

## Family Education and Rights to Privacy Policy

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 and details exemptions permitted educational institutions. FERPA affords students certain rights with respect to their education records: inspection of their education records, and to request correction of information in their education record which they believe to be inaccurate or misleading, and to request non-disclosure of Directory Information:

### Procedure for Request of Student to Inspect

The student should submit to the Student Services Coordinator a written request that identifies the record(s) the student wishes to inspect. The Student Services Coordinator will make arrangements for access and make an appointment, to be held as promptly as possible and not more than 45 days after the institute receives the written request, during regular business hours, for the date time and place where the records may be inspected. Institute staff will be present while the student reviews original education records.

### Procedure for Student Request for Amendment/Revision to his/her Education Records

The student should submit to the Student Services Coordinator of his/her Institute a written request for amendment that contains:

- The specific record(s) which the student believes is inaccurate or misleading and wishes to be amended, and
- The specific amendment requested to be made to those record(s), and
- Attached evidence that supports the accuracy of the request.
- The Student Services Coordinator will review the request and evidence and consult with the Institute Director.
- The Institute Director will make the final determination.
- The Institute Director will inform the student of the final determination via a letter.

If the student still believes that the specific record is inaccurate or misleading, he/she may request that a complete copy of their above request and evidence be placed in their file setting forth his/her view of the contested record. The student's request will be honored, as is mandated in FERPA.

### Directory Information

FERPA authorizes disclosure, without the student's consent, of certain personally identifiable information...called "Directory Information", which is defined under FERPA as the student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. This document, which appears in the institute catalog, should be construed as the required information to

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Douglas J Aveda Institute Michigan Locations – Ann Arbor, East Lansing, Grand Rapids, Royal Oak  
Douglas J Aveda Institute Tennessee Location--Knoxville  
Douglas J Aveda Institute Chicago

## Family Education and Rights to Privacy Policy Addendum

students of the above disclosure of Directory Information. The student may request that his/her directory information not be disclosed via the Douglas J Aveda Institutes FERPA Release Form.

**Complaint Contact information**

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Douglas J Aveda Institute 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

**Other Disclosures**

The Douglas J Aveda Institute is authorized under FERPA to disclose any and all education records, without the prior written consent of students, under the FERPA disclosure exemptions, to institute employees for legitimate reasons in the fulfillment of their professional responsibilities at the Douglas J Aveda Institute, or a person or company with which Douglas J Aveda Institute has contracted as its agent to perform a service (including but not limited to an attorney, auditor, collection agency, student loan default prevention or documentation of placement outcomes). In addition, FERPA permits institute officials to disclose education records without student consent to officials of another school in which a student seeks or intends to enroll or was enrolled for the processing of Federal Student Title IV Financial Aid.

**Some disclosures do not require student consent and the student cannot prohibit disclosure:**

Disclosure of education records to the parent(s) of students who are “dependent minor” under IRS rules (defined as “claimed on parent’s income tax return”) does not require student permission to disclose, and such disclosure may be made to either parent regardless of which parent claimed the student.

Douglas J Aveda Institute provides access to student and other school records to its accrediting agency.

Disclosure of education records to authorized government officials including, but not limited to, the U.S. Department of Education for audit, evaluation, administrative and enforcement purposes, or the U.S. Immigration and Customs Enforcement in compliance with the Student Exchange Visitor Information System (SEVIS).

Compliance by Douglas J Aveda Institute with the Health and Safety Exemption Requirement 34 CFR 99.31 (a)(10):

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Based on the good judgment of the Institute Director or their designee, the school will only disclose personally identifiable student information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Compliance by the Douglas J Aveda Institute with lawfully issued subpoenas and court orders.

**Documenting Disclosure of Information**

Except for Directory Information or use by Institute officials, the Douglas J Aveda Institute shall maintain a record of each request for access and each disclosure of personally identifiable student information, the parties who requested and their legitimate interest in the information for as long as the educational records themselves are kept.

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