

FOX COLLEGE
GUIDE TO STUDENT CONSUMER INFORMATION
July 1, 2023-June 30, 2024

Federal regulations set forth by the Higher Education Act of 1965, as amended, require schools to annually distribute to all enrolled students information about the availability of specific types of consumer information. To comply with these regulations, Fox College has prepared this guide, which lists the types of consumer information to be disclosed, provides a brief description of the information, and directs the student to the location where the information is available.

Contact Information for Assistance in Obtaining Financial Aid Information

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. Fox College offers individual financial planning sessions for each student and family. Information about these plans is available from the STUDENT SERVICES department.

Available Student Financial Assistance Programs

Descriptions of available federal, state, and institutional sources of student assistance, terms and conditions of loans, eligibility criteria, application procedures, recipient selection criteria and criteria to determine award amounts, methods of disbursement, student rights and responsibilities, and the exit counseling information the institution provides and collects are available from the STUDENT SERVICES department.

Satisfactory Academic Progress Standards

Students must maintain a minimum grade point average (GPA) and a minimum successful course completion percentage in order to remain enrolled and receive financial aid, if applicable. The Fox College Standards of Satisfactory Academic Progress policy can be found in the academic catalog in the ACADEMIC INFORMATION section.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They include the right to 1) inspect and review these records, 2) request an amendment to the records, 3) consent to or restrict disclosures of personally identifiable information in the records, and 4) file a complaint with the U.S. Department of Education concerning the institution's failure to comply with the requirements of FERPA. The Fox College FERPA policy can be found in the ACADEMIC INFORMATION section of the academic catalog.

Facilities and Services Available to Students with Disabilities

Fox College is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Procedures to follow to seek an accommodation can be found in the academic catalog in the ACADEMIC INFORMATION section.

Student Body Diversity

Fox College does not discriminate on the basis of gender, including sexual harassment and sexual violence: sexual orientation or identity; pregnancy, parental, family, or marital status; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Information about student body diversity is available from the STUDENT SERVICES department.

Price of Attendance

Information on tuition, fees, and estimated costs for textbooks is located in the FINANCIAL INFORMATION section of the academic catalog. Additionally, estimated student living expenses are available from the STUDENT SERVICES department.

Nondiscrimination in Education Programs and Activities

Fox College strives to instill positive lessons of valuing diversity, equity, and inclusion.

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation or identity; pregnancy, parental, family, or marital status; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Fox College is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and all other activities of the College.

The Chief Academic Officer, who is identified in the Administration, Faculty, and Staff section of this catalog and may be reached by phone at 708-444-4500, by email at title9coordinator@foxcollege.edu, or in person at 18020 Oak Park Avenue, Tinley Park, IL 60477, is the Title IX coordinator. Questions regarding Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education Office for Civil Rights.

Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address or by mail to the office address listed for the Title IX Coordinator. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the college is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

The policy can be found in the academic catalog in the GENERAL INFORMATION section.

Refund Policy and Requirements for Return of Federal Title IV, HEA Grant or Loan Aid

Students who withdraw or who are dismissed during a semester or term may be refunded a portion of the tuition and fees charged. The amount of the refund will be governed by the standards published by the state of Illinois. Refunds shall be based on and computed from the last day of attendance and shall be made within 45 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the school of his/her intention to withdraw. The complete refund policy can be found in the FINANCIAL INFORMATION section of the academic catalog. Questions about refunds of tuition, fees, and other charges should be referred to the office of the DIRECTOR OF FINANCIAL AID.

The Refund Policy also includes information on the treatment of federal Title IV, HEA grant or loan aid upon withdrawal. Basically, regulations allow the college to keep the amount of federal Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the school is sometimes not allowed to disburse a Stafford loan.

Requirements and Procedures for Official Withdrawal

Students who find it necessary to withdraw from a program should have a preliminary interview with the Chief Administrative Officer or Chief Academic Officer. The student is also required to have an exit interview with a representative of the Student Services department. The procedures for official withdrawal from the college can be found in the ACADEMIC INFORMATION section of the academic catalog.

