



## **Annual Security Report**

**FERPA**

**Student Right-to-Know**

# **Campus Safety and Security Policies**

## **How to Report a Crime or Emergency**

Any person at TSCI who witnesses or has information of a crime or emergency should contact the El Paso Police Department at 911. Police services are available 24 hours a day, 365 days a year, by dialing 911. All students and staff of TSCI are urged to observe and report security concerns such as malfunctioning or inadequate exterior lighting, unsecured doors and windows or broken locks. Such reports may be made to the Vice Presidents or President.

## **Campus Security Status and Access to Campus Facilities**

A secure and peaceful environment is of utmost importance at TSCI. Our campus has a well-lit parking area and exterior lights on all sides of the building. The parking lot has surveillance cameras in operation covering the entire outside of the building. All day students are urged to leave the school grounds before dark. Night students are urged to leave in groups. The main doors of the campus are unlocked between the hours of 8:30am and 9:30pm. All persons entering the building must enter through these doors and stop at the reception desk unless they are authorized personnel or students.

TSCI does not have on-campus law enforcement and therefore relies on the El Paso Police Department, the Texas Department of Public Safety, the District Attorney's Crime Victim Assistance Program and all federal law enforcement agencies.

## **Crime Prevention Programs and Campus Security Policies**

All students receive information about campus security policies including crime statistics for the geographic location of the campus at orientation as well as annually thereafter for the duration of their enrollment. Policies and statistics are reviewed and updated annually. Crime statistics are compiled from any incidents reported to management as well as directly from the El Paso Police Department. Should TSCI identify an issue with safety or crime on campus we are committed to providing additional crime prevention programs to our faculty and students as provided by the El Paso Police Department.

## **Sale or Use of Alcoholic Beverages and/or Illegal Drugs**

It is the policy of Tri-State Cosmetology Institute (TSCI) to provide an educational setting free of alcohol and illegal drugs and to take reasonable measures to ensure that employee and/or student alcohol and drug use does not jeopardize the safety and health of our employees, our students, the public, the success of our operations, or adversely affect this institution.

The dangers of alcohol or drug abuse are far reaching. Such abuse can harm not only the health and safety of the abusing person, but their fellow students, instructors and the public as well. The safe and effective performance of the work that our students undertake demands each student's full attention and clear thinking. As a result, at TSCI every employee and student has a right to expect that all employees

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and students are drug and alcohol free and prepared to perform jobs and studies in as safe and effective manner as possible at all times. TSCI sees no reason to accept even a small risk that drug or alcohol use by employees or students might cause or contribute to accidents, unsafe practices or other performance problems.

As explained in this policy, it is TSCI's goal to provide an educational setting that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of illegal drugs or alcohol. It is also the goal of TSCI to provide a safe educational setting by eliminating the hazards to health and job safety created by weapon use. Therefore, this policy is also written to set forth guidelines for a weapon free place of education. We believe these goals to be in the best interest of our employees and our students. For purposes of this policy, TSCI consists of the following location:

1120 Vista De Oro Dr., El Paso TX 79935

This policy is also written to inform each student/employee that it is against state and federal law for employees or students to possess, use or distribute illegal drugs or alcohol on TSCI property or as part of its activities. Violations of these laws, depending on the severity of the violation, may constitute a misdemeanor or felony. Accordingly, employees and students will be disciplined for possessing, using or distributing illegal drugs or alcohol in violation of this policy.

TSCI values its employees and students and, therefore, has a strong commitment to establish programs promoting high standards of health and safety for employees and students alike. Accordingly, TSCI will comply with the requirements of the Drug Free Workplace Act, Drug Free School and Communities Act as well as all other applicable Federal, State and local laws and regulations. Students or employees who use illegal drugs, abuse alcohol, or engage in controlled substance abuse tend to be less productive, less reliable, and prone to greater absenteeism. For these reasons, TSCI prohibits certain conduct as described in more detailed below. While TSCI has no intention of intruding into the personal lives of its students or employees, it is recognized that serious involvement with drugs or alcohol will affect work performance. Students or employees that have a drug or alcohol problem are strongly encouraged to seek assistance through one of the following Assistance Programs.

See Appendix A for counseling services available in your student/employee catalog and Appendix B for drug penalties.

