

NOTICE TO ENROLLED STUDENTS

The federal government requires institutions of higher education to disclose certain information to all enrolled students. This letter provides you with notice of the availability of that information. This letter will list and briefly describe the disclosures and inform you how to obtain that information. Additional items of importance also follow below.

1. **Financial assistance available to students enrolled at SOLEX College.** This information (including information on the methods by which such assistance is distributed among student recipients, any means—including forms—by which an application for student financial assistance is made and requirements for accurately preparing such application, and the rights and responsibilities of students receiving financial assistance) may be found at www.solex.edu/financial-aid/. Students or prospective students seeking information about financial assistance should contact the Financial Aid Office at 847-495-7103 or olga@solex.edu
2. **The institution.** This includes information on the cost of attending SOLEX College and current information on tuition, fees, payments and refunds; refund policies; requirements for officially withdrawing from SOLEX; a summary of the requirements for the return of federal grant or loan assistance; SOLEX's academic programs (degree programs, facilities, etc.); names of accrediting, approval or licensing entities (listed at <http://www.solex.edu/about-us/accreditation/>); description of facilities; the standards that the student must maintain to be considered to be making satisfactory progress. This information may be found in the Comprehensive Catalog and the Financial Aid Policies and Procedures Manual by visiting <http://www.solex.edu/assets/Docs/SOLEX-College-Catalog.pdf> <http://www.solex.edu/assets/Docs/13-14-FINANCIAL-AID-Policies-and-Procedures.pdf> Printed copies can be obtained at the front desk of each campus/campus addition.
3. **The institution's completion or graduation rate, and the retention rate**
This information may be found in the Placement Statistics and Disclosures section of the comprehensive catalog that can be viewed at <http://www.solex.edu/assets/Docs/SOLEX-College-Catalog.pdf>
4. **The terms and conditions of federal student loans** may be found in the publication *Funding Education Beyond High School: The Guide to Federal Student Aid* (published by The U.S. Department of Education at studentaid.ed.gov/students/publications/student_guide/index.html).
5. **SOLEX College's Annual Security and Fire Safety reports.** SOLEX College's Annual Safety report includes statistics for the previous three years concerning reported crimes that occurred on campus and campus additions and on public property within, or immediately adjacent to and accessible from campus/campus additions. The second part of the report covers Annual Fire Safety Report. Additional policies and reports also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, privacy policy, emergency and evacuation procedures, and other matters. These reports can be viewed at <http://www.solex.edu/about-us/policies-and-reports/>
6. **Family Education Rights and Privacy Act (FERPA).** FERPA affords students certain rights with respect to their education records. SOLEX's Confidentiality of Students Records policy in relation to FERPA may be viewed online at <http://www.solex.edu/assets/Docs/SOLEX-College-Catalog.pdf>. You may obtain a printed copy of the current catalog in person at each campus/campus addition or by contacting the school at (847)229-9595 or info@solex.edu
7. **Peer-to-peer file sharing.** Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. The penalties for violation of federal copyright laws may be found at www.copyright.gov/title17/92appf.pdf. SOLEX's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that may be taken against students who engage in unauthorized distribution of copyrighted materials using SOLEX's information technology system, may be found in the comprehensive catalog by visiting <http://www.solex.edu/assets/Docs/SOLEX-College-Catalog.pdf>

8. **Alcohol and Substance Abuse Policy.** This policy is required by the Drug-Free Schools and Campuses Act and can be found at <http://www.solex.edu/about-us/policies-and-reports/>
9. **Anti-harassment policy.** SOLEX College seeks to maintain a learning and work environment in which students, faculty and staff are free from harassment. Information on this policy may be found in the Academic Policies section of the Comprehensive Catalog by visiting <http://www.solex.edu/assets/Docs/SOLEX-College-Catalog.pdf>
10. **SOLEX's Code of Conduct.** As all students are bound by the provisions of the *Student Code of Conduct*, you should familiarize yourself with policy, which may be found in the Academic Policies section of the comprehensive catalog by visiting <http://www.solex.edu/assets/Docs/SOLEX-College-Catalog.pdf>
11. **Vaccines.** Institutional policies regarding vaccinations comply with Illinois State health laws and may be found in SOLEX's Comprehensive Catalog. Your program of study may require additional vaccination. Contact your academic department for more information.
12. **Equal opportunity, and gender or sex based discrimination.** SOLEX College is committed to extending equal opportunity in employment and education programs and activities to all qualified individuals and will not discriminate on the basis of race, color, creed, religion, nationality, age, disability, marital status, veteran's status, gender or sexual orientation or other status protected by law in either admissions to and participation in any of its educational programs, activities or services, or in its employment practices.

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