



Annual FERPA Notification for 2015-2016 Academic Year

The **Family Educational Rights and Privacy Act (FERPA)** protects from disclosure to third parties certain records containing personally identifiable information about an individual student. **FERPA** affords eligible students *in attendance* at Taylor Business Institute (“TBI”) certain rights with respect to their education records.

Educational Records: A student’s educational records consist of all files, records, or documents maintained by TBI that contain information directly related to the student, including student academic files, placement files, and financial aid files. The only persons other than the student who are allowed access to such records without the student’s consent are individuals who have a legitimate administrative or educational interest in their content, or as required by law.

A student’s FERPA rights include:

1) The right to inspect and review his/her education records within 45 days of the day TBI receives a request for access.

A student should submit to the Chief Academic Officer, Director of Student Services or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The TBI official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the TBI official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of her/his education records which the student believes are inaccurate, misleading, or otherwise in violation of the her/his privacy rights under FERPA.

A student who wishes to ask TBI to amend a record should write the Chief Academic Officer, Director of Student Services or TBI official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If TBI decides not to amend the record as requested, TBI will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to provide written consent before TBI discloses personally identifiable information from the his/her education records, except to the extent FERPA authorizes disclosure without consent.

TBI discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by TBI in administrative, supervisory, academic or research, or support staff position; a person or company with



whom TBI has contracted as its agent to provide a service instead of using TBI employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for TBI. Upon request, TBI also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by TBI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Exceptions to FERPA

Students do **not** have a right to see the following:

- Parents' Confidential Statement, Financial Need Analysis Report, and the PELL Grant A.D. Report.
- Confidential letters of recommendation received by TBI prior to January 1, 1975. As for letters received after 1974, FERPA permits students to waive their right of access if the letters are related to admissions, employment, or honors.
- Records of students produced by instructors or administrators which are maintained by and accessible only to the instructors or administrators.
- TBI security records.
- Employment records of TBI employees who are not currently students.
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities, for treatment purposes, and which are available only to persons providing the treatment.

Student "**Directory Information**" may be released without a student's consent.

TBI may release "directory information" without a student's consent, unless the student has specifically requested that the information not be released. Directory information includes a student's: name, address(es), telephone number(s), date and place of birth, course of study, extracurricular activities, degrees and awards received, last school attended, post-graduation employer(s), job title(s) in post-graduation job(s), academic honors, and dates of attendance.



Students who do not wish to have directory information released by TBI may make this known to the TBI Education Department by completing a Request to Restrict Disclosure of Directory Information form and returning it to the Director of Student Services. The form is available in the Education Department Office. Students should carefully consider the consequences of any decision to withhold their Directory Information.

TBI may release educational records to the following parties without the prior written consent of the student:

- Other schools where a student has applied for admission. In this case, the student must be advised that the records are being sent and that he or she is entitled to receive a copy and is given an opportunity to review and challenge the records.
- Authorized representatives of the U.S. Department of Education or the Comptroller General of the United States.
- State and local authorities where required.
- Accrediting agencies.
- Parents of students who list them as their dependents for purposes of the Internal Revenue Code. However, TBI is not required to release such records.
- Appropriate persons or agencies in connection with student applications for, or receipt of, financial aid.
- Courts ordering compliance with a court order or subpoena provided that the student is notified prior to compliance.
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

In all other cases, TBI shall obtain the written consent of the student prior to releasing educational records to any person or organization.

Questions: If you have questions about your FERPA rights or disclosure of your education records or personally identifiable information, please contact Dean Malik Iqbal (Chief Academic Officer) or Ms. Lena Young (Director of Student Services).



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Student Acknowledgement

I, _____, acknowledge that I received the Taylor Business

Print Student Name

Institute Annual FERPA Notification for the 2015-2016 Academic Year, which

details my rights under The Family Educational Rights and Privacy Act (FERPA), as

well as FERPA exceptions.

Student Name

Date