

August 6, 2020

NOTICE OF AVAILABILITY OF
INSTITUTIONAL AND FINANCIAL AID INFORMATION

Dear Student,

The Higher Education Act (HEA) requires that colleges and universities annually distribute a notice of the availability of institutional and financial aid information to all enrolled students. This notice must list and briefly describe the required information and include a statement of the procedures required to obtain the information. That list is shown below. If you need any further assistance after reviewing the sources below, please contact Norwich University's Office of Institutional Effectiveness at (802) 485-3047.

This list is not a comprehensive list of all HEA disclosures, rather those for which an annual notice must be issued. I recommend you visit <https://www.norwich.edu/consumer> for complete consumer information and public disclosure.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) Sets forth requirements regarding the privacy of student records. Specifically, FERPA governs:

- The disclosure of education records maintained by an educational institution; and
- Access to these records
- Notification by the institution to students of their FERPA rights

Further information can be found on the US Department of Education Family Policy Compliance Office website at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Norwich University FERPA policy is at <https://catalog.norwich.edu/residentialprogramscatalog/>

Education Records: Records, handwritten or in any media, (including conduct records) that are directly related to a student and maintained by Norwich University, or by a party acting for the institution.

Student: A person, who attends a Norwich University credit or non-credit course, regardless of age.

Directory Information:

Norwich University may release to a third party Directory Information as listed within the FERPA policy.

Student Restriction of Directory & Non-Directory Information:

A Student may submit a "FERPA Hold" form to the Registrar's Office to prevent directory and non-directory information from release.

Student Release of Non-Directory Information:

A student may authorize the release of non-directory information to anyone they so choose by electronically entering the person's name and relationship to the student via the electronic Enrollment Verification form.

Disclosure of Non-Directory Information

Upon request, Norwich University may disclose education records, without consent, to entities outlined by the FERPA regulation, and listed within the FERPA policy.

Student Rights Under FERPA:

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review educational records
- The right to request the amendment of education records
- The right to give or to withhold consent to disclosure of personally identifiable information
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Norwich University to comply with the requirements of FERPA. The names and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington,
DC 20202

The above information may be found at the following web addresses:

Residential Program Students:

<http://catalog.norwich.edu/residentialprogramscatalog/academicregulations/ferpa/>

Online Program Students:

<http://catalog.norwich.edu/onlineprogramscatalog/academicpolicies/dataprivacyferpa/>

A paper copy is available upon request. Please contact the Registrar's office: (802) 485-2035.

The Office of the Registrar is the primary contact for all student information inquiries.

Available Financial Assistance

- Description of all available federal, state, private, and institutional financial need-based and non-need-based assistance programs, and for each program a description of:
 - Application form and procedures
 - Student eligibility requirements
 - Terms and conditions of Title IV, HEA loans
 - Selection Criteria
 - Criteria for determining the amount of a student's award
- Rights and responsibilities of students receiving Title IV and other financial aid, including:
 - Criteria for continued eligibility
 - Satisfactory academic progress standards and criteria to reestablish eligibility if student fails to maintain satisfactory academic progress
 - Method and frequency of financial aid disbursements
 - Exit counseling information required to be provided and to be collected from student borrowers of the Direct Loan Program

The above information may be found at: <https://www.norwich.edu/financial-aid/>

A paper copy is available upon request. Please contact the Financial Aid Office: (802) 485-2850.

Institutional Information

- Title and available employee(s) responsible for dissemination of institutional and financial disclosure information and how to contact them:

Dr. Sandra Affenito, Provost and Dean of the Faculty

Email: Provost@norwich.edu

Phone: (802) 485-2025

- Description of any special services and facilities for disabled students:
 - Residential Programs:
<https://www.norwich.edu/aac>
 - Online Programs:
<https://online.norwich.edu/student-experience/accessibility-services-and-ada-information>
- Student Diversity:
<https://nces.ed.gov/collegenavigator/?q=Norwich+University&s=all&id=230995#enrolmt>

- Cost of Attending Norwich University:
Residential Programs:
<https://www.norwich.edu/bursar/undergraduate-student-fees-charges-financial-policies>

Online Programs:
<https://online.norwich.edu/admissions/tuition-information>
- Refund Policies:
Residential Programs:
<https://www.norwich.edu/bursar/undergraduate-student-fees-charges-financial-policies>

Online Programs:
<https://online.norwich.edu/current-students/tuition-payment-overview/withdrawals>
- Requirements for officially withdrawing from school:
Residential Programs:
<http://catalog.norwich.edu/residentialprograms/catalog/academicregulations/registrationchanges/>
Online Programs:
<https://online.norwich.edu/current-students/tuition-payment-overview/withdrawals>
- Summary of requirements for the return of Title IV loan assistance by withdrawn students:
<https://www.norwich.edu/financial-aid/federal-policies?showall=&start=4>
- Information regarding Norwich University's academic programs:
<https://www.norwich.edu/programs> and <http://catalog.norwich.edu>
- Transfer of credit policy:

Residential Programs:
<https://www.norwich.edu/registrar/transfer-credit>

Online Programs:
Bachelor's
<https://online.norwich.edu/admissions/transfer-credits-bachelors-policy>
Master's
<https://online.norwich.edu/admissions/transfer-credits-masters-programs>
- Entities that accredit, license, or approve Norwich University and procedures for reviewing school's accreditation, licensing, or approval documentation:
<https://norwich.edu/programs>

- Copyright infringement policies and sanctions, including computer use and file sharing:
<https://www.norwich.edu/policy-library/1432-copyright-infringement-policies-and-sanctions>

Student Outcomes

- Retention rate:
<https://nces.ed.gov/collegenavigator/?q=Norwich+University&s=all&id=230995#retgrad>
- Completion/graduation rates of certificates or degree-seeking, full-time undergraduates who graduated or completed their program within 150 percent of the normal time for graduation or completion:
<https://nces.ed.gov/collegenavigator/?q=Norwich+University&s=all&id=230995#retgrad>
- Placement in employment:
<https://www.norwich.edu/CAREERS>
<https://www.norwich.edu/careers/first-destination-survey>
- Type of graduate and professional education in which graduates of Norwich University enroll:
<https://www.norwich.edu/careers/first-destination-survey>

Health and Safety

- Vaccination Policies:
<https://www.norwich.edu/health-center>

Note: One hundred percent of online students are exempt

- Campus Security Report, including:
 - Statistics for the three most recent calendar years concerning occurrences of crime on campus and on public property immediately adjacent to and accessible from the campus
 - Policies regarding procedures to report crimes committed on campus, criminal actions or other emergencies and Norwich University's response to such reports*:
<https://www.norwich.edu/public-safety/>
<https://www.norwich.edu/policy-library/1458-2018-annual-fire-and-safety-report-for-2017>
<https://www.norwich.edu/policy-library/1463-timely-warnings-policy>

**Please note crime reports are published in October for the previous year*

- Policies concerning the security of and access to campus facilities:
 - Policies concerning campus law enforcement <https://www.norwich.edu/public-safety/>
 - Policies concerning alcohol and drug use
 - Employees: <http://www.norwich.edu/policy-library/1460-drug-free-workplace-policy>

- Students: <http://www.norwich.edu/policy-library/1461-student-rules-andregulations2018>
- Fire Safety Report, including:
 - Statistics and policies concerning fire safety on campus
 - Emergency response and evacuation procedures
 - Fire logo: https://www.norwich.edu/pdfs/2018_Annual_Security_Safety_Report.pdf

Please call me with any questions you may have and thank you for your assistance.

Sincerely,

Alexandria Najdich
Director of Institutional Effectiveness
(802) 485 - 3047