

# DISCLOSURES

## NOTICE OF REQUIRED DISCLOSURES

### Annenberg School of Nursing

OPEID 04191300

U.S. Federal regulations (Title 34 C.F.R. 668.41-Student Assistance General Provisions) mandate that a NOTICE OF REQUIRED DISCLOSURES be provided to all enrolled students on an annual basis and to all prospective students. Following is a list of the required disclosures, summary descriptions, and instructions for obtaining paper copies of disclosures.

#### **Accreditation and Approval**

ASN is accredited by the Accrediting Bureau of Health Education Schools (ABHES), a national accrediting body, and approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). A detailed description of accreditation and approval is on the ASN website at [www.asn.edu/about](http://www.asn.edu/about) and in the catalog at [www.asn.edu/catalog](http://www.asn.edu/catalog).

#### **Admission to Annenberg School of Nursing**

Admission procedures and requirements can be found on the ASN website at [www.asn.edu/VN](http://www.asn.edu/VN) program and in the catalog at [www.asn.edu/catalog](http://www.asn.edu/catalog).

#### **Annual Campus Security and Fire Safety Report**

This report is published and distributed annually to ASN students and staff. It contains safety information about the ASN campus, how to report incidences of crime or suspected criminal activity, and plans for handling emergencies and evacuations. To access the most recent report [click here](#).

#### **College Navigator**

The College Navigator is a website provided by the U.S. Department of Education, National Center for Educational Statistics (<http://nces.ed.gov/collegenavigator/>). It allows prospective students to find information about schools and programs, conduct searches and compare results. Additional resources to prepare for college and careers are also provided. Information about ASN is contained in this website

## **Complaint/Grievance Procedure**

It is the intention of ASN to resolve all issues, complaints and grievances promptly and fairly. Students and applicants for admission who wish to express a complaint or grievance may do so at any time. Students are encouraged to discuss their concerns with their Instructor if it is an academic matter, or with the ASN Director. If the student feels the issue is not resolved, the procedure for filing a written complaint or grievance is detailed in the ASN catalog ([click here](#)). Students and prospective students may file a complaint with the Bureau of Private Postsecondary Education, the procedures for which are also contained in the ASN catalog.

## **Copies of Disclosures**

Paper copies of all required disclosures can be obtained by contacting the office of Annenberg School of Nursing at (818) 757-4431 and requesting a copy from the Administrative Assistant. Copies can be delivered by fax or via U.S. Mail to students and prospective students.

## **Copyright Infringement**

ASN has established policies and procedures applicable to all students that assure compliance with all state and federal laws relating to copyrighted material. This policy applies to ALL copyrighted materials that in any way use campus computing or copying resources, including unauthorized peer-to-peer file sharing. The relevant policies can be found in the ASN catalog at [www.asn.edu/catalog](http://www.asn.edu/catalog). Upon admission, students are required to sign that they have read and agree to abide by these policies.

## **Cost of Attendance and Consumer information**

Cost of Attendance (COA) for the Vocational Nursing Program is calculated annually. COA for independent and dependent students is detailed in the ASN Catalog [www.asn.edu/catalog](http://www.asn.edu/catalog) and on the website at [www.asn.edu/VN/FinancialAid](http://www.asn.edu/VN/FinancialAid)

Net Price Calculator: To help you determine your cost of attending the Vocational Nursing Program, you can use the **Net Price Calculator** on the ASN website ([click here](#)).

## **Drug and Alcohol Abuse Prevention**

All ASN students, faculty and employees will be notified annually of programs and services available to promote prevention of alcohol and drug abuse. Students will receive this information during their Orientation Week. Faculty and employees will be given information during the regular staff meeting. The Community Resources manual in the Student Library contains information on community facilities for education, prevention and treatment of substance abuse disorders. The website [www.collegedrinkingprevention.gov](http://www.collegedrinkingprevention.gov), sponsored by the

National Institute on Alcohol Abuse and Alcoholism, contains detailed information on effects of alcohol and strategies for prevention of misuse and abuse.

