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July 7, 2016

Re: Announced on-site Review  
OPE ID Number:

Dear:

This letter confirms that an on-site Program Review has been scheduled to begin on xxxx at xxxx. Xxxxx was notified via telephone of this review by Xxxx Xxxx on July 6, 2016. This review will be performed by Xxxx and Xxxx.

This review will assess Xxxx administration of the Title IV, HEA programs in which it participates. The review initially will cover the 2014-2015 and 2015-2016 award years, but may be expanded if appropriate. The Department of Education (Department) considers the administration of the Title IV, HEA programs to be an institution-wide effort. Consequently, the review will include all offices involved in the financial aid administration:

- Financial Aid office
- Registrar office
- Academic office
- Admissions office
- Fiscal/Business office

The review will also assess the institution's administration of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) included in Section 485(f) of the Higher Education Act of 1965, as amended (HEA), 20 U.S.C. § 1092(f) and the Department's implementing regulations at 34 C.F.R. §§668.41-668.46. The College's compliance with the requirements of the Drug-Free Schools and Communities Act and Part 86 of the Department's General Administrative Regulations will also be examined during the program review.

At the start of the review, we will conduct an entrance conference with you and your staff, to discuss the review process. We will contact you to establish a time for the conference. Please inform the personnel responsible for the above areas, and any others you deem appropriate, so

they or their designees can attend the entrance conference and remain available during the review.

In preparation for the review, please provide the following information to me prior to the review and no later than July 20, 2016.

- Catalog/brochure of institution
- Policy and procedures concerning:
  - o Admissions, institution and academic programs
  - o Satisfactory academic progress
  - o Attendance
  - o Withdrawals, official and unofficial
  - o Return of Title IV funds
  - o Verification
  - o Awarding of Title IV, HEA program aid
  - o Statements regarding the institution's educational programs, its financial charges, or the employability of its graduates
- A description of the salary structure and compensation packages offered to personnel engaged in admissions, or in supervising the admissions process and any institutional staff that makes decisions about the award of title IV funds must be provided. This includes any bonuses, incentive payments, or profit sharing arrangements; copies of employment contracts for each admissions position.
- Guidelines, policies and procedures used to evaluate admissions/recruitment staff and to support adjustments to salary or any other form of compensation. (in the absence of documented guidelines the school **must** provide a written narrative)
- A list of Third Party Servicers or other contractors involved in marketing, recruitment, and/or admissions (if applicable), and the services they provide, including copies of contracts.
- Copies of the two most recent Annual Security Reports published by the institution;
- Copies of the two most recent Annual Fire Safety Reports published by the institution (if required);
- Evidence of distribution of the two most recent Annual Security and Fire Safety Reports;
- A copy of the institution's Drug and Alcohol Prevention Program disclosures and evidence of distribution to all students and employees;
- Copies of the two most-recent Drug and Alcohol Prevention Program Biennial Review Documents published by the institution;
- Institutional and financial aid student consumer publications
- URL's for all financial aid consumer information
- Examples of institutional forms, applications and worksheets that are used in administering the Title IV, HEA programs
- Total current enrollment and percentage receiving Title IV, HEA program aid
  
- If the institution offers programs via distance education, include the following:
  - A list of all programs that are offered at physical campus locations.

- A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online) and whether or not the programs are eligible for Title IV
- Please provide whatever materials that explain the faculty role in regards to interaction with students in distance education courses (e.g. faculty contract, handbook, job description, policy, training materials).
- Any instructions or materials provided to students for participation in online courses (including Web links)
  
- If the institution offers correspondence courses, include the following:
  - The percentage of correspondence courses offered in the latest complete award year
  - A list of all courses that are/were offered via correspondence in the latest complete award year, identifying those courses that are eligible for Title IV

Please use the enclosure, Online Location of Consumer Information / Documents, to record the URL of the items listed above and any documents available only in hardcopy form. Please e-mail the completed form to Xxxx Xxxx within 5 days of receipt of this letter and mail a copy of any materials available only in hardcopy.

Please do not send original materials, except for catalogs, brochures, pamphlets, handbooks, etc. The requested documents listed above should be copies.

Please direct this information to:

ATTN: XXX XXXX  
1244 Speer Blvd., Suite 201  
Denver, CO 80204  
(303) 844-0518

In addition, the institution must provide the data elements indicated in the attached Recipient Data Spreadsheet. The institution may choose to complete the provided file, or generate its own electronic file in the same format as the file provided. Return the file to Xxxx Xxxx by e-mail at [Xxxx.Xxxx@ed.gov](mailto:Xxxx.Xxxx@ed.gov) no later than July 14, 2016. Please see the enclosure Protection of Personally Identifiable Information (PII) for instructions regarding submission of required data / documents containing PII.

Regulatory authority to examine program and fiscal records and conduct reviews may be found at 34 C.F.R. § 668.24.

In addition to the information we have requested prior to the review, we also request that other specific records and documents be assembled in advance of the visit for examination by the review team at the start of the review on August 8, 2016. These records and documents are outlined on the enclosure. Please be certain that all records, hard copy and electronic, are available on site at the start, and for the duration, of the review. If the institution has contracted with one or more third-party servicers, such as consultants and data processors, to perform any functions related to the Title IV, HEA programs, XXX must notify each servicer of the program review so that all of the records are available for examination at the institution no later than the

start of the program review. The reviewers may request additional documents and records while on-site as necessary.

Please make arrangements for the review team to have access (view only and print capability) to any computer databases containing information related to Title IV, HEA program eligibility or disbursements (e.g., computerized student account records).

XXX must provide access to its administrative staff and students. We also request that the institution provide a secure working space for the review team to ensure the confidentiality of the institutional records being reviewed. We will also need access to a photocopy machine.

At the conclusion of the review, the review team may conduct an exit conference with you and/or your designee(s). The institution will receive an official written report at a later date.

If you have any questions, please call Xxxx Xxxx at (303) 844-0518. Thank you for your cooperation.

Sincerely,

Douglas Parrott  
Division Director

cc: Xxxx, Financial Aid Administrator  
North Central Association of Colleges and Schools, the Higher Learning Commission  
North Dakota State Board of Higher Education  
Department of Defense  
Department of Veterans Affairs  
Consumer Financial Protection Bureau

Enclosures:

Online Location of Consumer Information / Documents  
Records and Documents to be available at the start of the Program Review  
Recipient Data Spreadsheet File  
Protection of Personally Identifiable Information