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## Consumer Disclosures

### **Copyright Infringement**

This 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 work 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, and Sections 504 & 505. The 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 [www.copyright.gov](http://www.copyright.gov).

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments, or any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be permitted to bring in his/her personal equipment into the school premises. The second violation, the staff member may be terminated or the student expelled from the school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of students to have access to institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

## **NSLDS Disclosure**

Please note that any loan(s) borrowed by the student or parent will be submitted to the National Student Loan Data System (NSLDS). These loans will be accessible by guaranty agencies, lenders, servicers, and schools determined to be authorized user of the data system.

## **Entrance & Exit Counseling**

You are required to complete entrance counseling if you are a first time borrower and prior to receiving your first disbursement. To complete the entrance counseling, go to [www.studentloans.gov](http://www.studentloans.gov) and sign in using your FSA ID. You will select the “Complete Entrance Counseling”; allow at least 30 minutes to complete the online process. You can add an email address to where correspondence about your loans can be sent.

If a student withdraws or terminates their enrollment, IDI will forward an Exit Packet to the student. The packet will instruct students to go online to [www.studentloans.gov](http://www.studentloans.gov) to complete the Exit Counseling session; allow at least 30 minutes to complete the online process.

All students must meet mandatory requirements for both the Entrance and Exit Counseling procedures.

## **Voter Registration**

We encourage students to register to vote. You can go online to the following website to receive instructions on how to register to vote: <https://www.usa.gov/voter-registration-card>  
This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as the deadlines for submission of the applications. Here is the website for California: <https://vote.gov/register/ca/>.

## **Constitution Day**

IDI holds a session in each class on September 17<sup>th</sup> for the student body to gain observance of the formation and signing of the Constitution of the United States on September 17, 1787. This event is an annual event. All students are required to complete a short quiz.

## **Notice of Available G.E.D. Training**

As of 7/1/2012, if you do not already have a high school diploma, an equivalent G.E.D. certificate, a graduation certificate from a home schooled program approved by the state or foreign equivalent credential (12 years of education), YOU WILL NOT BE ABLE TO BE admitted into our program of study under the institution's ability to benefit procedures. The ability to benefit (ATB) procedures, were removed from statute as of 7/1/2012. Our institution wants you to know and encourages you to receive additional lifelong benefits from successfully completing the G.E.D. training and taking the G.E.D. exam.

Special preparation for the G.E.D. is available locally through any local schools and/or community group listed below. The program listed below, to the best of our knowledge, has proven to be successful in helping students pass the G.E.D. exam.

<b>Entity name:</b>	<b>Irvine Adult School</b>
<b>Address:</b>	<b>3387 Barranca Pkwy.</b>
<b>City, State, Zip:</b>	<b>Irvine, CA 92606</b>
<b>Phone:</b>	<b>949-936-7456 or 949-936-7454</b>

Please check with your financial aid officer at this institution, if you can prove that you have attended a Title IV eligible institution before 7/1/2012, and still do not hold a high school diploma or its equivalent. To be eligible for admission and financial aid you must provide proof of a high school diploma or its equivalent to IDI.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords 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 at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Interior Designers Institute-IDI receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If IDI decides not to amend the record as requested, IDI will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before IDI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

IDI discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by IDI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of IDI who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for IDI.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by IDI 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, SW  
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in 34 CFR 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, 34 CFR 99.32 of FERPA regulations requires the institution to record the disclosure.

Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within IDI whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 34 CFR 99.31 are met.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 CFR 99.34.
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of 34 CFR 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information".
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 34 CFR 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of 34 CFR 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.