



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: http://www.csha.net/about-csha/disclosures/
2	CSHA staff that is available to assist with Consumer Information	Director of Education (Kris Will – kris@csha.net), Financial Aid Administrator (Jeffrey Penton – jeff@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 kitchen, and available in the business office. http://www.csha.net/about-csha/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 kitchen, and available in the business office.
5	Student Right to Know Act: a) Completion and graduation rates 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. http://www.csha.net/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	Annual Campus Security Report	Clery Act Campus Security Report: http://www.csha.net/about-csha/annual-security-report/ http://www.csha.net/global/docs/2018CleryActCampusSecurityReport.pdf The report is emailed annually to all current students and employees. If requested printed copies are available in the business office.
8	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.
9	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: http://www.csha.net/about-csha/annual-security-report/ http://www.csha.net/global/docs/2018CleryActCampusSecurityReport.pdf 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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10	Information on prevention programs, hearings and disciplinary actions in cases of alleged dating violence, domestic violence, sexual assault or stalking.	Clery Act Campus Security Report: http://www.csha.net/about-csha/annual-security-report/ http://www.csha.net/global/docs/2018CleryActCampusSecurityReport.pdf CSHA Personal Safety, Anti-Discrimination/Anti-Harassment, and Violence Against Women Act (VAWA) Policy Handbook given to each student at enrollment and emailed at least annually. Policies and Procedures handbooks are in each classroom, student kitchen, and available in the business office.
11	Timely Warning (required as part of the campus' Annual Security Report)	Clery Act Campus Security Report: http://www.csha.net/about-csha/annual-security-report/ http://www.csha.net/global/docs/2018CleryActCampusSecurityReport.pdf
12	Emergency response, evacuation procedures and campus notification process	Clery Act Campus Security Report: http://www.csha.net/about-csha/annual-security-report/ http://www.csha.net/global/docs/2018CleryActCampusSecurityReport.pdf Emergency Policy and Procedures Manual is in each classroom and given at New Student Orientation.
13	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.
14	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.
15	Information on: a) placement b) types of employment obtained by graduates of the schools certificate programs.	Careers Office a CSHA: careers@csha.net http://www.bls.gov/ooh/Healthcare/Massage-therapists.htm http://www.onetonline.org/link/summary/31-9011.00
16	Information on type of education in 4 year degrees	Not Applicable – CSHA does not have a 4 year degree
17	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
18	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.
19	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 kitchen and in the business office. Clery Act Campus Security Report: http://www.csha.net/about-csha/annual-security-report/ http://www.csha.net/global/docs/2018CleryActCampusSecurityReport.pdf



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20	Policies on vaccinations	Student Policies and Procedure Handbook given at enrollment, New Student Orientation, and available in each classroom, student kitchen and in the business office. Employee Handbook. Also listed in the Catalog Tuition Addendum 1. Clery Act Campus Security Report: http://www.csha.net/about-csha/annual-security-report/ http://www.csha.net/global/docs/2018CleryActCampusSecurityReport.pdf
21	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
22	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 kitchen and in the business office. Employee Handbook. Clery Act Campus Security Report: http://www.csha.net/about-csha/annual-security-report/ http://www.csha.net/global/docs/2018CleryActCampusSecurityReport.pdf
23	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
24	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.
25	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
26	Constitution Day, September 17th annually	CSHA will announce the designated day in which a general assembly is scheduled via FaceBook, Library white board, and/or Classroom notices.
27	Fire safety report and log if on-campus housing	Not Applicable - CSHA does not have campus housing
28	Crime log if on-campus housing	Not Applicable - CSHA does not have campus housing
29	Missing person's procedures if on-campus housing	Not Applicable - CSHA does not have campus housing



