

**Elmira Business Institute  
Founded 1858**

**Consumer Information  
Disclosure**

**2011-2012  
“Student Right to Know”  
July 2011**

# Elmira Business Institute

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## STATEMENT OF LEGAL CONTROL

Elmira Business Institute is fully Governed by Elmira Business Institute, Inc., and its respective officer, Brad C. Phillips, President.

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## CONSUMER INFORMATION

Elmira Business Institute will distribute annually a list of specific consumer information items. These consumer information items provide details on the college and the financial aid programs available. We have listed these items below along with the appropriate place where this information can be viewed or requested.

- Financial Aid Assistance Programs – These are located on pages 12-25 of the catalog.
- Costs of attending the school (tuition, fees, books, and supplies) – This information is found on page 11 & 17 of the catalog.
- Standard figures used in creating a cost of attendance for financial aid awarding purposes. These figures are for on and off campus housing, average transportation costs, and personal expenses can be found on pages 17 & 18. These figures may be obtained from the Financial Aid Department.
- Rights and responsibilities of students receiving aid – Information is available on pages 15-16 in the catalog. Additional information is included in Funding Education Beyond High School, The Guide to Federal Student Aid published by the U.S. Department of Education. This publication is available in the Financial Aid Office.
- Programs of study offered by the college – This information is provided on page 37 of the catalog.
- A list of the faculty – This information is provided on pages 64-70 of the catalog.
- How the standards of academic progress (SAP) impact financial aid eligibility and re-establishing financial aid when a student fails to meet SAP - This information is provided on pages 13-14 and 31-33 of the catalog.
- Names of associations, agencies, and/or governmental bodies that accredit, approve or license the college and its programs - This information is provided on pages 6-7 of the catalog. A student may request a copy of the college's accreditation, licensure, or approval by submitting a written request to the President's office.
- Special facilities and services available to disabled students – Students should discuss these issues with their admissions advisor upon application for admission to the college. The Director on Campus will provide the student with services available for the student's particular needs.
- Withdrawal procedures – This information is provided on page 24-25 of the catalog.
- Refund policies – For all withdrawn students receiving federal student aid, colleges are required to determine the amount of federal aid the student is eligible to retain and return any unearned portions. The catalog contains a more detailed explanation of the Return to Title IV Funds on pages 24-25. In addition to this process, we will calculate tuition charges assessed for the period attended in accordance with our refund policy.
- Terms and conditions for obtaining deferments on FFELP loans – This information is provided as part of the entrance and exit loan counseling. Additionally, deferment information is provided in Funding Education Beyond High School, The Guide to Federal Student Aid.
- Drug and Alcohol Abuse Information. Our college's policy regarding illicit drugs and alcohol is located on page 25 of the catalog. Additional information can be requested by contacting the Director of Student Service's office.
- Family Educational Rights and Privacy Act (FERPA) – The FERPA (20U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of student educational records. This information is included on page 25-26. Any questions regarding FERPA should be directed to the Director on Campus.

## **STUDENT FINANCIAL AID REPRESENTATIVE**

Student Financial Aid Representatives are available Monday through Thursday, 8:00 a.m. – 7:00 p.m. and Friday 8:00 a.m. to 2:30 p.m. to assist and advise students regarding tuition, financial aid, personal money matters and general consumer information. If you have any questions or problems in these areas, please see a representative for assistance. The representatives are located in the Administrative Offices on the Campus.

Students are also able to visit the website, [www.studentaid.ed.gov](http://www.studentaid.ed.gov) for additional information regarding the federal student aid programs.

## **JOB PLACEMENT RATE**

Our job placement rate for the most recent reporting period for Accrediting Council for Independent Colleges and Schools (2009-2010) is 78.8% at the Elmira Campus and 81.3% at the Vestal Campus. Updated placement rates by program may be obtained from the Career Placement Director at either campus.

## **COMPLETION OR GRADUATION RATES AND TRANSFER-OUT RATE**

Our retention rate for the most recent reporting period for Accrediting Council for Independent Colleges and Schools (2009-2010) is 68.1% at the Elmira Campus and 71.7% at the Vestal Campus. Updated retention rates by program may be obtained from the Director of Student Services at either campus.

