

Consumer Information Directory

The Carroll College Consumer Information Directory is designed as a quick reference tool for school personnel, prospective students and their families and other consumers. It is updated annually by the Financial Aid Office.

Contact us by phone, email or fax:

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 Director: Janet Riis
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 Coordinator: Lara Thomas

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)					
FERPA rights	Parents of students currently in attendance or eligible students currently in attendance	Annually	Carroll Catalog Student Handbook	Registrar x5435 Dean of Students x5434	2022
Facilities and Services for Students With Disabilities					
Services and facilities for students with disabilities	Enrolled and prospective students	Information must be readily available	Carroll Catalog Student Handbook Accessibility Website	Registrar x5435 Dean of Students x5434	2022
Student Diversity					
Diversity of student body	Enrolled and prospective students	Upon request	Enrollment by Race and Gender Report	Institutional Research & Strategy x5414	2022

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Diversity of student body for Pell Grant recipients	Enrolled and prospective students	Upon request	Enrollment by Race and Gender of students receiving Pell Grants	Institutional Research & Strategy x5414	2022
Price of Attendance					
Cost of attending the institution	Enrolled and prospective students	Information must be readily Available	Carroll Catalog Yearly Costs webpage	Financial Aid x5425 Registrar x5435	2022
Net Price Calculator					
Net Price Calculator	Enrolled and prospective students, their families, and other consumers	On-going	Net Price Calculator	Financial Aid x5425	2022
Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid					
Refund policies	Enrolled and prospective students	Information must be readily available	Carroll Catalog Financial Aid Forms Bank	Financial Aid x5425 Registrar x5435	2022
Official withdrawal procedures	Enrolled and prospective students	Information must be readily available	Carroll Catalog Withdrawal Checklist Student Loan Contact Information Student Handbook	Registrar x5435 Financial Aid x5425 Business Office x5419 Dean of Students x5434	2022
Return of Title IV requirements	Enrolled and prospective students	Information must be readily available	Carroll Catalog R2T4	Financial Aid x5425 Registrar x5435	2022

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Textbook Information					
Textbook cost savings programs	Enrolled students	Institution is encouraged, not required, to disseminate information	Textbook pricing is available online through the Saints Shoppe . Students may access the link through Self-Service/Student Planning.	Bookstore x5418	2022
Textbook Pricing Info.	Enrolled students	Each academic period	Textbook pricing is available online through the Saints Shoppe . Students may access the link through Self-Service/Student Planning.	Bookstore x5418	2022
Educational Program/Instructional Facilities/Faculty					
Academic programs, facilities, and instructional personnel	Enrolled and prospective students	Information must be readily available	Carroll Catalog	Registrar x5435	2022
Course schedule information	Bookstore operated by, in a contractual relationship with, or otherwise affiliated with the institution	Upon request	Carroll Class Schedules	Registrar x5435	2022
Transfer of Credit Policies and Articulation Agreements					
Transfer credit policies	Enrolled and prospective students	Information must be readily available	Carroll Catalog	Enrollment Services x4384 Registrar x5435	2022

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Articulation Agreements	Enrolled and prospective students	Information must be readily available	Disclosure Notice	Financial Aid x5425	2022
Accreditation, Approval, and Licensure of Institution and Programs					
Accreditation and licensing of the institution	Enrolled and prospective students	Information must be readily available	Carroll Catalog Accreditation page	Registrar x5435 Institutional Research & Strategy x5414	2022
Foreign gifts or contracts worth more than \$250,000 within a calendar year	Department of Education (ED) and the public	Report to ED by the earlier of 1/31 or 7/31, after the receipt of the gift(s) or the contract date; must make report available for public inspection and copying during business hours	This does not apply to Carroll College	Financial Aid x5425 Development x4491	2022
Copyright Infringement-Policies and Sanctions/Computer Use and File Sharing					
Copyright and peer-to-peer file sharing issues	Enrolled and prospective students	Information must be readily available	Carroll Catalog Student Handbook	Registrar x5435 Dean of Students x5434 CCIT x4357	2022
Student Activities					
			Student Handbook Student Activities	Dean of Students x5434	2022
Career and Job Placement Services					
			Carroll Catalog Career Services	Registrar x5435 Career Services x5465	2022

