

INTERNATIONAL BUSINESS COLLEGE 2020 GUIDE TO STUDENT CONSUMER INFORMATION

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, International Business College 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. International Business College offers individual financial planning sessions for each student and family. Information about these plans is available from the Admissions or Financial Aid Office.

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 from the Admissions or Financial Aid Office.

Satisfactory Academic Progress Standards

Students must maintain a minimum grade point average (GPA) and a minimum successful course completion percentage in order to remain enrolled and receive financial aid, if applicable. The International Business College 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 International Business College FERPA policy can be found in the ACADEMIC INFORMATION section of the academic catalog.

Facilities and Services Available to Students with Disabilities

International Business College is committed to providing equal access to the college'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

International Business College 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 office of the Director of Education.

Price of Attendance

Information on tuition and fees, estimated costs for textbooks and supplies, and residence charges is located in the FINANCIAL INFORMATION section of the academic catalog. Additionally, estimated student expenses for a student living in college housing and a student living in other off-campus facilities are available in the Admissions or Financial Aid Office.

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 or term may be refunded a portion of the tuition and fees charged. When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. For these purposes, the week during which the last day of attendance occurs will be considered a week of attendance. Refunds shall be made within 31 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the college of his/her intention to withdraw. Refunds of residence fees will be made only to students who withdraw or who are dismissed from the college. In these cases, the refunds will be calculated in the same manner as refunds of tuition. The complete refund policy can be found in the FINANCIAL INFORMATION section of the academic catalog. Questions about refunds of tuition, fees, residence fees, and other charges should be referred to the college'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 college 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 college 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 the Director of Student Services. The procedures for official withdrawal from the college can be found in the ACADEMIC INFORMATION section of the academic catalog.

Academic Program, Instructional Facilities, and Faculty Information

International Business College offers 11 specialized programs in 9 major areas of study. The institution offers diploma and associate of applied science degree programs. A complete and detailed listing of the college's programs and completion requirements can be found in the PROGRAMS OF STUDY section of the academic catalog.

International Business College is located at 7205 Shadeland Station. The general academic space contains a resource library and a total of 18 classrooms. Four of the classrooms are equipped with microcomputers, and the remainder are furnished as lecture rooms. Additionally, the college contains one classroom designed as a dental assisting laboratory, one classroom designed as a medical assisting laboratory, and space designed for the veterinary technology program. This space contains 6 lecture/laboratory classrooms equipped with long tables and rolling chairs, a veterinary technician laboratory, a kennel, a radiology facility, a surgery suite, and a surgery preparation area.

A description of the college's educational facilities can be found in the GENERAL INFORMATION section of the academic catalog. The resource library is described in the STUDENT SERVICES section of the catalog.

A list of the International Business College faculty, including the librarian, can be found in the academic catalog in the ADMINISTRATION, FACULTY, AND STAFF section. 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 and Articulation Agreements

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 may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. 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 International Business College. If the course work is comparable, transfer students may be given credit for courses completed at other approved 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 International Business College. Because programs at International Business College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. Credit is not granted for advanced placement or experiential learning.

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. Because programs at International Business College are designed specifically for career preparation, students must assume that credits for courses taken at International Business College are not transferable to other institutions. The International Business College credit transfer policies and procedures can be found in the ACADEMIC INFORMATION section of the academic catalog.

Institutional and Program Accreditation, Approval, or Licensure

International Business College is accredited by the Accrediting Commission of Career Schools and Colleges. This institution is authorized by the Indiana Board for Proprietary Education.

The Medical Assistant programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Veterinary Technology program is accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The International Business College Dental Assisting program is accredited by the Commission on Dental Accreditation (CODA).

International Business College has determined that its dental assisting curriculum meets the state educational requirements for graduates to pursue licensure or certification in Indiana (see <https://www.danb.org/en/Meet-State-Requirements/State-Specific-Information/Indiana.aspx>). International Business College has not made a determination that its curriculum meets the state educational requirements for licensure or certification in any other states.

International Business College has determined that its medical assistant programs' curricula meet the state educational requirements for graduates to pursue certain credentials in Indiana (see <https://www.aama-ntl.org/docs/default-source/about-the-profession-and-credential/cert-lic-cma-rma.pdf>). International Business College has not made a determination that its curriculum meets the state educational requirements for licensure or certification in any other states.

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

International Business College is approved by the Indiana State Approving Agency for the training of students under the various Veterans Administration programs.

Copies of these documents are available for review in the office of the Director of Education.

Contact Information for Filing a Complaint

International Business College 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 college, 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 college'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.

Copyright Infringement Policies and Sanctions

International Business College 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 International Business College Copyright Infringement Policy and Sanctions disclosure.

Policies Regarding Vaccinations

International Business College students are not required to provide verification of immunizations prior to attendance. Immunizations that may be required by the dental, medical, and veterinary technology programs can be found in the program's informational materials, which are available in the Admissions 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. International Business College 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 Director of Education, who is identified in the ADMINISTRATION, FACULTY, AND STAFF section of the catalog and who may be reached by phone at 317-813-2300, by email at title9coordinator@ibcindianapolis.edu, or by mail or in person at 7205 Shadeland Station, Indianapolis, IN 46256, is the Title IX Coordinator at International Business College. 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 college is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so. The policy can be found in the academic catalog in the GENERAL INFORMATION section.

Campus Annual Security Report

The International Business College Campus Annual Security report can be found in the STUDENT SERVICES section of the academic catalog. It is also available online at <https://www.ibcindianapolis.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.

International Business College also publishes an Annual Fire Safety Report, which includes statistics on fires that occurred in the student housing facility. This report is available in the office of the President.

Drug and Alcohol Abuse Prevention

International Business College also has an established policy regarding possession, use, or sale of alcoholic beverages and illegal drugs. Full details can be found in the International Business College Drug Prevention Program, which is available in the office of the Director of Education.

Retention Rate

Retention rates measure the percentage of first-time students who return to the college to continue their studies the following fall. Retention rates are available for review in the office of the Director of Education.

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 office of the Director of Student Services.

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

Information on placement of and types of employment obtained by graduates of International Business College diploma and degree programs, as well as program placement rates, is available from the Career Services Office.