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	ACADEMIC INFORMATION	
30	Names of associations, agencies and governmental bodies that accredit, approve or license the institution and it's programs	Colorado School of Healing Arts Catalog and website http://www.csha.net/admissions/accreditation/
31	Procedures for student's to review the accreditation, licensure or approval	Contact School Director, 303-986-2320
32	CSHA's faculty and other instructional personnel	http://www.csha.net/about-csha/faculty/
33	Instructional, lab and other physical plant facilities associated with academic programs	School Tour, catalog, posted classroom assignments and calendars Google Virtual Tour: http://www.csha.net/about-csha/take-a-tour/
34	Information on all degree programs, certificate programs and advanced training including the: a) certificate or degree awarded b) length of program c) definition of full time student and a part time student d) definition of academic year	Colorado School of Healing Arts Catalog For the Massage Therapy Program: http://www.csha.net/global/docs/catalog.pdf
35	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.
36	School policies of transfer of credit including criteria.	Colorado School of Healing Arts Catalog - "Important Information" section http://www.csha.net/global/docs/catalog.pdf "Credit for previous training" section of the Student Policies and Procedure Handbook giving at enrollment, New Student Orientation, and available in each classroom, student kitchen and in the business office. Colorado School of Healing Arts has no articulation agreement with any other schools.
37	ISBN #s and retail price for required textbooks. CSHA does not buy back books. Students may include or decline the cost of books in the enrollment agreement. Total Health Products, the school store, provides Massage Therapy supplies & books.	http://www.csha.net/book-information/ http://www.csha.net/global/docs/Tuition Addendum.pdf http://www.csha.net/store/
38	Course schedule information for each class and maximum enrollment	Catalog and Schedule Addendums- available through front office http://www.csha.net/schedules/class-dates-and-times http://www.csha.net/global/docs/catalog.pdf
39	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.



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	FINANCES AND FINANCIAL AID INFORMATION	
40	For additional information on Estimated Student Expenses	http://nces.ed.gov/collegenavigator/?id=381732 Also can click through from CSHA website: http://www.csha.net/about-csha/disclosures/ and http://www.csha.net/global/docs/Tuition_Addendum.pdf
41	Title of Personnel available for Financial Aid	Jeffrey Penton- Financial Aid Administrator; Gina Simpson- Campus Director
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 http://www.csha.net/global/docs/catalog.pdf http://www.csha.net/global/docs/Tuition_Addendum.pdf
43	Refund policy regarding tuition, fees, etc.	CSHA Catalog, Student Policies and Procedures Handbook, and enrollment agreement http://www.csha.net/global/docs/catalog.pdf
44	Federal FA programs available, to include terms and conditions of Direct Loans and Federal Perkins Loans.	Contact Financial Aid Department: http://www.csha.net/admissions/financial-aid/ Colorado School of Healing Arts does not offer Perkins Loans or Private Education Loans.
45	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)
46	FA application procedures and standards for each FA program. (procedures, forms, deadlines, how determined, how distributed, criteria for initial & continuing eligibility)	http://www.csha.net/admissions/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.
47	Information about the National Loan Data System (NSLDS)	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://www.nslds.ed.gov/nslds_SA/
48	Satisfactory academic progress standards for Title IV eligibility: a) Time frame, warning or probation b) Appeals c) Satisfactory Academic Progress Policy d) Reinstatement Policy	CSHA Catalog and Student Policies and Procedures Handbook received at New Student Orientation and emailed at least annually, or Contact Education Department http://www.csha.net/global/docs/catalog.pdf
49	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.



