

**BETHANY GLOBAL UNIVERSITY  
NOTICE OF AVAILABILITY OF CONSUMER INFORMATION**

All institutions participating in Title IV, HEA student financial aid programs 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). Listed below is the information Bethany Global University (BGU) is required to disclose and the web links, catalogs, and handbooks where this information is located.

**Consumer Information – Annual Notice Requirement**

The Consumer Information Notice is provided to all enrolled students annually (one-on-one distribution) through U. S. mail, student mailboxes, or student email accounts (electronically or in paper form) by October 1.

The Notice will include the following:

- A summary of all student consumer and security information required to be disclosed by law
- An electronic link or electronic web address to BGU’s “Consumer Information” webpage
- An electronic link or electronic web address to the various BGU webpages containing the disclosed information
- A BGU contact for questions concerning the items contained in the Notice
- The process to obtain a paper copy of the information disclosed

The Financial Aid Office is responsible for the annual notice. Paper copies of the notice can be provided by the Financial Aid Office.

**List of General Disclosure Requirements**

- Basic financial aid information
- General information about BGU
- Availability of employees for information dissemination
- BGU Retention/Graduation/Placement Rates
- Drug and Alcohol Policy
- Clery (Campus Security) Act
- Family Educational Rights and Privacy Act (FERPA)
- Annual Crime and Fire Safety Report

**IPEDS**

- All Title IV institutions are required to submit IPEDS Surveys annually.
- National Center for Education Statistics website
  - <http://nces.ed.gov/collegenavigator/>
- Information available
  - General Information
  - COA
  - Financial Aid
  - Net Price
  - Enrollment
  - Admissions
  - Retention and Graduation Rates

- Programs/Majors
- Accreditation
- Campus Security
- Cohort Default Rates
- Office/Person responsible for IPEDS
  - Anna Bergh (Student Financial Aid) is the IPEDS Keyholder. Contributions are made by Jason Haché (Academics), David Entler (Finance), Chelsey Hoffmeister (Human Resources), and Tiffany Garrison (Academic Libraries) for the appropriate survey sections.

### **Consumer Information – Financial Aid Information**

*Financial assistance programs* - A description of all the federal and institutional student financial assistance programs available to students who enroll at BGU. These are available at <https://bethanygu.edu/admissions/undergraduate/tuition-fees/>.

*The terms and conditions under which students receive financial aid under Title IV programs* – Terms and Conditions of Financial Aid Awards are included in the award notice email sent to accepted students.

*The terms and conditions under which students receive Federal Direct Loans* – The student requests loans in the financial aid survey.

- Entrance Loan Counseling – Completed in the Student Aid Website
- Master Promissory Note – Completed in the Student Aid Website

### **The procedures and forms by which students apply for assistance**

To apply for financial assistance students must complete the FAFSA and the financial aid survey. A weekly email is sent to all accepted and returning students with instructions for completing the FAFSA and the financial aid survey.

### **Student loan information published by the US Department of Education**

The University will provide information published by the US Department of Education to students any time that information regarding loan availability is requested, including the rights and responsibilities of students and schools under Title IV, HEA loan programs.

### **National Student Loan Database System (NSLDS)**

If you take out a federal loan, the BGU Financial Aid Office will submit the details to NSLDS and this data will be accessible to guarantee agencies, lenders, and schools determined to be authorized users of the data system.

### **Consumer Information – Institutional Information**

#### *Cost of attendance*

- Available in the Financial Information Section of the Catalog
- Available on the Tuition & Fees page of the BGU website (<https://bethanygu.edu/admissions/undergraduate/tuition-fees/>)
- Available on the Forms & Documents page of the BGU website (<https://bethanygu.edu/admissions/undergraduate/forms/>)
- Office Responsible: Financial Aid

#### *Withdrawal and Refund Policy*

- Available in the Admissions and Financial Information Sections of the Catalog
- Available on the BGU website (<https://bethanygu.edu/admissions/undergraduate/forms/>)
- Included in the Online Orientation Seminar for accepted students
- Office Responsible: Financial Aid

*Academic Programs available*

- Available in the Academic Programs Section of the Catalog
- Available on the BGU website (<https://bethanygu.edu/consumer-info/>)
- Office Responsible: Academic (The Port)

