



**HICKEY
COLLEGE**

**GUIDE TO
STUDENT CONSUMER
INFORMATION**

SCHOOL YEAR 2016-2017

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HICKEY COLLEGE

GUIDE TO STUDENT CONSUMER INFORMATION

Federal regulations set forth by the Higher Education Act of 1965, as amended, require schools to annually distribute to all enrolled students information about the availability of specific types of consumer information. To comply with these regulations, Hickey College has prepared this guide, which lists the types of consumer information to be disclosed, provides a brief description of the information, and directs the student to the location where the information is available.

Contact Information for Assistance in Obtaining Financial Aid Information

A variety of financial plans are available to assist qualified students in securing a business education, regardless of financial status or family income level. Hickey College offers individual financial planning sessions for each student and family. Information about these plans is available from the Admissions or Financial Aid Office.

Available Student Financial Assistance Programs

Descriptions of available federal, state, and institutional sources of student assistance, terms and conditions of loans, eligibility criteria, application procedures, recipient selection criteria and criteria to determine award amounts, methods of disbursement, student rights and responsibilities, and the exit counseling information the institution provides and collects are available from the Admissions or Financial Aid Office.

Satisfactory Academic Progress Standards

Students must maintain a minimum grade point average (GPA) and successfully complete their attempted courses in order to remain enrolled. The Hickey College Standards of Satisfactory Academic Progress policy can be found in the academic catalog in the Day Education and Evening Education Division ACADEMIC INFORMATION sections.

Notification of Rights Under Family Educational Rights and Privacy Act (FERPA)

The Federal Educational Rights and Privacy Act affords students certain rights with respect to their education records. They include the right to (1) inspect and review these records, (2) request an amendment to the records, (3) consent to or restrict disclosures of personally identifiable information in the records, and (4) file a complaint with the U.S. Department of Education concerning the institution's failure to comply with the requirements of FERPA. The Hickey College FERPA policy can be found in the ACADEMIC INFORMATION section of the academic catalog.

Facilities and Services Available to Students with Disabilities

Hickey College is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Procedures to follow to seek an accommodation can be found in the academic catalog in the ACADEMIC INFORMATION section.

Student Body Diversity

Hickey College does not discriminate on the basis of sex, race, color, religion, national origin, age, veteran status, or disability in the enrollment of students. Information about student body diversity is available in the office of the President.

Nondiscrimination in Education Programs and Activities

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Hickey College is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college. The Director of Education and Director of Continuing Education, who is identified in the ADMINISTRATION, FACULTY, AND STAFF section of the academic catalog and who may be reached at 314-434-2212, is the Title IX Coordinator at Hickey College. Questions regarding Title IX may be referred to the Title IX Coordinator or to the U. S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The complete policy can be found in the academic catalog in the GENERAL INFORMATION section.

Price of Attendance

Information on tuition and fees, textbooks and supplies, and residence charges is located in the FINANCIAL INFORMATION section of the academic catalog. Additionally, estimated student expenses for a student living in college housing and a student living in other off-campus facilities are available in the Admissions or Financial Aid Office.

Refund Policy and Requirements for Return of Title IV, HEA Grant or Loan Aid

Students who withdraw or who are dismissed during a semester or term may be refunded a portion of the tuition and fees charged. When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. For these purposes, the week during which the last day of attendance occurs will be considered a week of attendance. The amount to be refunded is primarily based on a weekly prorated rate through the 60 percent point of the semester (or term). Refunds shall be made within 45 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the college of his/her intention to withdraw. Refunds of residence fees will be made only to students who withdraw or who are dismissed from the college. In these cases, the refunds will be calculated in the same manner as refunds of tuition. The complete refund policy can be found in the Day Education and Evening Education FINANCIAL INFORMATION sections of the academic catalog. Questions about refunds of tuition, fees, residence fees, and other charges should be referred to the college's administrative or financial aid office.

The Refund Policy also includes information on the treatment of Title IV, HEA grant or loan aid upon withdrawal. Basically, regulations allow the college to keep the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first

30 days of a new student's first semester when the school is sometimes not allowed to disburse a Stafford loan.

Requirements and Procedures for Official Withdrawal

Day students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Education. The student is also required to have an exit interview with the Director of Student Services. Evening students who find it necessary to withdraw should have a preliminary interview with the Director of Continuing Education. The student is also required to have an exit interview with the assigned student aid administrator. The procedures for official withdrawal from the college can be found in the Day Education and Evening Education Division ACADEMIC INFORMATION sections of the academic catalog.

Academic Program, Instructional Facilities, and Faculty Information

Hickey College offers 14 specialized programs in 8 major areas of study in its day education division and one program in its evening education division. The institution offers diploma programs, specialized associate degree programs, and a bachelor of applied management degree program. A complete and detailed listing of the college's day division programs and completion requirements can be found in the PROGRAMS OF STUDY section of the academic catalog. A complete and detailed listing of the college's evening division program and completion requirements can be found in the PROGRAMS OF STUDY section in the Evening Education Division section of the academic catalog.