The following rates have been reported to the US Department of Education:

Graduation Rates of Full-time undergraduates- 41%  
Transfer Out Rates of Full-time undergraduates- 0%

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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 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 of 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 for lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone, 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 student bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may use the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605

## TEXTBOOK PRICING INFORMATION

Publisher	Item Title	Course ID	Course Code	Author	ISBN	EBI Cost	Student Cost
	Bloodborne Pathogens/Heartsaver			EMSTAR		\$140.00	\$140.00
	Bloodborne and Airborne Pathogens			EMSTAR		\$70.00	\$70.00
	AAMA Exam					\$125.00	\$125.00
	AAMA Membership Enrollment					\$35.00	\$35.00
Panosian's	Consultation Coats & Stethoscope					\$81.72	\$102.15
Cengage Learning / ITP	Integrated Accounting Windows w/ CD Rom 7th Ed.	ACC101		Klooster/Allen	0538747978	\$131.96	\$175.95
Cengage Learning / ITP	Accounting 24th Ed.	ACC101		Warren/Reeve/Duchac	0538475005	\$183.71	\$244.95
Cengage Learning / ITP	College Accounting Text 10th Ed. W/CD	ACC110		McQuaig	1439038783	\$86.21	\$114.95
Cengage Learning / ITP	Quickbooks Pro 2008 w/ CD	ACC201		Owen	0324560818	\$94.46	\$125.95
Wiley Publishing ext. 22397	Intermediate Accounting 13 Ed. Text Volume 1	ACC201		Kieso	0470423684	\$161.96	\$224.94
Wiley Publishing ext. 22397	Intermediate Accounting 13 Ed. Text Volume 2	ACC202		Kieso	0470423692	\$118.76	\$164.94
Cengage Learning / ITP	Luxurious Spa Practice	ACC210		Warren/Reeve/Duchac	1111528462	\$42.71	\$56.95
Cengage Learning / ITP	Principles Of Cost Accounting 15th Ed.	ACC210		Vanderbeck	0840037031	\$143.21	\$190.95
Cengage Learning / ITP	Income Tax Fundamentals & Taxcut 2011	ACC220		Whittenburg/Altus-Buller	0538469196	\$124.46	\$165.95
Foley Enterprises	Calculator	BUS001		N/A	LC818-BL	\$5.00	\$7.90
Cengage Learning / ITP	Basic Math for College Students, 4th Ed	BUS001		Tussy/Gustafson	1439044422	\$139.46	\$185.95
Cengage Learning / ITP	Business Text w/CD 11th Ed.	BUS101		Pride	9780538478083	\$161.21	\$214.95
Cengage Learning / ITP	Contemporary Business Math w/STD CD, 15th Ed.	BUS105		Deitz/Southam	0324663161	\$152.21	\$202.95
Foley Enterprises	Calculator	BUS105		N/A	LC818-BL	\$5.00	\$7.90
Cengage Learning / ITP	Managing Your Personal Finances, 6th Ed.	BUS110		Ryan	0538449373	\$70.46	\$93.95
Cengage Learning / ITP	Business Law Principles and Practices, 8th Ed.	BUS120		Goldman	1439079226	\$146.21	\$194.95
Cengage Learning / ITP	Economics For Today 7th Ed.	BUS130		Tucker	0538469382	\$191.96	\$255.95
Cengage Learning / ITP	Basic English Review 9th Ed.	COM001		Schneiter-Williams	0538730951	\$58.46	\$77.95
McGraw-Hill	Business Communication At Work w/OLC PCC 3rd Ed.	COM110		Satterwhite	0073314277	\$108.00	\$144.00
McGraw-Hill	College Writing Skills with Reading 8th Ed.	COM120		Langan	0073371661	\$76.75	\$95.94
Pearson	Public Speaking and Video Lab, 8th Ed.	COM130		Osborn	0205670555	\$83.25	\$111.00
Pacific Institute	Thought Patterns	COM140		Pace	1500-500	\$95.00	\$118.75
LDF Publishing, Inc.	Making Your Mark, 9th Ed.	COM140			0-9735298-2-1	\$4.25	\$5.31
JIST Publishing	The Workbook: Getting The Job You Want 5th Ed.	COM150		Farr	9781593573997	\$18.95	\$23.69
JIST Publishing	Job Savvy: How To Be A Success at Work, 4th Ed	EXT110		Ludden	9781593575533	\$18.95	\$23.69
Cengage Learning / ITP	Medical Assisting Exam Review, Online Course	EXT120		Delmar	1401878156	\$62.21	\$82.95
Cengage Learning / ITP	Legal Studies: Terms & Translations Text w/CD 5th	LEG110		Roderick-Bolton, Wanda	0538437227	\$86.21	\$114.95

