

# Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) was established in 1974 and is administered by the Family Compliance Office of the U.S. Department of Education (20 U.S.C. § 1232g; 34 CFR Part 99). National Personal Training Institute is required to inform student annually of their FERPA rights.

Student academic records may include (but not limited to) attendance charts, transcripts, progress reports and any other tests/class projects and information that factors into the student's overall satisfactory academic progress and final GPA. These records are maintained and stored at the school location (550 Warrenville Rd., Lisle, IL 60532 phone# (630) 663-0899).

Students will receive timely progress reports from their instructors throughout the course and so students will have multiple opportunities to view their academic records. However, if after graduation a student wishes to review their academic file, requests should be made in writing as a signed statement to the school's Director. Students will be given up to 45 days after the request is made to appear at the school to view the records. If a student cannot travel to the Lisle, IL location to view the records, the student may request copies of items in their academic file be mailed to them. All requests for mailings will be processed within 30 days of receipt of the request. The written request for information will be added to the student's file.

Registration files may include (but limited to) the initial school application, enrollment agreement, payment summary sheet, gym release of liability form, student textbook receipt form, student medical clearance form, proof of age and proof of education (i.e., H.S. diploma/GED, college diploma or transcripts). Students participating in GI bill programs will also have the Veterans Administration (VA) Attendance/Refund Policy form, their Certificate of Eligibility letter and any other applicable VA application forms added to their registration files. This list may also include any correspondence or additional forms as deemed necessary by the school administration.

Students have a right to request the amendment of his/her academic records if the information contained in their file is inaccurate, misleading or in violation of the student's rights. A written request should be sent to the school's Director outlining the reason that the student is seeking an amendment to their academic file. The Director will review the file within a reasonable timeframe not to exceed 45 days and make a decision on whether the records shall be amended. If the Director decides not to amend the student's record, the student will be informed of their right to a hearing at the school's location. If the decision is still not found in favor of the student's request, the student may add a statement to his/her record outlining their position on the matter and that statement will remain with the file for as long as the information is maintained and stored at the school.

It is the policy of the National Personal Training Institute no information from either the academic or registration files be released without prior written consent of the student. There is an exception as outlined in the FERPA regulations whereby NPTI may disclose information to school officials who have legitimate educational interests in a particular student's file. School officials are defined as any individuals employed by the school who carry out administrative, supervisory, academic or support staff functions for NPTI.

Information requests from another school where a student is seeking to enroll may be honored without providing a written request by the student. Also student information may be disclosed without student permission when the request is made in regards to obtaining record for the processing of financial aid.

Student information may be disclosed to parents if the student is under the age of 21 and the student has violated Federal, State or local laws or any policy of the school in regards to the possession or use of alcohol or a controlled substance.

Another exception permits a school disclose personally identifiable information without prior consent from a student's academic record when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, e-mail address, phone number, date of attendance, degree received, additional CEUs taken through NPTI's courses, graduation status, and job placement history.

Students have the right to file a complaint on NPTI for their alleged failure to comply with the requirements of FERPA. A student may order a complaint form by calling (202) 260-3887. Completed complaint forms should be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

Additional information on FERPA can be obtained on the Dept. of Education's website:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>