



Privacy and Use of Personal Information

Accelerated Training Institute is committed to safeguarding the student's privacy. This privacy policy applies to the Institute's websites and governs data collection and usage at all the Institute's sites, services, and offices. In addition, the Institute maintains policies for conforming to the Family Educational Rights and Privacy Act (FERPA).

The Institute keeps track of visits to ATI websites and pages in order to deliver customized content and to gauge the popularity and efficiency of sites, sections, and services. On some pages on the ATI site, the Institute may request personally identifiable information, such as user's email address, name, home or work addresses, or telephone numbers. In addition, information about the user's computer hardware and software is automatically collected by the Institute or by other internet entities. This information may include the user's IP address, browser type, domain names, access times and referring website addresses. This collected information serves to provide operational and statistical feedback.

ATI does not sell, rent, lease or lend its Inquiry, Applicant, Student, or Instructor lists to third parties. ATI may share data with trusted partners who help ATI perform statistical analysis. All such third parties are prohibited from using the student's personal information except to provide services to the Institute and are required to maintain the confidentiality of the student's information.

The Institute will not disclose the student's personal information, except as required to do so by law or in the good faith belief that such action is necessary in order to accomplish the following:

- Conform to the edicts of the law or comply with legal process served on the Institute
- Protect and defend the rights or property of the Institute
- Act under demanding circumstances to protect the personal safety of the users of the Institute's websites, the functionality of those websites, or the general public

Security of Personal Information

The Institute secures students' personal information from unauthorized access, use, or disclosure. The Institute secures this personally identifiable information on computer servers in a controlled, secure

environment, protected from unauthorized access, use, or disclosure. Personal information, such as a credit card number, is only transmitted to other websites through the use of Secure Socket Layer (SSL) encrypted protection.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act ("FERPA") affords students certain rights with respect to their education records. These rights include:



1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Students should submit to the Campus President a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student may request the school to amend an education record the student believes is inaccurate or misleading. The student must write to the Campus President, clearly identify the part of the education record the student wants changed and specify why the education record is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

If the school decides not to amend the education record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the student's request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified by the school of his or her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without the student's consent.

One exception permits the school to disclose personally identifiable information contained in the student's education records without the student's consent to school officials with legitimate educational interests. A school official is: a person employed by the school in an administrative supervisory, academic or research, or support staff position; a person or company with whom the school has contracted; a person serving on an advisory board; or a student assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. Upon request, the school discloses education records without student consent to officials of other schools at which the student seeks or intends to enroll or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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, S.W., Washington, DC 20202-4605

5. Directory information (as defined below) in a student's education records may be unconditionally released by the school without the student's consent, unless the student specifically requests in writing that such information may not be released. The school requires that any such request by the student must (i) specify what categories of Directory Information are to be withheld and (ii) be delivered to the Campus President within 15 days after the student starts class. Any such request must be renewed annually by the student.

*Directory Information means information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's: name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g., full-time or part-time); date and place of birth; program of study; extracurricular activities; credentials, awards and recognition (i.e.,

honors) received; last school attended; dates of attendance; (i.e., enrollment periods(s), not daily attendance record); and student or user ID number (other than a social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity which are known or possessed only by the authorized user.

See also the School Catalog for additional information about FERPA.