Pursuant to its Drug/Alcohol Free Program, TSCI may conduct a reasonable search of an employee/ student and/or his/her work area, vehicle if driven or parked on school property, and other personal items such as a purse, wallet, equipment or briefcase. Continued employment and enrollment is conditional upon your submission to a reasonable search. The legal use of prescribed drugs or over the counter drugs is permitted on the job only if it does not impair an employee or student's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace/school.

Any of the following can result in immediate expulsion/termination from TSCI:

1. Manufacturing, distributing, dispensing, possessing, storing, selling, attempting to sell, purchasing, attempting to purchase, transferring or using alcohol or illegal drugs while on TSCI property or on TSCI time.

2. Being subject to the effects of alcohol or illegal drug while on school property or on school time.
3. Failing, when requested by the school to enroll in any alcohol or other drug treatment or counseling program and failing to adhere to the requirements of the program.

Whenever TSCI officials have reasonable suspicion that a student has used illegal drugs, consumed alcohol on TSCI premises, or engaged in controlled substance abuse, they may require the student to go through necessary testing as prescribed by the school. Refusing consent to be tested for drugs or alcohol is reason for immediate termination.

Violation of this policy may result in severe disciplinary action including discharge from TSCI, at either Vice Presidents' or President's discretion.

Any student receiving Title IV aid will immediately lose eligibility for future disbursements in addition to being required to refund any unearned portion of their current financial aid.

In addition to any disciplinary action, TSCI may in its sole discretion, refer the student to treatment or counseling program for illegal drug use or alcohol abuse.

TSCI may also refer the student to a local law enforcement agency for prosecution for violations of the standards of conduct.

### **Information Regarding Registered Sex Offenders**

The Texas Department of Public Safety maintains a registry that includes sex offenders by geographic location. This information is made available to the public and can be viewed at:

<https://records.txdps.state.tx.us/SexOffenderRegistry>

### **Emergency Response and Evacuation Procedures**

In the event of an emergency remain calm. It is important at all times to consider the safety of students, clients and staff above all.

TSCI will, without delay and with regards to the safety of the campus and office, determine the content (if any) of campus notification. If notification is required, the notice (inside and outside of campus, such as calling 911) will happen within a timely matter **no longer than 5 minutes**. If inside notification will in any way jeopardize campus safety, rescue attempts or impede emergency response the decision will be made by pre-assigned staff members not to issue notification.

TSCI will conduct emergency response and evacuation procedure exercises, either announced or unannounced on an annual basis. Documentation of response and evacuation drills will be described in depth to include: description of exercise, date, time and if it was announced or unannounced.

**The following notification code system will be used to announce ALL emergencies utilizing phones, texts, and/or intercom**

**Code 1-** lock down situation all students and staff are to remain calm and not leave the classroom. Indicates a dangerous situation outside the classroom and no one is allowed to leave the building.

**Code 2-** evacuation situation indicates the need to evacuate the classroom, break room, offices and floor through the nearest exit.

**Code 911-** health code: expect fire department or ambulance and stay out of the way and in classroom.

## Fire Alarm Policy

Emergency Fire Alarm pulls are installed throughout the campus and corporate office. These pulls are directly connected to the 911 Dispatch for the El Paso Fire Department and are to be pulled in case of fire emergency **ONLY**. Once pulled, they cannot be disarmed from inside the building. In the event that a pull is activated and it is determined that there was not a fire emergency, the person responsible for issuing the false alarm will be assessed a fine equal or greater to that assessed TSCI by the City of El Paso and will be subject to suspension or expulsion, depending on the circumstances.

## Campus Crime Statistics

Criminal Offense - On Campus	2020	2021	2022	Criminal Offense - Public Property	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0	a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0	b. Negligent manslaughter	0	0	0
c. Rape	0	0	0	c. Rape	0	0	0
d. Fondling	0	0	0	d. Fondling	0	0	0
e. Incest	0	0	0	e. Incest	0	0	0
f. Statutory rape	0	0	0	f. Statutory rape	0	0	0
g. Robbery	0	0	0	g. Robbery	0	0	0
h. Aggravated assault	0	0	0	h. Aggravated assault	0	0	0
i. Burglary	0	0	0	i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0	j. Motor vehicle theft	0	0	0
k. Arson	0	0	0	k. Arson	0	0	0

  