Hickey College and the Culinary Institute of St. Louis at Hickey College are located at 2700 North Lindbergh Boulevard, St. Louis, Missouri 63114. The general academic space contains a library, eight lecture/laboratory classrooms, and five kitchens.

Hickey College Veterinary Technology students attend classes at the Vet Tech Institute at Hickey College, 2780 North Lindbergh Boulevard, St. Louis, Missouri 63114. This space contains a library, as well as seven lecture/laboratory classrooms, a veterinary technology laboratory, a kennel, a radiology facility, a surgery suite, and a surgery preparation area.

A description of the college's educational facilities can be found in the GENERAL INFORMATION section of the academic catalog. The resource libraries are described in the STUDENT SERVICES section of the catalog.

A list of the Hickey College faculty, including the librarians, can be found in the academic catalog in the ADMINISTRATION, FACULTY, AND STAFF section. This list includes the academic credentials held, the name of the institutions awarding the credentials, and the area of teaching specialization for each listed faculty member.

Transfer of Credit Policies and Articulation Agreements

Transcripts of work completed at other accredited colleges may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Other documentation may also be required. Credits considered for transfer are evaluated by the Transfer Committee to determine if the course work is similar in nature, content, and level to that required at Hickey College. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the

grades received for the courses were “C” or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at Hickey College. Because programs at Hickey College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Hickey College may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the college. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at Hickey College are designed specifically for career preparation, students must assume that credits for courses taken at Hickey College are not transferable to other institutions.** Neither Hickey College nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. Hickey College will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

The Hickey College credit transfer policies and procedures can be found in the ACADEMIC INFORMATION section of the academic catalog.

Currently Hickey College has established articulation agreements with graduate programs at these institutions:

- Chicago Kent College of Law (Illinois Institute of Technology)
- Fontbonne University
- John Marshall Law School
- Lindenwood University
- Saint Louis University
- Southern Illinois University – Edwardsville
- University of Missouri – St. Louis
- Washington University – School of Law
- Webster University

While these agreements are in effect, Hickey College graduates who wish to pursue a graduate degree at these institutions may do so provided they meet the accepting institution’s graduate program entrance requirements.

Institutional and Program Accreditation, Approval, or Licensure

Hickey College is accredited by the Accrediting Council for Independent Colleges and Schools.

Hickey College is also approved to operate by the Missouri Coordinating Board for Higher Education.

The Veterinary Technology program is accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA).

The Culinary Arts program is accredited by the Accrediting Commission of the American Culinary Federation Education Foundation.

Copies of these documents are available for review in the office of the President.

Contact Information for Filing a Complaint

Hickey College is committed to providing a quality education experience for all students. If, however, a student or prospective student has a complaint regarding some situation or condition at the college, procedures for filing a complaint are outlined in the GRIEVANCE PROCEDURES section of the academic catalog. Contact information for filing complaints with the school's accrediting body and its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student's complaint is included.

Copyright Infringement Policies and Sanctions

Hickey College requires all students, faculty, and staff to comply with copyright laws. Copyright infringement violates the institution's policies and the law. The GENERAL INFORMATION section of the academic catalog contains the Hickey College Copyright Infringement Policy and Sanctions disclosure.

Policies Regarding Vaccinations

Hickey College students are not required to provide verification of immunizations prior to attendance. Immunizations that may be required by the culinary arts and veterinary technician programs can be found in the program's informational materials, which are available in the Admissions Office.

Annual Campus Security Report

The Hickey College Campus Security report can be found in the STUDENT SERVICES section of the academic catalog. It contains information about security-related campus policies, including policies regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, a list of the titles of persons to whom students should report criminal offenses, and a description of the types of programs designed to inform students about the prevention of crimes. The Campus Security section also contains statistics for the crimes that were committed and reported on our campus, in or on noncampus buildings or property, and on public property within the campus or immediately adjacent to and accessible from the campus for the past three years.

Hickey College also has an established policy regarding possession, use, or sale of alcoholic beverages and illegal drugs. Full details can be found in the Hickey College Drug Prevention Manual, which is available in the office of the Director of Student Services.

Retention Rate

Retention rates measure the percentage of first-time students who return to the school to continue their studies the following fall. Retention rates are available for review in the office of the Director of Student Services.

Graduation/Transfer-Out Rates

Graduation and transfer-out rates are calculated by January 1 of each year. These rates are available for review in the office of the Director of Student Services.

Graduate Placement, Types of Employment Obtained by Graduates, and Calculated Program Placement Rates

Information on placement of and types of employment obtained by graduates of Hickey College diploma and degree programs, as well as program placement rates, is available from the Placement Office.

Graduate and Professional Education Placement for Graduates of 4-Year Degree Programs

Information on graduate and professional education placement for graduates of the Hickey College bachelor's degree program is available from the Placement Office.