

## Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under the Family Education Rights and Privacy Act of 1974 (FERPA) and consumer information under the Higher Education Act (HEA) Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), Sec. 485(h) and Sec.485(j).

The following designated school officials and/or departments are available during the school's operating hours for obtaining more detailed information about consumer information topics:

**Family Education Rights and Privacy Act (FERPA)** Students wishing to inspect and review their education records should submit a written request to the Registrar. Students wishing to amend a record should submit a written request to the Dean of Education or the Chief Operating Officer explaining the changes the student would like to make along with supporting documentation.

**Title IX, ADA and Nondiscrimination:** For information, questions or concerns connected to issues related to Title IX, Americans with Disabilities Act (ADA, Section 504) and the College's nondiscrimination policy, contact the Title IX Coordinator/Director of Compliance or the Chief Operating Officer.

**Health and Safety (Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act):** All inquiries for information, assistance or questions related to campus security and policies should contact the Chief Operating Officer.

**General Institutional Information and Voter Information:** All inquiries to assist enrolled or prospective students in obtaining institutional information should contact the Chief Operating Officer or email your query to [consumerinfo@cbd.edu](mailto:consumerinfo@cbd.edu). Voter registration forms can be found at: <http://registertovote.ca.gov/> 120 days prior to the deadline to register to vote in federal or state gubernatorial elections CBD College will distribute to all enrolled students, in a separate email message devoted exclusively to voter registration, the voter registration information, including where voter registration forms could be obtained.

**Student Financial Assistance:** All inquiries to assist enrolled or prospective students in obtaining financial aid assistance information should contact CBD's [Financial Aid officers](#) or visit the Financial Aid Department on campus.

**Student Right to Know:** All inquiries for information, assistance or questions related to graduation rates, completion rates, retention rates and additional institutional statistical data should contact the Chief Operating Officer.

**All Other Information:** Those persons wishing to review documents for CBD College's accreditation, licensure and approvals, federal agreements and certifications, or any additional college information should contact the Chief Operating Officer.