Hate Crimes - On Campus	Total	Race	Religion	Sex. Orient.	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0

n. Intimidation	0	0	0	0	0	0	0	0	0	0
o. Destruction of property	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes - Public Property</b>	<b>Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sex. Orient.</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National origin</b>	
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0	0
o. Destruction of property	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses - On Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>VAWA Offenses - Public Property</b>			<b>2020</b>	<b>2021</b>	<b>2022</b>	
a. Domestic violence	0	0	0	a. Domestic violence			0	0	0	
b. Dating violence	0	0	1	b. Dating violence			0	0	0	
c. Stalking	0	0	0	c. Stalking			0	0	0	
<b>Arrests - On Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Arrests - Public Property</b>			<b>2020</b>	<b>2021</b>	<b>2022</b>	
a. Weapons: carrying, possessing, etc.	0	0	0	a. Weapons: carrying, possessing, etc.			0	0	0	
b. Drug abuse violations	0	0	0	b. Drug abuse violations			0	0	0	
c. Liquor law violations	0	0	0	c. Liquor law violations			0	0	0	
<b>Disciplinary Actions - On Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>							
a. Weapons: carrying, possessing, etc.	0	0	0							
b. Drug abuse violations	0	0	0							
c. Liquor law violations	0	0	0							
	<b>2020</b>	<b>2021</b>	<b>2022</b>							
a. Total unfounded crimes	0	0	0							

## Sexual Misconduct Policies and Procedures (VAWA)

Tri-State Cosmetology Institute is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training at orientation and every year thereafter during their enrollment/employment at Tri-State. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Tri-State Cosmetology Institute prohibits

discrimination based on sex, which includes sexual harassment and sexual violence, and TSCI has jurisdiction over Title IX complaints.

Tri-State Cosmetology Institute's anti-harassment policy applies to all persons involved in the operation of the school and prohibits unlawful harassment by any employee of the school, as well as students, customers, vendors or anyone who does business with the school. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the school does business engages in unlawful harassment or discrimination, TSCI will take appropriate corrective action.

As part of TSCI's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. TSCI provides training to key staff members to enable the school to handle any allegations of sexual harassment or sexual violence promptly and effectively. TSCI will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

## **Definitions**

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

### **Prohibited Conduct**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Complaint/Grievance Procedure**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, management, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with TSCI is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to management if the complaint involves an employee. In order to facilitate the



investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

***Title IX Coordinator:***

**Sarah Arno, Vice President of Finance**

**1120 Vista de Oro Dr.**

**El Paso, TX 79935**

**915.533.8274**

**sarah@tristatecos.edu**

Tri-State Cosmetology Institute ensures that its employee designated to serve as Title IX Coordinator has adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how TSCI's grievance procedures operate. The Title IX Coordinator has also received training on how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability. Because complaints can also be filed with an employee's supervisor or management, these employees also receive training on TSCI's grievance procedures and any other procedures used for investigating reports of sexual harassment.

**Investigation of Complaints**

In response to all complaints, TSCI promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. Both parties are entitled to the same opportunities to have others present, including but not limited to an advisor of their choice, during any institutional investigative and/or disciplinary proceeding. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. TSCI shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, TSCI will weigh the student's request for confidentiality against the impact on school safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. The preponderance of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint simultaneously.

During the investigation, TSCI will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If TSCI determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the school will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from TSCI's disciplinary process. To the extent that an employee or contract worker is not satisfied with TSCI's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### **Retaliation Prohibited**

Tri-State Cosmetology Institute will not retaliate against you for filing a complaint and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, management or the Title IX Coordinator.

### **Reporting Requirements**

Victims of sexual misconduct should be aware that TSCI administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. TSCI will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. TSCI reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

### **Additional Information**

Employees should contact management for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

### **Counseling and Support Services**

Please see Appendix A at the end of your student catalog for local support options including the Center Against Family and Domestic Violence, STARS Rape Crisis Center and Victims of Crime.

## FERPA (Family Educational Rights and Privacy Act)

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 of dependent minors 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 call 1-800-437-0833.

## **Privacy of Student Information (FERPA Rules)**

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

### ***Student's & parents' rights to review educational records***

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records, or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws. Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

## **Student Right-to-Know Act**

Information about completion, placement and licensure information is updated annually and can be found on our website. Additional information, such as disaggregated completion rates, major racial or ethnic subgroups and financial aid recipient subcategories, can be found on the College Navigator website at

<http://nces.ed.gov/collegenavigator/?q=Tri-State+Cosmetology+Institute&s=all&id=402800#general>.