

VET TECH INSTITUTE
GUIDE TO STUDENT CONSUMER INFORMATION
July 1, 2020-June 30, 2021

Federal regulations set forth by the Higher Education Act of 1965, as amended, require schools to annually distribute to all enrolled students information about the availability of specific types of consumer information. To comply with these regulations, Vet Tech Institute has prepared this guide, which lists the types of consumer information to be disclosed, provides a brief description of the information, and directs the student to the location where the information is available.

Contact Information for Assistance in Obtaining Financial Aid Information

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. Vet Tech Institute offers individual financial planning sessions for each student and family. Information about these plans and who to contact is available in the Student Handbook.

Available Student Financial Assistance Programs

Descriptions of available federal, state, and institutional sources of student assistance, terms and conditions of loans, eligibility criteria, application procedures, recipient selection criteria and criteria to determine award amounts, methods of disbursement, student rights and responsibilities, and the exit counseling information the institution provides and collects are available in the Student Handbook.

Satisfactory Academic Progress Standards

Students must maintain a minimum quality point average (QPA) and a minimum successful course completion percentage in order to remain enrolled and receive financial aid, if applicable. The Vet Tech Institute Standards of Satisfactory Academic Progress policy can be found in the academic catalog in the ACADEMIC INFORMATION section.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They include the right to 1) inspect and review these records, 2) request an amendment to the records, 3) consent to or restrict disclosures of personally identifiable information in the records, and 4) file a complaint with the U.S. Department of Education concerning the institution's failure to comply with the requirements of FERPA. The Vet Tech Institute FERPA policy can be found in the ACADEMIC INFORMATION section of the academic catalog.

Facilities and Services Available to Students with Disabilities

Vet Tech Institute is committed to providing equal access to the school's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Procedures to follow to seek an accommodation can be found in the academic catalog in the ACADEMIC INFORMATION section.

Student Body Diversity

Vet Tech Institute does not discriminate on the basis of gender, genetic information, race, color, religion, national origin, age, veteran status, or disability in the enrollment of students. Information about student body diversity is available in the Student Services Office.

Price of Attendance

Information on tuition, fees, and estimated costs for textbooks is located in the FINANCIAL INFORMATION section of the academic catalog. Additionally, estimated student living expenses are available in the Student Handbook.

Copyright Infringement Policies and Sanctions

Vet Tech Institute requires all students, faculty, and staff to comply with copyright laws. Copyright infringement violates the institution's policies and the law. The GENERAL INFORMATION section of the academic catalog contains the Vet Tech Institute Copyright Infringement Policy and Sanctions disclosure.

Policies Regarding Vaccinations

Vet Tech Institute students are not required to provide verification of immunizations prior to attendance.

Refund Policy and Requirements for Return of Federal Title IV, HEA Grant or Loan Aid

Students who withdraw or who are dismissed during a semester may be refunded a portion of the tuition and fees charged. The amount of the refund will be governed by standards published by the state of Pennsylvania. Refunds shall be based on and computed from the last day of attendance and shall be made within 30 days of the last day of attendance. The complete refund policy can be found in the FINANCIAL INFORMATION section of the academic catalog. Questions about refunds of tuition, fees, and other charges should be referred to the school's administrative or financial aid office.

The Refund Policy also includes information on the treatment of federal Title IV, HEA grant or loan aid upon withdrawal. Basically, regulations allow the school to keep the amount of federal Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the school is sometimes not allowed to disburse a Stafford loan.

Requirements and Procedures for Official Withdrawal

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Education. The student is also required to have an exit interview with a representative of the financial aid department. The procedures for official withdrawal from the school can be found in the ACADEMIC INFORMATION section of the academic catalog.

Academic Program, Instructional Facilities, and Faculty Information

Vet Tech Institute offers one associate in specialized technology degree program designed to train students for a professional career in the animal health care field. A detailed listing of the program's completion requirements can be found in the PROGRAM OF STUDY section of the academic catalog.