### **Drug Violations and Consequences**

Annenberg School of Nursing has a zero tolerance policy for illegal drug use and alcohol use on campus and for students attending class or clinical sites while intoxicated. Convictions for drug violations while receiving Federal Student Aid can impact eligibility for receiving aid. Consequences for violating these policies are detailed in the ASN catalog, [www.asn.edu/catalog](http://www.asn.edu/catalog). Students are informed of the zero tolerance policy during Orientation Week and sign an acknowledgement.

### **Emergency Management**

An approved plan for the management of emergencies, including natural disasters, fire, utility failures, school shutdown, and violence or threats of violence is contained in the ASN Life Safety and Emergency Management Plan, which is given to all students during orientation week. Procedures for notification to students of emergencies are contained in the plan.

### **Financial Aid for Students**

Financial Aid is available for students in ASN programs if they are eligible and qualified for the various aid programs. The first step in applying for Financial Aid is to complete the Free Application for Federal Student Aid (online at [www.fafsa.gov](http://www.fafsa.gov)). Detailed information about types of financial aid, including Federal Student Aid, and application procedures, is provided on the ASN website ([click here](#)) and in the ASN catalog. Students and prospective students may contact the financial aid office at 818.757.4450 for assistance.

### **General Information Contacts**

The ASN catalog contains a complete list of faculty and staff. Key contacts are:

Marie Cordeiro, MN, RN, ASN Director (818) 774-3327

Cindy Thomas, Admissions Coordinator (818) 757-4431

Barbara Noblet, Financial Aid Director (818) 757-4450

### **Identity Theft**

ASN will comply with all laws and regulations, and use all reasonable efforts to ensure that personally identifiable information is adequately protected from unauthorized disclosure. During orientation, Students are advised that they must never share personal information, including social security numbers and computer passwords with others. Any incidents of

identity theft, or suspected misuse of personal information, should be immediately reported to the ASN Director at (818) 774-3327.

### **Institutional Information for ASN**

This disclosure provides general information related to ASN including, but not limited to: cost of attendance, procedures to withdraw from school, refund policies, return of Title IV funds, academic programs, accrediting agencies, and availability of employees responsible for the dissemination of this information. To request a paper copy of any disclosure contact the main office of ASN at 818.757.4431 :

**Primary Source:** ASN Catalog: available online at <http://asn.edu/catalog>

### **Mission Statement**

The Mission of the Annenberg School of Nursing is: *To educate and train women and men to become qualified vocational nurses and nurse assistants who will in the course of their careers meet the needs of a culturally diverse society in its continuum of illness/wellness and prepare for entry into nursing practice.* The ASN Mission Statement appears in the ASN catalog at <http://asn.edu/catalog>.

### **Required Reports: Completion/Graduation Rates, Placement rates**

This information, and related Gainful Employment disclosures, are located on the ASN website [Click Here to access](#). Upon enrollment, each VN student receives a copy of the most recent completion and placement information, and signs an acknowledgement.

### **Return of Title IV Funds**

Upon withdrawal from the VN program prior to completion, students who have received Title IV Federal Student Aid may be required to return some Title IV money to the U.S. Department of Education. [Click here](#) for a description of the requirements governing the return of these funds. The procedures for return of funds are also contained in the ASN Catalog, [www.asn.edu/catalog](http://www.asn.edu/catalog).

### **Textbook Information**

Textbook purchase is included in the tuition cost for the VN and NA programs. A list of textbooks used in the VN program is in the ASN catalog ([Click here](#)) A list of textbooks used in the NV program is in the ASN catalog ([Click here](#)).

## **Voter Registration**

You can register to vote online at: [www.sos.ca.gov/elections](http://www.sos.ca.gov/elections), the voter information and registration page of the website of the California Secretary of State. Paper copies of Voter Registration forms can be obtained in the student library at ASN, any U.S. Post Office or California Department of Motor Vehicles office.

## **Withdrawal from the Institution**

Policies and procedures governing student withdrawal from ASN programs can be found in the ASN Catalog at <http://asn.edu/catalog>. Students are required to follow the official withdrawal procedures as listed in the catalog

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