Academic Program, Instructional Facilities, and Faculty Information

Fox College offers four specialized programs. The institution offers associate of applied science degree programs. A complete and detailed listing of the college's programs and completion requirements can be found in the PROGRAMS OF STUDY section of the academic catalog.

Fox College's Tinley Park campus is located at 18020 Oak Park Avenue in Tinley Park, Illinois. The academic space includes lecture rooms, computer labs, a medical assisting laboratory, an occupational therapy laboratory classroom, an ADL apartment to simulate OTA practice, lecture/laboratory classrooms equipped with long tables and rolling chairs, two clinical laboratories, a kennel, a radiology facility, a surgery suite, a surgery preparation area, a computer laboratory, classrooms equipped for the special needs of the physical therapist assistant program, and a resource library.

A description of the college's educational facility can be found in the academic catalog. The general location and facility are described in the GENERAL INFORMATION section, and the library are described in the STUDENT SERVICES section.

A list of the Fox College faculty, including the librarian, can be found in the academic catalog in the ADMINISTRATION, FACULTY, AND STAFF section. This list includes the academic credentials held, the name of the institutions awarding the credentials, and the area of teaching specialization for each listed faculty member.

Transfer of Credit Policies

Transcripts of work completed only at other institutions that are either accredited by agencies recognized by the United States Department of Education, recommended by the American Council on Education's College Credit Recommendation Service (ACE), or recognized by their respective government as institutions of higher education, for internationally-based institutions, may be submitted to the Chief Academic Officer for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of credit. Other documentation may also be required.

Credits considered for transfer are evaluated by the Chief Academic Officer to determine if the course work is similar in nature, content, and level to that required at Fox College. The Chief Academic Officer will review transcript(s) from each individual student one time. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges, provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor, and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated, and transfer credits will not be awarded for any courses that contain skill evaluations and certification.

Because programs at Fox College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. A maximum of 25 semester credits will be accepted in transfer for students transferring credit who have less than a bachelor's degree.

Students who participated in the Advanced Placement program in their high schools may be granted credit provided they had scores of 3, 4, or 5 on the Advanced Placement tests. Fox College does not grant life experience credit and does not accept transfer credit earned from any of these sources at another institution. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Fox College may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the college. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

Students who have earned a bachelor's degree from a college or university accredited by an agency recognized by the U.S. Department of Education will be granted credit towards fulfilling Fox College's

general education requirements.

The Fox College credit transfer policies and procedures can be found in the ACADEMIC INFORMATION section of the academic catalog.

Institutional and Program Accreditation, Approval, or Licensure

Fox College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Medical Assisting programs are accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Fox College Veterinary Technology program is accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The Fox College Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE). The Fox College Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).

Fox College is approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA; see <https://www.nc-sara.org/directory>). NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. A “State authorization reciprocity agreement”, SARA, is an agreement between two or more States that authorizes an institution located and legally authorized in a State covered by the agreement to provide postsecondary education through distance education or correspondence courses to students in other States covered by the agreement. Fox College has not been subject to sanctions or other adverse actions by a state entity or accrediting agency.

Courses and programs incorporating a “supervised field experience” are covered by the provisions of NC-SARA. Under SARA a “supervised field experience” means a student learning experience under the oversight of a supervisor, mentor, faculty member or other qualified professional, located in the host state, who has a direct or indirect reporting responsibility to the institution where the student is enrolled, whether or not credit is granted. Examples include clinical, externship, fieldwork, or practicum courses.

Through its participation in NC-SARA, Fox College is authorized to serve students in all states (Except California), the District of Columbia, Puerto Rico, and the Virgin Islands. California is not part of NC-SARA. As an out-of-state private institution, Fox College is not under the purview of the California Bureau of Private Postsecondary Education. Fox College is not in compliance with California regulations to offer online/distance learning programs to California residents.

Fox College requires students to be present on-campus at the time of enrollment and to maintain a physical location in Illinois or a state participating in NC-SARA. In all but the most extreme circumstances, students will be taking on-campus courses each week and will be required to be present on-campus for those classes. If a student moves to California or outside the United States, the student must withdraw by notifying the CHIEF ADMINISTRATIVE OFFICER or the CHIEF ACADEMIC OFFICER either verbally or in writing.

