://www.kvcc.me.edu/Website/Frames/Departments/FinancialAid/FStaffCodeofConduct.aspx>

Y. Drug-related Violations/Penalties

<http://www.mccs.me.edu/consumerinfo/2010drugalcohol.pdf>

Z. Transfer of Credit Policy

<http://www.kvcc.me.edu/Publications/KVCC0911Catalog.pdf>. See page 17.

aa. Textbook costs

The posting of this information is not required until July, 2010. All students will be e-mailed with the link at that time.

bb. Annual FERPA notification

<http://www.kvcc.me.edu/Website/Frames/WebSiteData/StudentResources/StudentDocuments/StudentConfidentiality/StudentConfidentiality.aspx>

cc. Private loan counseling

<http://www.ifap.ed.gov/dpccletters/attachments/GEN1001A-AppSelfCert.doc>