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50	Description of FA disbursement procedures	Information is reviewed at Financial Aid Entrance Counseling meeting. Contact Financial Aid Department.
51	Terms and conditions of any employment in the FA package	Not Applicable – CSHA does not offer a Federal Work Study programs.
52	Terms of and schedules for repayment of student loans	Contact Financial Aid Department, This information is included in Financial Aid Entrance and Exit Counseling.
53	Terms and conditions for deferments	Contact Financial Aid Department. This information is included in Financial Aid Entrance and Exit Counseling.
54	TEACH Grant counseling	Not Applicable
55	Student loan entrance and exit counseling	Contact Financial Aid Department, entrance Financial Aid entrance counseling occurs at enrollment and exit counseling at graduation.
56	Financial Aid Personnel CODE OF CONDUCT (if school participates in Federal student loan programs or has a preferred lender arrangement for private education loans)	Contact Financial Aid Department or School Director: http://www.csha.net/admissions/financial-aid/ CSHA does not have a preferred lender arrangement for private education loans
57	A statement that study abroad approved for credit may be considered enrollment in the home institution for the purpose of financial aid	Not Applicable
58	Preferred Lender arrangements report	Not Applicable
59	Preferred Lender List	Not Applicable
60	Private Education Loan Disclosures	Not Applicable
61	Lender assistance provided in loan counseling, FA literacy and debt management materials	Contact Financial Aid Department
62	Refund policies	CSHA Catalog, Student Policies and Procedures Handbook, Contact Financial Aid Department, program enrollment agreement http://www.csha.net/about-csha/disclosures/
63	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. http://www.csha.net/global/docs/catalog.pdf
64	Study Abroad Title IV funds	Not Applicable
65	Net price calculator	CSHA website: csha.net go to admissions/financial aid/ click on net price calculator, follow prompts or http://www.csha.net/NetPriceCalculator/npcalc.htm



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66	Gainful Employment Data	All Gainful Employment Data is reported to the Dept. of Education via www.nslsdfap.ed.gov/nsls_FAP/default.jsp This information available upon request in the Financial Aid Office.
67	GE Warnings: A school must warn students when GE programs are at risk of losing Title IV eligibility due to failing or zone debt-to-earning rate, as required under 34 CFR 668.410(a)(7).	http://www.csha.net/about-csha/disclosures
68	For schools that have agreed to comply with Executive Order 13607: The principles apply to all postsecondary schools that receive federal military and veterans educational benefits. The purpose is to strengthen consumer protection and provide access to information to make informed choices about colleges. The requirements are: provide a personalized and standardized cost form, provide federal aid information, end aggressive and fraudulent recruiting, state authorization, misrepresentation, incentive compensation, accreditation, readmission, refunds, individual education plans, and academic and financial counseling points	Available upon request in the Financial Aid Office.
69	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.
70	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.
71	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.
72	FISAP (Fiscal Operations Report and Application to Participate)	CSHA does not participate in Campus Based funding programs.



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73	<p>Gainful Employment Disclosures:</p> <ul style="list-style-type: none"> a) Name and SOC codes of occupations that programs prepare students for; must include link to those occupational profiles on the Department of Labor's O*NET Web site b) On-time graduation rate (percent of those completing program in normal time) c) Tuition and fees charged a student who completes the program within normal time (charges are for entire length of program) d) Typical costs for books and supplies for program (if not included in tuition and fees), and room and board e) School's URL for other program cost information available on the school's Web site (see 34 CFR 668.43(a)) f) Job placement rate for students completing the program (if required by its State and/or accrediting agency) g) Median loan debt incurred by students who complete the program, listed separately by: 1. Federal Title IV loan debt 2. Private educational debt 3. Institutional financing <ul style="list-style-type: none"> h) Program length in calendar time and credit or clock hours i) Total number of students enrolled in the program during most recently completed award year, and of those who enrolled, how many completed within normal time j) Repayment rates calculated for all students who enrolled in the program, completed the program, and withdrew from the program k) Percentage of students who received a federal or private loan l) Mean or median earnings of students m) Most recent program CDR n) Most recent annual earnings rate o) Whether or not program satisfies licensure and certification requirements p) Whether program is programmatically accredited and name of accrediting agency q) Link to College Navigator website 	<p>http://www.csha.net/about-csha/disclosures/ Also, see Careers Department regarding job placement information.</p>