Cengage Learning / ITP	Paralegal Today: Essentials + Bankruptcy, 5th Ed.	LEG120		Miller/Utisko	1435498550	\$113.21	\$150.95
Elsevier	Language of Medicine 9th Ed. w/ CD	MED110		Chabner	9781437705706	\$55.40	\$76.95
Cengage Learning / ITP	CPT Professional Edition 2011	MED130		AMA	1603592172	\$102.55	\$102.55
Cengage Learning / ITP	'11 Educational ICD9 CM 1,2,3 + HCPCSII	MED130		Ingenix	1601513941	\$87.95	\$87.95
Cengage Learning / ITP	A Guide to Health Insurance Billing, 3rd Ed.	MED130		Moisio	1435492986	\$85.46	\$113.95
Jones & Bartlett Publishers	Basics of the U.S. Health Care System, 1st Ed	MED140		Nancy J. Niles	9781449615192	\$57.00	\$70.95
Cengage Learning / ITP	3-2-1 Code It 3rd Ed.	MED150		Green	1111540586	\$69.71	\$92.95
McGraw-Hill	Law & Ethics for Medical Careers, 5th Ed.	MED210		Judson	0073402060	\$77.00	\$102.67
Elsevier	Clinical Procedures for Medical Assistants 7th Ed.	MED240		Bonewit	9781416034759	\$63.32	\$87.95
Elsevier	S/G For Clinical Procedures for Med Assts 7th Ed.	MED240		Bonewit	9781416047667	\$25.88	\$35.95
Cengage Learning / ITP	Essentials of Health Info Mgmt Text	MED270		Green/Bowie	9781439060186	\$59.96	\$79.95
Cengage Learning / ITP	Understanding Health Ins. 10th Ed. Text	MED280		Green/Rowell	1111035180	\$79.46	\$105.95
Access Computing	USB Memory Stick	MIC120		N/A		\$12.99	\$16.24
Cengage Learning / ITP	Microsoft Office 2007 Illustrated Intro Prem Video	MIC120		Beskeen/Cram/Duffy/Reding/Friedrichsen	0324827083	\$89.21	\$118.95
Cengage Learning / ITP	MS Access 2007	MIC130		Friedrichsen	1423905180	\$38.21	\$50.95
Cengage Learning / ITP	MS Excel 2007	MIC130		Reding/Wermers	1423905229	\$75.71	\$100.95
Cengage Learning / ITP	Keyboarding Les. 1-60, Keyboarding Pro Del & 4USB	OFF110		Van Huss/Forde/Woo/Hefferin	1111121966	\$128.21	\$170.95
Cengage Learning / ITP	Advanced Keyboarding Lessons 61-120 17th Ed.	OFF120		Van Huss/Forde/Woo/Hefferin	143903267X	\$114.71	\$152.95
Cengage Learning / ITP	Integrated Computer Applications Text/CD	OFF125		Van Huss/Forde/Woo/Hefferin	0538730390	\$68.21	\$90.95
Cengage Learning / ITP	Medical Transcription Handbook 2nd Ed.	OFF131		Blake	0827383258	\$72.71	\$96.95
Cengage Learning / ITP	Hillcrest Medical Center 7th Ed.	OFF131		Novak/Ireland	143544115X	\$98.96	\$131.95
Access Computing	Economy Stereo Headset	OFF131				\$10.19	\$12.74
Cengage Learning / ITP	Forrest General Medical Center 3rd Ed.	OFF136		Conerly-Stewart/Lott	1401833489	\$102.71	\$136.95
Cengage Learning / ITP	Procedures for the Office Professional + CD 6th Ed	OFF140		Fulton-Calkins/Stulz	0538730528	\$92.96	\$123.95
Access Computing	Economy Stereo Headset	OFF141				\$10.19	\$12.74
Elsevier	Kinn's The Administrative Medical Assistant 7th Ed	OFF141		Young	9781416054382	\$59.72	\$82.95
Elsevier	VMO For Kinn's The Administrative Med Asst 7th Ed.	OFF141		Young	9781437724028	\$39.56	\$54.95
Elsevier	Kinn's S/G For The Administrative Med Asst 7th Ed.	OFF141		Young	9781416054429	\$23.72	\$35.95
McGraw-Hill	Machine Transcription Complete Course w/Audio CD	OFF130	G	Mitchell	007729047x	\$64.00	\$80.00
Access Computing	Economy Stereo Headset	OFF130	G			\$10.19	\$12.74
JIST Publishing	Legal Transcription Text w/CD	OFF130	L		9780763821944	\$94.95	\$126.57
Access Computing	Economy Stereo Headset	OFF130	L			\$10.19	\$12.74
Panosian's	Consultation Coats (2)	MED240	M			\$36.72	\$45.90
Panosian's	Stethoscope	MED240	M			\$45.00	\$56.25
Cengage Learning / ITP	Essentials of Health Info Mgmt Lab Manual	MED270	M	Green/Bowie	9781439060063	\$43.46	\$57.95