Vet Tech Institute is located in downtown Pittsburgh at 125 Seventh Street. The academic space includes amphitheater classrooms, laboratory and computer facilities, animal tech rooms, an on-site kennel, and a fully operational surgical suite. A description of the school's educational facilities can be found in the GENERAL INFORMATION section of the academic catalog.

A list of the Vet Tech Institute faculty can be found in the ADMINISTRATION, FACULTY, AND STAFF section of the academic catalog. This list includes the academic credentials held, the name of the institutions awarding the credentials, and the area of teaching specialization for each listed faculty member.

Transfer of Credit Policies

Transcripts of work completed only at institutions that are either accredited by agencies recognized by the United States Department of Education or recognized by their respective government as institutions of

higher education, for internationally-based institutions, may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of credit. Other documentation may also be required. Credits considered for transfer are evaluated by the Director of Education to determine if the course work is similar in nature, content, and level to that required at Vet Tech Institute. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at Vet Tech Institute. Because programs at Vet Tech Institute are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. At a minimum, 25% percent of the credits required for graduation must be completed at Vet Tech Institute.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Vet Tech Institute may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the school. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

The Vet Tech Institute credit transfer policies and procedures can be found in the ACADEMIC INFORMATION section of the academic catalog.

Institutional and Program Accreditation, Approval, or Licensure

Vet Tech Institute is accredited by the Accrediting Commission of Career Schools and Colleges. The Veterinary Technology program is accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). Vet Tech Institute is licensed by the Pennsylvania State Board of Private Licensed Schools. Certificates of accreditation and licenses are displayed in the Admissions Office.

Vet Tech Institute has determined that its veterinary technology curriculum meets the state educational requirements for graduates to pursue licensure or certification in Pennsylvania and all states that have a credential, license, or registration (see <https://www.aavsb.org/public-resources/find-regulatory-board-information/>).

The school is approved for veterans educational benefits and Pennsylvania State Bureau of Vocational Rehabilitation educational assistance. Copies of these approvals are available for review in the Financial Aid Office.

Contact Information for Filing a Complaint

Vet Tech Institute is committed to providing a quality education experience for all students. If, however, a student or prospective student has a complaint regarding some situation or condition at the school, procedures for filing a complaint are outlined in the GRIEVANCE PROCEDURES section in the STUDENT SERVICES section of the academic catalog. Contact information for filing complaints with the school's accrediting body and its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student's complaint is included.

Campus Annual Security Report

The Vet Tech Institute Campus Annual Security report can be found in the STUDENT SERVICES section of the academic catalog. It is also available online at <https://www.vti.edu/asr.pdf>. It contains information about security-related campus policies, including policies regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, a list of the titles of persons to whom students should report criminal offenses, and a description of the types of programs designed to inform students about the prevention of crimes. The Campus Security section also contains statistics for the crimes that were committed and reported on our campus and on public property within the campus or immediately adjacent to and accessible from the campus for the past three years.

Drug and Alcohol Abuse Prevention

Vet Tech Institute also has an established policy regarding possession, use, or sale of alcoholic beverages and illegal drugs. Full details can be found in the Vet Tech Institute Drug-Free School and Workplace Statement of Policy and Plan, which is available in the Student Services Office.

Retention Rate

Retention rates measure the percentage of first-time students who return to the school to continue their studies the following fall. Retention rates are available for review in the Student Services Office.

Graduation/Transfer-Out Rates

Graduation and transfer-out rates are calculated by January 1 of each year. These rates are available for review in the Student Services Office.

Graduate Placement, Types of Employment Obtained by Graduates, and Calculated Program Placement Rates

Information on placement of and types of employment obtained by graduates, as well as program placement rates, is available from the Career Services Office.

Nondiscrimination in Education Programs and Activities

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Vet Tech Institute is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the school. The school President, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached by phone at (412) 232-4345 Extension 204, by email at title9coordinator@vti.edu, or by mail or in person at 125 Seventh Street, Pittsburgh, PA 15222, is the Title IX Coordinator at Vet Tech Institute. Questions regarding Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address or by mail to the office

address listed for the Title IX Coordinator. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the Vet Tech Institute is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so. The complete policy can be found in the academic catalog in the GENERAL INFORMATION section.