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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Mission Statement: To inspire its students by creating and maintaining a student-centered occupational environment which culminates in gainful employment.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Midwest Barber College will adhere to the rules of the FERPA policy in that only students or parents of dependent students may review their school records. This information will be released only by written permission of the student or by the parent (s) of the dependent student. To obtain a copy of these records. Mail or present a written request to the Administrative Office at 901 SW 37th Street, Topeka, KS 66611.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the Midwest Barber College receives a request for access. A student should submit to the Financial Aid Office, a written request that identifies the record(s) the student wishes to inspect. A Financial Aid official will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask MBC to amend a record should write the Midwest Barber College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If MBC decides not to amend the record as requested, MBC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. 6 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 the academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

EXCEPTIONS ALLOWED UNDER FERPA

- a) The school may disclose education records without a student's prior written consent to school officials with legitimate educational interests.
- b) A school official is a person employed by the school in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted for service (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; 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 responsibility.
- d) Upon request, the school may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
- e) The school may release the educational records of a student to a parent, provided the student is claimed as a dependent for tax purposes and the individual seeking education records meets the definition of "parent" under FERPA. Under FERPA, a "parent" is defined as "a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." Parents may be asked to submit a signed copy of their most recently filed tax return, which must indicate the student as a dependent on the return.



f) d) Under FERPA, the school may disclose to third party's information from the educational records of a student, provided the information is disclosed due to an "articulable and significant threat to the health and/or safety of the student or other individuals." The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 20202-5901

Notice of these rights will be published annually in booklet form; notices will also be posted online. Midwest Barber College does not release any information known as Directory Information. Visit our website at www.midwestbarbercolleg.com

