

# CONSUMER INFORMATION GUIDE

American InterContinental University  
9999 Richmond Ave  
Houston, TX 77042

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## **General Student Disclosures**

Our school distributes a variety of publications that contain information regarding the school and its financial aid programs. If you do not have any of the following information and wish to obtain it, it will be furnished upon request. To request a copy, please contact advising or visit the school website [here](#):

- A description of all federal, state, local, private, and institutional need-based and non-need-based financial aid programs that are available to students, including:
  - The procedures and forms by which students apply for aid and eligibility requirements, and
  - Criteria for selecting recipients from the group of eligible applicants and criteria for determining award amounts.
- The rights and responsibilities of students receiving aid, including:
  - Criteria for continued student eligibility under each program,
  - The method by which [financial aid](#) will be disbursed and the frequency of those disbursements,
  - The general terms and conditions applicable to any employment that is part of the financial aid package,
  - The terms of any loan received (including federal Direct or Perkins loans), a sample loan repayment schedule, and the necessity of loan repayment,
  - Required loan exit counseling information the school provides and collects.
  - The criteria for measuring [satisfactory academic progress](#), and how a student who has failed to maintain satisfactory progress may re-establish eligibility for federal financial aid, and
  - The way the school provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period (if applicable) and how the students may opt out.
- Information about [academic programs](#), including:
  - The current degree programs and other educational and training programs,
  - The instructional, laboratory, and other physical facilities that relate to the academic programs at the [Houston campus](#),
  - The school's faculty and other instructional personnel,
  - Any plans by the school to improve academic programs upon a determination by the school that such a plan exists, and
  - A description of the written arrangement the school has entered into. *Note: The University currently does not have any written arrangement with other postsecondary institutions for the purpose of instructional delivery.*
- The names of regulatory agencies, associations, or governmental bodies that [accredit, approve, or license](#) the school and its programs; procedures by which documents describing that activity may be reviewed; and contact information for filing complaints with these [agencies](#).
- [Costs of attending](#) the school (tuition and fees for full-time and part-time students and estimates of charges for books and supplies, room and board, and applicable

transportation costs) and any additional costs of the program in which the student is enrolled or has expressed an interest. The University also makes available a [Net Price Calculator](#).

- The requirements and procedures for [officially withdrawing](#) from the school, any [refund policy](#) with which the school is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the school, and a summary of the requirements for the return of Federal Student Aid grant or loan funds.
- General information about the school's services and facilities available to disabled students, including students with intellectual disabilities.
- The titles of persons designated by the school to provide information to enrolled and prospective students and information regarding how and where those students may be contacted.
- Information regarding the availability of federal financial aid for students enrolled in a study abroad program approved for credit by the home institution
- University policies on transfer of credit, including the criteria it uses regarding the transfer of credit earned at another school, and a list of any postsecondary schools with which it has established an [articulation agreement](#).

#### **Family Educational Rights and Privacy Act Notice**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. Information about [FERPA](#) can be found in the University's catalog.

#### **Graduation, Retention, Placement and Post-Graduate Study**

The University calculates graduation statistics as required by the federal Student Right-to-Know Act. The University also publishes any placement rates it must calculate for a state agency or accreditor. Currently AIU is not required to publish placement rates for any of its programs. Student outcomes information for graduation and retention rates, and information about the types of graduate and professional education into which graduates of AIU's bachelor's degree enroll is posted on the website [here](#).

Information about retention rates as reported to the Integrated Postsecondary Education Data System (IPEDS) can be found by visiting [nces.ed.gov/collegenavigator](https://nces.ed.gov/collegenavigator).

### **Disclosures and Gainful Employment Programs**

The school must disclose certain information about each of its gainful employment programs to prospective students including:

- The occupations that the program may prepare students to enter based on the Classification of Instructional Programs (CIP) code,
- The normal time to complete the program,
- The on-time graduation rates for students completing the program,
- The tuition and fees the school charges a student for completing the program within the normal time, including the cost of books, supplies, and fees unless they are included in the cost of tuition,
- The job placement rate for students completing the program, if the school is required to calculate a rate,
  - NOTE: AIU is not currently required to calculate job placement rates for program completed for any program.
- The median loan debt incurred by students who completed the program, and
- Other information the Department of Education provided to the school about the program.

