

## **New York State Disclosure Requirements Regulations of the Commissioner of Education**

Part 53 of the New York State Education Rules and Regulations require that all degree-granting postsecondary institutions make the following information available to currently enrolled and prospective students. Prospective students are defined as persons who have contacted the institution requesting information for the purpose of enrollment.

### **1. General Procedures for Dissemination of Information**

The following information required by Part 53 shall be included in the catalog or bulletin of the institution and the following procedures must be followed:

- A. When a catalog or bulletin is published less often than annually, a statement shall warn of the possibility of out-of-date information and provide the name and address or telephone number of the person or office to be contacted for the most recent information.
- B. The information required by Part 53 shall be clearly and precisely described and any statistical displays shall be easy to read and understand.
- C. Advertisements, brochures, or solicitations to prospective students shall clearly note the availability of more extensive information in the catalog or bulletin.
- D. Where more than one catalog or bulletin is published for separate programs or schools, only information required by Part 53 that pertains to the individual programs or schools concerned need to be included. In this case, a statement shall be made to indicate that separate catalogs or bulletins are in use.

### **II. Financial Assistance Available to Students**

- A. The institution must provide the following information for every category of aid:
  1. Application procedures, including a description of the forms and preparation instructions;
  2. Method of selection of recipients;
  3. Allocation of awards;
  4. Award schedule; and
  5. Rights and responsibilities of recipients.
- B. Categories of aid include state, federal and local institutional programs. The institution must provide information to eligible students for each of the following.

#### **1. State Programs**

- a. Tuition Assistance Program (TAP)
- b. Regents College Scholarships
- c. Regents Nursing Scholarships
- d. Regents Awards for Children of Deceased or Disabled Veterans
- e. State Assistance for Native Americans
- f. Guaranteed Student Loans
- g. Higher Education Opportunity Program (HEOP)
- h. Education Opportunity Program (EOP)

- i. Search for Education and Elevation through Knowledge (SEEK)
- j. College Discovery Program (CD)
- k. Work incentive program (WIN)
- l. Any other state program that accounts for 10 percent or more of the total state student aid administered by the institution

## **2. Federal Programs**

- a. Educational Opportunity Grants program (EEOG)
- b. Supplemental Educational Opportunity Grants (SEOG)
- c. National Direct Student Loans (NDSL)
- d. College Work Study Programs (CWS)
- e. Social Security payments to children of deceased or disabled veterans
- f. Federal aid to Native Americans
- g. Veterans Administration educational benefits
- h. Any other federal program, which accounts for 10 percent or more of the total federal student aid administered by the institution.

## **3. Local Institutional Programs**

- a. Information on grants, scholarships, waivers, deferrals, loans, including small emergency loans and work- study arrangements administered by the institution shall be provided
- b. Programs involving awards of \$300 or more per year shall be individually listed, including any restrictions
- c. The number and average value of programs with awards of less than \$300 per year shall be provided, along with the name, address and telephone number of an institutional office from which more detailed information can be obtained

## **III. Costs of Attending the Institution**

The institution shall provide the costs of attendance for each of the cost categories listed below. Estimates may be used if exact figures are unavailable or inappropriate. Where only summary information is provided, the institution must identify the name of an institutional office where detailed information can be obtained.

### **1. Tuition and Fees**

- a. All assessments against students for direct educational and general purposes
- b. Description of the purpose of a mandatory fee, if not apparent from its name
- c. Clearly identified course and lab fees
- d. Clearly stated condition under which non-mandatory fees need not be paid

### **2. Books and Supplies**

- a. Costs of textbooks, books, manuals, consumable supplies and equipment that are corollary to instruction and necessary for the student
- b. In the case of major program categories for which such costs vary more than 25 percent from the average, separate estimates shall be provided

### **3. Room, Board. and Other Living Expenses**

- a. Costs of housing services
- b. Costs of food services
- c. Estimated costs of similar accommodations available in the community
- d. Estimated cost of personal expenses applicable to students pursuing primarily educational objectives

## **IV. Refund Policy**

The institution must state its policy concerning refunds due to a student's failure to complete an academic term for any reason. The policy must include the following, which is to be refunded after a specified elapsed period of time:

1. Tuition
2. Fees
3. Room and Board
4. Other Assessments

## **V. Instructional Programs**

*A. A list of degree, certificate and diploma programs shall be provided. The list must be consistent with the inventory of registered degree and certificate programs maintained by the Education Department. The list shall contain at least the following:*

1. Official program titles
2. Degree and HEGIS code numbers
3. A statement that enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards
4. A description of each degree, certificate and diploma program, including prerequisites and requirements for completion.
5. An indication of which academic year each instructional offering (course) is expected to be taught

*B. A general description of instructional, laboratory and other facilities directly related to the academic program shall be provided. The description shall include:*

1. A description of the total physical plant
2. Narrative and/or statistical information about library collections and facilities, student unions and institution-operated eating facilities
3. Hours of operation, including holiday and vacation schedules

*C. The following information about faculty and other instructional personnel must be provided:*

1. A listing by rank of regular resident faculty

2. Identity of each resident faculty member's highest degree held, by which institution that degree was granted, and the department or major program area to which faculty is assigned
3. Estimated number of adjunct faculty and teaching assistants in each department or major program area

D. The institution shall provide information on student retention and graduation rates for at least full-time undergraduates based on a summary of the most recent cohort survival statistics available to the institution.

E. The institution shall provide summaries of job placement and graduate school placement statistics compiled by the institution, along with information about its placement center.