

DISCLOSURES

NOTICE OF REQUIRED DISCLOSURES

Annenberg School of Nursing (ASN)

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 and in the current ASN catalog at 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 program and in the current ASN school catalog at 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 go to the ASN website home page at www.asn.edu.](http://www.asn.edu)

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 current ASN catalog found at www.asn.edu/catalog. Students and prospective students may file a complaint with the Bureau of Private Postsecondary Education (BPPE), the procedures for which are also contained in the current 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 current ASN catalog at 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 current ASN Catalog www.asn.edu/catalog and on the website at www.asn.edu/vn-program/admission-requirements-selection-process/fees/.

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 at www.asn.edu/NetPrice/npcalc.htm.

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, 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 school catalog, found at 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 <https://fafsa.ed.gov/>). Detailed information about types of financial aid, including Federal Student Aid, and application procedures, is provided on the ASN website at www.asn.edu/vn-program/financial-aid/, 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
Cyndi Meyer, Student Services 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 818.757.4437:

Primary Source: ASN School Catalog: available online at www.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 www.asn.edu/catalog.

Required Reports: Completion/Graduation Rates, Placement rates

This information, contained in the Student Performance Fact Sheets, is located on the ASN website [home page found at www.asn.edu](http://www.asn.edu). Upon enrollment, each student receives a copy of the most recent completion and placement information for their program, 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. [A description of the requirements governing the return of these funds is contained in the ASN Catalog, located at 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 current ASN catalog located at www.asn.edu/catalog. A list of textbooks used in the NA program is in the current ASN catalog located at www.asn.edu/catalog.

Voter Registration

You can register to vote online at: 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 [found at www.asn.edu/catalog](http://www.asn.edu/catalog). Students are required to follow the official withdrawal procedures as listed in the catalog.

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