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Teacher Preparation Program Report					
Teacher Education Preparation Program Report	Title II Report Card		Title II Report Card	Education Department x4353	2022
Teacher Education for College and Higher Education (TEACH Grant) Exit Counseling	TEACH Grant recipients	Shortly before student ceases attendance, or within 30 days of leaving school, withdrawing from a TEACH Grant eligible program, or completing correspondence, or study abroad program	Carroll Financial Aid web page	Financial Aid x5425	2022
TEACH Grant initial counseling	First-time TEACH Grant recipients	Prior to first disbursement of first TEACH Grant	Carroll Financial Aid web page	Financial Aid x5425	2022
TEACH Grant subsequent counseling	Prior TEACH Grant recipients	Prior to first disbursement of each subsequent TEACH Grant	Carroll Financial Aid web page	Financial Aid x5425	2022
Student Financial Assistance					
Available financial aid	Enrolled and prospective students	Information must be readily available	Carroll Catalog Financial Aid web pages	Registrar x5435 Financial Aid x5425	2022
State grant assistance	All enrolled eligible student borrowers	Timely so borrower can apply for available state aid	Carroll does not receive any State grant assistance.	Financial Aid x5425 Registrar x5435	2022
Rights and responsibilities of financial aid recipients	Enrolled and prospective students	Information must be readily available	Carroll Catalog Financial Aid web pages	Registrar x5435 Financial Aid x5425	2022

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Satisfactory Academic Progress (SAP)	Enrolled and prospective students	Information must be readily available	SAP Carroll Catalog	Financial Aid x5425	2022
Penalties for Drug Violations	Enrolled students	Information provided to each student	Financial Aid web pages Student Handbook	Financial Aid x5425 Dean of Students x5434	2022
Verification requirements	Applicants selected for verification	Timely so applicant can complete verification by verification deadline	Carroll Catalog Financial Aid web page	Financial Aid x5425 Registrar x5435	2022
Student Loan Information					
Entrance Counseling-Direct Loans	All "first-time" graduate PLUS borrowers and all "first-time" borrowers of Direct Subsidized Loan or Direct Unsubsidized Loan	Prior to first disbursement of loan proceeds	Financial Aid web pages	Financial Aid x5425	2022
Exit counseling-Title IV loan programs	All student borrowers of a loan made under the Federal Perkins Loan, Direct Loan, or Federal Family Education Loan (FFEL) programs	Shortly before the borrower ceases at least half-time enrollment, or within 30 days of the borrower leaving school or completing correspondence or study abroad program	Financial Aid web pages Stafford Perkins <i>In person group exit sessions done at end of each semester</i>	Financial Aid x5425	2022
Institutional Code of Conduct	All institutional employees and officers with Title IV loan responsibilities	Annually	Code of Conduct for Financial Aid Professionals	Financial Aid x5425	2022
Preferred lender list and disclosures	Enrolled students and their families	For any year in which a preferred lender arrangement exists with a private education loan lender,	Students are free to borrow from any lender this wish. A sample of the most commonly used	Financial Aid x5425	2022

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
		must annually compile and make available.	lenders selected by Carroll students is available on the Financial Aid Office web page .		
Lender assistance in preparing educational counseling, financial literacy, or debt management materials	Education loan borrowers	At time educational counseling, financial literacy, or debt materials provided	Reach Higher Montana Loan Repayment	Financial Aid x5425	2022
Code of conduct if participate in Title IV loan program	All institutional employees and officers with Title IV loan responsibilities	Annually	Consumer Information Page	Financial Aid x5425	2022
Code of conduct if preferred lender arrangement	All employees and officers of the institution and of institution-affiliated organization(s) with responsibilities with respect to private education loans	Annually	Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the Financial Aid Office web page .	Financial Aid x5425	2022
Education loan disclosures if preferred lender arrangement exists	Enrolled and prospective students and their families	Annually so students or their families can take the information into account before selecting a lender or applying for an education loan (see Federal Register, 7/28/09, p. 37439)	Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the Financial Aid Office web page .	Financial Aid x5425	2022
Private education loan disclosures if preferred	Enrolled or prospective students and their families	Annually so students or their families can take the information into account before selecting a lender or applying for an	Students are free to borrow from any lender this wish. A sample of the most commonly used	Financial Aid x5425	2022