Information about the school's gainful employment programs can be found by visiting the program pages on the school's website, or by clicking [here](#) and choosing a specific program and campus location.

### **Improvements to Academic Programs**

The University reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, the school may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process, contact the institution's education department.

### **Copyright Infringement**

Students should be aware that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. The school prohibits use of its computers and computer networks for the unauthorized downloading and uploading of copyright-protected material, or for maintaining or storing unauthorized copyright-protected material. Disciplinary action, up to and including expulsion from the school, will be taken against students who engage in unauthorized distribution of copyrighted materials using the school's information technology system.

The University's online library offers subscription databases with copyrighted materials students can print, download, or email to themselves. Materials include print publications such as books, journals, magazines, newspapers, images, and videos. These materials are only available to authorized users authenticated through the student, staff, and faculty portals.

### **Student Body Diversity Information**

Information about the composition of the students at our school is available on the College Navigator website ([nces.ed.gov/collegenavigator](https://nces.ed.gov/collegenavigator)). College Navigator is maintained by the U.S. Department of Education National Center for Educational Statistics.

To view information about our school, enter our school name into the search tool. Here are a few highlights of information that you will find within the various sections:

- Enrollment: gender and race/ethnicity distribution of students
- Financial Aid: data regarding the various financial aid sources for students, including federal grants (Pell and SEOG)
- Retention/Graduation Rate: Retention rate of certificate- or degree-seeking, first-time, full-time, undergraduate students

### **Vaccinations**

Good health practices are encouraged for all students. However, the school does not require any specific vaccinations beyond those required by state and other laws as a condition for admission. Students are encouraged to consult with their health care professional to discuss obtaining or updating vaccinations.

### **Treatment of Federal Student Aid-Title IV-When a Student Withdraws-Requirements of 34 CFR 668.22**

AIU follows the federal Return of Title IV Funds Policy to determine the amount of Title IV aid a Student has received and the amount, if any, which needs to be returned at the time of withdrawal. Under current federal regulations, the amount of aid earned is calculated on a pro rata basis through 60% of the term. After the 60% point in the term, a Student has earned 100% of the Title IV funds. AIU may adjust the Student's account based on any repayments of Title IV funds that AIU was required to make. For details regarding this policy, please see the [AIU catalog](#).

### **Drug and Alcohol Abuse Prevention Information**

In accordance with the requirements of the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), and the Drug-Free Workplace Act of 1988 (Public Law 101-690), our University provides all students and employees with the following information concerning University policies and the consequences of the manufacture, distribution, possession, or use of any drug made illegal as a matter of federal, state or local law or the illegal possession and/or use of alcohol. In addition, the University conducts a biennial

review of its drug and alcohol abuse prevention program to determine its effectiveness and ensure that sanctions are being consistently enforced. For more information about the biennial review, contact the Vice President, Policy and Administration. The University also enforces all federal, state and local drug laws, and also enforces the state's underage drinking laws.

Students must notify the Director of Student Experience, in writing, within 10 days of being convicted of a criminal drug statute at the University. Disciplinary action will occur within 30 days of receipt of the written notification and may range from a letter of admonishment to dismissal from the University.

#### *Policy Regarding the Possession, Use and Sale of Drugs and Alcohol*

Students and employees are prohibited from unlawfully manufacturing, distributing, possessing, or using drug made illegal as a matter of federal, state or local laws or illegally possessing or using alcohol while on University property or misusing alcohol while participating in any University or work-related activity outside the University or workplace. Violation of this policy will subject students or employees to corrective action up to and including dismissal or termination of employment. In addition, a violation may result in local, state, and/or federal criminal charges.