*Board/Faculty/Staff*

- Available in the Faculty Section of the Catalog
- Available on the BGU website (<https://bethanygu.edu/consumer-info/>)
- Office Responsible: Academic (The Port)

*Students with disabilities*

- Available in the Admissions Section of the Catalog, under Special Needs Students
- Available on the BGU website (<https://bethanygu.edu/consumer-info/>)
- Office Responsible: Admissions

*Accreditation, approval, or licensing and how to obtain a copy*

- Available in the About Bethany Section of the Catalog
- Available on the BGU website (<https://bethanygu.edu/consumer-info/>)
- Office Responsible: Admissions

*Copyright infringement/peer-to-peer file sharing/network security*

- Available in the Admissions Section of the Catalog
- Available on the BGU website (<https://bethanygu.edu/consumer-info/>)
- Office Responsible: Academic (The Port)

*Transfer of Credit Policy*

- Available in the Admissions Section of the Catalog
- Available on the BGU website (<https://bethanygu.edu/consumer-info/>)
- Office Responsible: Admissions

*Net Price Calculator*

- Available on the BGU website (<https://bethanygu.edu/admissions/undergraduate/net-price-calculator/>)
- Offices Responsible: Financial Aid and Mobilization

*Drug and Alcohol Abuse Policy*

- Available on the BGU website (<https://bethanygu.edu/consumer-info/>)
- Office Responsible: Student Life

*Completion/Graduation and Transfer-Out Rates*

- Available on the BGU website (<https://bethanygu.edu/consumer-info/>)
- Office Responsible: Admissions

*Retention Rate*

- Available on the BGU website (<https://bethanygu.edu/consumer-info/>)
- Office Responsible: Admissions

*Offices responsible for making information available to students*

The website (<https://bethanygu.edu/consumer-info/>), Academic Catalog, and Student Handbook are made available to students by the Mobilization Office.

**Security Policies and Crime Statistics – Clery (Campus Security Act)**

*Annual Security Report*

The annual security report must be distributed annually to all current students and employees by October 1. It will be made available at <https://bethanygu.edu/consumer-info/> and in the Services Office.

*Crime Log*

Bethany Global University maintains a crime log through the Services Office.

*Timely Warning Policy*

The timely warning policy is available at <https://bethanygu.edu/consumer-info/>. This policy is maintained and implemented through the Services Office.

*Emergency Response/Evacuation*

The emergency response and evacuation policy is available at <https://bethanygu.edu/consumer-info/>. This policy is maintained and implemented through the Services Office.

*Missing Student Notification Policy*

The missing student policy is available at <https://bethanygu.edu/consumer-info/>. This policy is maintained and implemented through the Services Office.

*Fire Safety Report*

The annual fire safety report must be distributed annually to all current students and employees by October 1. It will be made available at [https://bethanygu.edu/consumer-info](https://bethanygu.edu/consumer-info/) and in the Services Office.

**Consumer Information – Current Courses and Textbook Information**

Course schedules and textbook information are available through the Registrar’s Office (The Port) and in the Academic section of the online student database (<https://bethanygu.populiweb.com/>). Disbursement of books and supplies policy for Pell eligible students is available at <https://bethanygu.edu/consumer-info/>.

**Consumer Information – Medical Information**

Students are NOT required to have medical coverage while enrolled at BGU, however, it is strongly recommended. The Parkway Plan is available, upon request, through the Welcome Center.

**Consumer Information – Availability of Employees for Information Dissemination**

Admissions – Ken Friere  
Financial Aid – Anna Bergh  
Student Life – Amy Zafke  
Academic (The Port) – Jason Hache  
Registrar (The Port) – Hannah Levin  
Finance Office – David Entler  
Services Office – Matt Adair  
Mobilization Office – Matt Schmitt

**Consumer Information – FERPA (Family Educational Rights and Privacy Act of 1974)**

Bethany Global University is committed to the privacy and confidentiality of student records. It may release financial, academic, and personal information to parents of dependent students seventeen years of age and younger without students' consent. If students are eighteen or older and independent from their parents, they

must provide written consent to the University before financial, academic, and personal information is released to the parents. University personnel may reveal generally observed public behavior to parents.

The University may occasionally release a student's directory information (name, address, phone number, year in school, major) to inquiring parties. If students want the University to refrain from releasing directory information, they must provide Admissions with a written request. Further information is available at

<https://bethanygu.edu/consumer-info/>.