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
lender arrangement exists		education loan (see also Federal Register, 7/28/09, p. 37439)	lenders selected by Carroll students is available on the Financial Aid Office web page .		
Private education loan disclosures if provide information about a private education loan from a lender to a prospective borrower	Prospective private education loan borrower	When providing private education loan information from a lender so borrower can take the information into account before selecting a lender or applying for a private education loan	Prospective borrowers may access private education loan disclosure information through the lender comparison list on the Financial Aid web pages .	Financial Aid x5425	2022
Preferred lender arrangement annual report	ED, enrolled and prospective students and their families, and the public	ED: TBD Others: Upon request	Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the Financial Aid Office web page .	Financial Aid x5425	2022
Direct Loan model disclosure form	Enrolled and prospective students and their families	When providing information about a private education loan; otherwise must make available upon request.	Financial Aid web page <i>FastChoice lender comparison tool</i>	Financial Aid x5425	2022
Health and Safety					
Drug and alcohol abuse prevention program information	Enrolled students, employees, ED, and the public	Enrolled students and employees: Annually ED and public: Upon request	Student Handbook Alcohol & Drug Abuse Prevention Student Life page	Dean of Students x5434 Human Resources x5501	2022

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
			Alcohol & Drug Abuse Policy for Faculty & Staff		
Penalties for Drug Violations	Enrolled students	Upon Enrollment	Annual Security and Fire Safety Reports Alcohol & Drug Policy for Students	Dean of Students x5434	2022
Drug-free workplace statement	Employees	Annually	Student Handbook Alcohol & Drug Abuse Policy for Faculty & Staff	Dean of Students x5434 Human Resources x 5501	2022
Vaccination policies	Enrolled and prospective students	Upon request	Student Handbook Admission Office Enrollment Documents	Dean of Students x5434 Enrollment Services x4384	2022
Campus Security Policies, Crime Statistics, and Crime Log					
Emergency notification	Campus community	If immediate threat to the health or safety of students or employees occurring on campus Must provide adequate follow-up information as needed	Emergency Information homepage Student Handbook	Campus Security x4404 Dean of Students x5434	2022
Emergency response and evacuation procedures	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or chief executive officer	Emergency Information homepage Evacuation homepage Annual Security and Fire Safety Reports Student Handbook	Campus Security x4404 Dean of Students x5434	2022

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Timely warning	Campus community	Occurrence of crime reported to campus security authorities or local police agencies that institution considers to represent a threat to students and employees	Timely Warning homepage Student Handbook	Campus Security x4404 Dean of Students x5434	2022
Annual Security and Annual Fire Safety Report	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or chief executive officer	Annual Security & Fire Safety Reports Paper copies are available upon request.	Campus Security x4404	2022
Crime log	Anyone regardless of whether associated with the institution	Portion of log for most recent 60-day period: Upon request during normal business hours Portion of log older than 60 days: Within 2 business days of request	Incident Log homepage	Campus Security x4404	2022
Fire log	Anyone regardless of whether associated with the institution	Portion of log for most recent 60-day period: Upon request during normal business hours Portion of log older than 60 days: Within 2 business days of request	Fire Log Homepage	Campus Security x4404	2022
Missing student notification policies and procedures	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or chief executive officer	Annual Security & Fire Safety Reports Student Handbook	Campus Security x4404 Dean of Students x5434	2022

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Missing student notification	Contact person if one designated, missing student's parent or guardian if student is under 18 years old and not emancipated, and local law enforcement agency with jurisdiction in the area	Within 24 hours of determination student is missing	Student Handbook Missing Person Notification homepage	Dean of Students x5434 Campus Security x4404	2022
Registered sex offenders information	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or chief executive officer	Annual Security & Fire Safety Reports State of MT Sexual or Violent Offenders Registry	Campus Security x4404	2022
Outcome of institutional disciplinary proceedings against alleged perpetrator of a crime of violence or non-forcible sex offense	Alleged victim or next of kin if alleged victim is deceased	Upon written request	Dean of Students <i>available upon written request</i>	Dean of Students x5434	2022
Student Outcomes					
Report on athletic program participation rates and financial support data	Enrolled and prospective students, the public, and ED	Report must be made available annually no later than 10/15 Enrolled and prospective students and the public: Upon request	Equity in Athletics Report Equity in Athletics Institutional Information	Financial Aid x5425 Business Office Controller x5430	2021

