

CONSUMER INFORMATION GUIDE



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General Student Disclosures

DigitalCrafts, part of the American InterContinental University System, distributes a variety of publications that contain information regarding the institution and its financial assistance programs, including the [Catalog](#). If you do not have any of the following information and wish to obtain it, it will be furnished upon request. To request a copy, please contact Ombudsman@aiuniv.edu.

- A description of any institution-based financial assistance programs that are available to students, including:
 - The procedures and forms by which students apply for assistance and the eligibility requirements, and
 - Criteria for selecting recipients from the group of eligible applicants and criteria for determining award amounts.
- The rights and responsibilities of students receiving assistance, including:
 - Criteria for continued student eligibility under each program,
 - The method by which [financial assistance](#) will be disbursed and the frequency of those disbursements,
 - The general terms and conditions applicable to any employment that is part of the financial assistance package,
 - The terms of any loan received, a sample loan repayment schedule, and the necessity of loan repayment,
- Information about [academic programs](#), including:
 - The current programs and other educational and training programs,
 - The instructional, laboratory, and other [facilities](#) that relate to the academic programs,
 - DigitalCrafts faculty and other instructional personnel,
 - Any plans by the institution to improve academic programs upon a determination by DigitalCrafts that such a plan exists,
 - A description of the written arrangement the school has entered into with a school or organization for the purpose of having that entity provide a portion of the institution's educational programs. *Note: The institution currently does not have any written arrangements with other postsecondary institutions for the purpose of instructional delivery, and*
 - Information about whether completion of a program meets educational requirements for a specific professional license or certification needed for employment in an occupation in a state if the program is designed to do so or is advertised as doing so.
- The names of regulatory agencies, associations, or governmental bodies that [accredit, approve, or license](#) DigitalCrafts and its programs; procedures by which documents describing that activity may be reviewed; and contact information for filing complaints with these [agencies](#).
- [Costs of attending](#) DigitalCrafts (tuition and fees for full-time and part-time students and estimates of charges for books and supplies, room and board, and applicable

transportation costs) and any additional costs of the program in which the student is enrolled or has expressed an interest.

- The requirements and procedures for [officially withdrawing](#) from DigitalCrafts, any [refund policy](#) with which the institution is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the institution, and a summary of the requirements for the return of loan funds (if applicable).
- General information about the institution’s services and facilities available to students with disabilities, including students with intellectual disabilities.
- The titles of persons designated by the institution to provide information to enrolled and prospective students and information regarding how and where those persons may be contacted.
- Institutional policies on [transfer of credit](#), including the criteria it uses regarding the transfer of credit earned at another school, a list of any postsecondary schools with which it has established an articulation agreement (currently none), and criteria used to evaluate and award credit for prior learning experience including service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning.
- If applicable, a notice that the school is required by its accrediting agency to maintain a teach-out plan and the reason for that requirement.
- A notice when an enforcement action or prosecution is brought against the school by a state or federal law enforcement agency and a final judgment, if rendered, would cause an adverse action by an accrediting agency against the school; revocation of state authorization; or limitation, suspension, or termination of title IV eligibility.
- Student body diversity as well as student activities offered by DigitalCrafts, if applicable.

Textbook Information

To the extent practicable, the institution posts verified textbook pricing information on its student portal for all required and recommended materials for all classes. This pricing information includes the International Standard Book Number (ISBN) and retail price, if applicable, for each course listed. Currently, DigitalCrafts does not use textbooks in its programs.

Family Educational Rights and Privacy Act Notice

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. Information about FERPA can be found in the catalog located [here](#).

Completion, Graduation, Transfer, Retention, and Placement Rates

Each year, the AIU System publishes required [student outcome information](#), including the following:

- the completion or graduation rates of its certificate- or degree-seeking first-time, full-time undergraduate students reported to the U.S. Department of Education via the IPEDS website,
- its retention rate reported to IPEDS,
- the types of graduate and professional education students enroll in after graduating from the institution's 4-year degree programs if applicable, and
- any placement rates it must calculate for a state agency or accreditor.

Currently, DigitalCrafts is not required to publish placement rates for any of its programs.

Student Body Diversity Information

The link in the prior section also includes information about the institution's Student Body Diversity. This document contains information about the composition of the students at DigitalCrafts, including the percentage of enrolled, full-time students who are (1) male, (2) female, and (3) self-identified members of a major racial or ethnic group.

Improvements to Academic Programs

The institution reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, the University may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process, contact the Director of Operations.

Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per

work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

The institution prohibits use of its computers and computer networks for the unauthorized downloading and uploading of copyright-protected material, or for maintaining or storing unauthorized copyright-protected material. Disciplinary action, up to and including expulsion from the institution, will be taken against students who engage in unauthorized distribution of copyrighted materials using the institution's information technology system.

Vaccinations

Good health practices are encouraged for all students. However, the institution does not require any specific vaccinations beyond those required by state and other laws as a condition for admission. Students are encouraged to consult with their health care professional to discuss obtaining or updating vaccinations.

Campus Crime and Safety Information

The institution prepares a report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Violence Against Women Act (VAWA). This report is prepared with information collected from local law enforcement agencies. Campus crime, arrest, and referral statistics within the report include those that were reported to local law enforcement and campus faculty and staff. A copy of this report is available for review at the following URL: <https://www.digitalcrafts.com/Media/Default/downloads/DigitalCrafts-Annual-Security-Report.pdf>

Drug and Alcohol Abuse Prevention Information

In accordance with the requirements of the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), and the Drug-Free Workplace Act of 1988 (Public Law 101-690), the institution provides all students and employees with the following information concerning institution policies and the consequences of the manufacture, distribution, possession, or use of any drug made illegal as a matter of federal, state or local law or the illegal possession and/or use of alcohol. Detailed information is included in the Annual Security Report, which is available on the website at the link in the previous section.