Fox College has determined that its medical assisting programs’ curricula meet the state educational requirements for graduates to pursue certain credentials in Illinois and Indiana (see <https://www.aama-natl.org/docs/default-source/about-the-profession-and-credential/cert-lic-cma-rma.pdf>). Fox College has not made a determination that its curricula meet the state educational requirements for licensure or certification in any other states.

Fox College has determined that its occupational therapy assistant curriculum meets the state educational requirements for graduates to pursue licensure or certification in Illinois and Indiana and all states that have a credential, license, or registration (see <https://www.aota.org/Advocacy-Policy/State-Policy/Licensure.aspx> and <https://www.nbcot.org/en/Students/get-certified>).

Fox College has determined that its physical therapist assistant curriculum meets the state educational requirements for graduates to pursue licensure or certification in Illinois and Indiana and all states that have a credential, license, or registration (see <http://www.capteonline.org/Students/HowCAPTEHelps/> and <https://www.fsbpt.net/lrg/Home/LicensureByExamRequirement>).

Fox College has determined that its veterinary technology curriculum meets the state educational requirements for graduates to pursue licensure or certification in Illinois and Indiana and all states that have a credential, license, or registration (see <https://www.aavsb.org/public-resources/find-regulatory-board-information/>).

Fox College is approved to grant Associate of Applied Science degrees by the Illinois Board of Higher Education. Fox College is approved by the Illinois Department of Veterans Affairs for the training of students under the various Veterans Administration programs.

Copies of these documents are available for review in the office of the PRESIDENT.

Contact Information for Filing a Complaint

Fox College is committed to providing a quality education experience for all students. If, however, a student or prospective student has a complaint regarding some situation or condition at the college, procedures for filing a complaint are outlined in the GRIEVANCE PROCEDURES section in the STUDENT SERVICES section of the academic catalog. Contact information for filing complaints with the college's accrediting body and its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student's complaint is included.

Copyright Infringement Policies and Sanctions

Fox College requires all students, faculty, and staff to comply with copyright laws. Copyright infringement violates the institution's policies and the law. The GENERAL INFORMATION section of the academic catalog contains the Fox College Copyright Infringement Policy and Sanctions disclosure.

Policies Regarding Vaccinations

Fox College students are not required to provide verification of immunizations prior to attendance. Immunizations that may be required by specific allied health programs can be found in the PROGRAMMATIC GUIDES.

Campus Annual Security Report

The Fox College Campus Annual Security report can be found in the STUDENT SERVICES section of the academic catalog. It is also available online at <https://www.foxcollege.edu/asr.pdf>. It contains information about security-related campus policies, including policies regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, a list of the titles of persons to whom students should report criminal offenses, and a description of the types of programs designed to inform students about the prevention of crimes. The Campus Security section also contains statistics for the crimes that were committed and reported on our campuses and on public property within the campuses or immediately adjacent to and accessible from the campuses for the past three years.

Fox College students may contact Resilience, an independent rape crisis center and not-for-profit organization, to receive crisis intervention, medical and legal advocacy, and trauma therapy services 24 hours a day, seven days a week. All services are free of charge. More information can be found in the STUDENT SERVICES section of the academic catalog.

Drug and Alcohol Abuse Prevention

Fox College also has an established policy regarding possession, use, or sale of alcoholic beverages and

illegal drugs. Full details can be found in the Fox College Drug-Free School and Workplace Statement of Policy and Plan, which is available in the office of the CHIEF ADMINISTRATIVE OFFICER or CHIEF ACADEMIC OFFICER.

Retention Rate

Retention rates measure the percentage of first-time students who return to the college to continue their studies the following fall. Retention rates are available for review in the office of the CHIEF ADMINISTRATIVE OFFICER .

Graduation/Transfer-Out Rates

Graduation and transfer-out rates are calculated by January 1 of each year. These rates are available for review in the office of the CHIEF ADMINISTRATIVE OFFICER .

Graduate Career Services, Types of Employment Obtained by Graduates, and Calculated Program Career Service Rates

Information on career services of and types of employment obtained by graduates of Fox College diploma and degree programs, as well as program career services rates, is available from the STUDENT SERVICES department.