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
		ED: Within 15 days of making report available to enrolled and prospective students and the public.			
Placement rate information if rate used to attract students	Prospective students	Before or at time of application for enrollment	These statistics are compiled annually based upon the Graduate Student Survey conducted prior to graduation each year. The data is provided through coordination with the Development and Institutional Effectiveness Offices. Placement and Employment Information of Graduates Report	Financial Aid x5425 Institutional Research & Strategy x5414	2020

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
Completion or graduation rate, and transfer-out rate of full-time undergraduates	Enrolled and prospective students and ED	<p>Enrolled students: Information must be readily available</p> <p>Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution</p> <p>ED: Annually within time frame specified by Integrated Postsecondary Education Data System (IPEDS) for reporting completion or graduation rate data</p>	<p><u>Completion or graduation rate, and transfer-out rate of full-time undergraduates report</u></p> <p><u>Completion or graduation rate, of full-time undergraduates receiving federal aid report</u></p>	Financial Aid x5425 Institutional Research & Strategy x5414	2020
Report on completion or graduation rate and transfer-out rate of student athletes	ED, prospective student-athletes, and the student's parents, high school coach, high school guidance counselor	<p>Prospective student-athletes and their parents, high school coach, high school guidance counselor: When offering athletically-related financial aid unless disclosure waiver applies based on institution's membership in national collegiate athletic association</p> <p>ED: Annually by 7/1</p>	<u>Completion or graduation rate and transfer-out rate of student athletes report</u>	Financial Aid x5425 Institutional Research & Strategy x5414	2020
Graduate or professional education of graduates from institution's 4-year degree programs	Enrolled and prospective students	Information must be readily available	These statistics are compiled annually based upon the Graduate Student Survey conducted prior to graduation each year. The data is provided through coordination with the Development and Institutional Research & Strategy Offices.	Financial Aid x5425 Institutional Research & Strategy x5414	2020

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
			Graduate or Professional Education Report		
Placement and employment information of degree or certificate program graduates	Enrolled and prospective students	Information must be readily available	These statistics are compiled annually based upon the Graduate Student Survey conducted prior to graduation each year. The data is provided through coordination with the Development and Institutional Research & Strategy Offices. Placement and Employment Information of Graduates Report	Financial Aid x5425 Institutional Research & Strategy x5414	2020
Retention rate reported to IPEDS	Enrolled and prospective students	Enrolled students: Information must be readily available Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution	Retention rate data are for first-time bachelor's or equivalent degree-seeking, full-time undergraduates. Overall first-year retention rate	Institutional Research & Strategy x5414	2022
Notice to enrolled students of the availability consumer information	Enrolled students	Annually	Consumer Information Disclosure Notice is published in the Student Handbook and distributed to each enrolled student annually.	Financial Aid x5425	2022
Personnel responsible for providing consumer information	Enrolled and prospective students	Information must be readily available	Dean of Students Financial Aid Registrar Institutional Research & Strategy	Annette Walstad x5434 Janet Riis x5423 Registrar x4572 John Ramirez x5414	2022

General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
			Business Office Enrollment Services Bookstore Human Resources CCIT Campus Security	Lori Peterson x5432 Chip Hinton x4563 Sheri Vukasin x5418 Karla Smith x5501 Robert Whited x4434 Jason Grimmis x4404	
Reimbursements for service on advisory boards	ED	Annually At the time these materials were finalized, ED had not established a report due date or format.	This does not apply to Carroll College	Financial Aid x5425	2022
Gainful Employment	ED and prospective students	Annually, however this does not apply to Carroll College. The Institution does not have any Gainful Employment programs.	This does not apply to Carroll College. The Institution does not have any Gainful Employment programs.	Financial Aid x5425	2022