#### *Enforcement of State and Federal Laws Related to Drugs*

The University enforces all federal, state, and local drug laws. This policy applies to all students, employees, and visitors. Many of the acts which violate this policy also violate criminal law and must be referred for prosecution.

Legal sanctions under local, state, and federal laws may include:

- suspension, revocation, or denial of a driver's license
- loss of eligibility for federal financial aid or other federal benefits
- property seizure
- mandated community service
- felony conviction that may result in 20-50 years imprisonment at hard labor without benefit of parole
- monetary fines

#### *Enforcement of State Laws Related to Underage Drinking*

The University enforces all state laws related to underage drinking. This policy applies to all students, employees, and visitors. State laws related to underage drinking prohibit persons under 21 years of age from possessing or consuming alcoholic beverages. Furnishing alcoholic beverages to underage persons is also prohibited. No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.

## *Drug and Alcohol Abuse Prevention*

In addition to local and state authorities, the federal government has four agencies (the Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard) engaged in combating illicit drugs. One should be aware that:

- it is a crime to hold someone else's illicit drugs
- it is a crime to sell fake "dope"
- it is a crime for being in a house where people are using illicit drugs, even if you are not using them
- it is a crime if drugs are in your locker, car, purse, or house which is considered "constructive possession"

Drug abuse, which can affect one's physical and emotional health and social life, is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system, and behavior. Drugs can be highly addictive and injurious to the body. Among the manifestations may be loss of sense of responsibility and coordination, restlessness, irritability, anxiety, paranoia, depression, acting slow-moving, inattentiveness, loss of appetite, sexual indifference, coma, convulsions, and death.

There are classic warning signs that could be indicative of drug use. These signs include:

- Unexplained change in personality or attitude
- Drop in attendance and performance at work or school
- Deterioration of physical appearance, personal grooming habits
- Sudden mood swings, irritability, or angry outbursts
- Unexplained need for money or financial problems. May borrow or steal to get it
- Engaging in secretive or suspicious behaviors
- Sudden change in friends, favorite hangouts, and hobbies

Information regarding the effects of commonly abused drugs may be found online at <https://www.drugabuse.gov/drugs-abuse> .

Drug and alcohol abuse education programs are offered by local community agencies. The University will post information about such education programs with the Director of Student Experience.

In certain instances, students may be referred to counseling and/or a substance abuse help center. If such a referral is made, continued enrollment is contingent upon attendance and successful completion of any prescribed counseling or treatment. The cost of such assistance or treatment will be the responsibility of the student. Students who are seeking treatment for a substance abuse problem may contact the Director of Student Experience. Confidentiality will be maintained. In addition, students who believe they have a substance abuse problem may find sources of treatment or advice by

referring to the section of the local telephone book headed "Drug Abuse & Addiction Information and Treatment."

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their manager or Human Resources to receive assistance or referrals to appropriate resources in the community. Employees may also contact the Employee Assistance Program (EAP) by calling 1-800-272-2727.

*There are also national organizations that may be contacted for help, such as:*

- The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL (1-800-252-6465)
- National Drug Abuse Helpline 1-866-874-4553
- The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP (4357) or <http://findtreatment.samhsa.gov/>
- Al-Anon for Families of Alcoholics 1-800-344-2666

#### **IMPORTANT**

As stated in the institution's catalog students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction.

#### **Campus Crime and Safety Information**

The University prepares a report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Violence Against Women Act (VAWA). This report is prepared in cooperation with local law enforcement agencies. Campus crime, arrest, and referral statistics within the report include those that were reported to local law enforcement and campus faculty and staff.

A copy of this report is available for review at the following URL:

<https://www.aiuniv.edu/media/default/aiu/documents/disclosures/campus-security-report-houston.pdf>

#### **Textbook Information**

To the extent practicable, the University posts verified textbook pricing information on its student portal for all required and recommended materials for all classes. This pricing information includes the International Standard Book Number (ISBN) and retail price, if applicable, for each course listed on the [Student Portal](#).