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| FERPA POLICY  Federal Family Educational Rights & Privacy Act |  |

**Original Date: August 4th, 2019 Glocal Institute, Inc.**

# PURPOSE

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. This policy explains that rights.

# SCOPE

This policy covers all students enrolled in the school.

# POLICY STATEMENT

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar 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 registrar, 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 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 the school to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School 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.

1. The right to provide written consent before the School discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The School 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 the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); 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 the School.

1. 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

## NOTIFICATION OF RIGHTS

Glocal Institute, Inc. complies with the provisions of FERPA. Prior written consent from a student must be obtained before information may be disclosed by Glocal Institute, Inc. to third parties, unless the information or the individual or group making the request is exempted by the policy and the Family Educational Rights and Privacy Act of 1974. Such exemptions are made for the following:

* Request from Glocal Institute, Inc. faculty and staff with a legitimate need to know.
* Request in accordance with a lawful subpoena or court order.
* Request from representatives of agencies or organizations from which the student is receiving or has received financial aid.
* Request from officials of other postsecondary educational institutions to which the student has applied for admission.
* Request from other persons or agencies specifically exempted from the prior consent requirement by the Act. This includes certain federal and state officials of the District accrediting agencies, etc.
* Requests for directory information, which includes the following categories:
* Name
* Hometown
* Date of birth
* Program of enrolment (major field of study) and number of credits for which currently or formerly enrolled
* Participation in officially recognized activities
* Dates of attendance (including enrolment status, classification, and year, matriculation, and withdrawal dates)
* Candidacy for graduation
* Certificate and awards/honours received (type of certificate and date granted)
* Most recent previous educational agency or institution attended

The student may elect to have directory information held confidential. When this option is exercised, the only information that will be released by Glocal Institute, Inc., other than exemptions 1 through 5, is confirmation that a student is or has been enrolled at Glocal Institute, Inc. If you elect to allow the release of directory information, such release will be limited to those requests perceived to be in the best interest of the student; e.g., requests from parents, friends, relatives, prospective employers, or licensing agencies seeking to confirm certain information, societies, news releases, programs, etc. All other inquiries will be limited to confirmation that a student is or was previously enrolled at Glocal Institute, Inc.

Glocal Institute, Inc. assumes no responsibility or liability for the accuracy of judgment as to whether or not a release of directory information is in the best interest of a student. Likewise, Glocal Institute, Inc. will assume no responsibility for contacting students who have elected to stipulate directory information as confidential for the subsequent permission to release any information. If you elect to have directory information held confidential, please complete a form which is available from the Administrator.

## ENROLLMENT POLICY

Students will be considered enrolled in a class upon registration and provided they remain registered, if they have:

* Paid the required tuition and fees
* Entered into a standardized payment plan agreement with the District or
* Have been awarded financial aid or have a third-party payer authorization/contract on file with Glocal Institute, Inc. guaranteeing payment of the tuition and fees.

Any student who has an outstanding debt with the School will not be allowed to register for any additional classes until the debt has been satisfied and/or discharged. Students, who believe they should not be held responsible for charges to their account due to extenuating circumstances, must notify the Administrator in writing.

### EDUCATION RECORDS

Student education records are maintained in the Registrar’s Office. All requests to review education records must be made in writing. Review may be immediate, but the Registrar’s Office may take up to 45 days to honor requests if files are not accessible. If photocopies of records are requested, fees for copies are the same rate charged by the school.

Records placed on hold for individual’s with outstanding debt [link to outstanding debt page] to the school are not released until the debt is cleared.

No personally identifiable information from school records is disclosed by the school without each student’s prior written consent, except when prior written consent is not required by the Family Educational Rights and Privacy Act of 1974 (FERPA).

### CONSENT TO RELEASE

You may consent to release your education records to parents, legal guardians, or other individuals by completing the Consent for Release of Student Information form. Such consent should be given in an uncoercive environment. Glocal Institute, Inc. must have a Consent to Release form on file before releasing any non-directory information to someone other than the student.

[**Family Policy Compliance Office (FPCO) Home**](https://www2.ed.gov/policy/gen/guid/fpco/index.html)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

* Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
* Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  + School officials with legitimate educational interest;
  + Other schools to which a student is transferring;
  + Specified officials for audit or evaluation purposes;
  + Appropriate parties in connection with financial aid to a student;
  + Organizations conducting certain studies for or on behalf of the school;
  + Accrediting organizations;
  + To comply with a judicial order or lawfully issued subpoena;
  + Appropriate officials in cases of health and safety emergencies; and
  + State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

https://studentprivacy.ed.gov/

# APPROVAL AND REVIEW DETAILS

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