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## Annual Notice of Availability of Consumer Information

Consumer information is updated on an annual basis and made available to enrolled and prospective students and staff of Sofia University electronically online at [www.sofia.edu](http://www.sofia.edu) by clicking on “Consumer Information,” from the main home page. **Paper copies of the consumer information are available upon request** from the Admissions Office.

**Notice of availability of institutional and financial aid information:** Detailed information about the following topics is located on the school’s web site:

- Contact information for assistance in obtaining institutional or financial aid information Student financial aid information
- Facilities and services available to students with disabilities
- Student body diversity
- Price of attendance
- Refund Policy, requirements for withdrawal, and Return of Title IV
- Academic Program (educational programs, instructional facilities, and faculty)
- Institutional and program accreditation, approval, and licensure
- Copyright infringement policies and sanctions
- Vaccinations Policy
- Retention Rates
- Completion/Graduation Rates
- Employment Placement Rates

**Notice of Privacy of Student Records** – Family Education Rights and Privacy Act (FERPA): Students have the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education. Procedures for reviewing records and the institution’s policy regarding disclosures of information are located on the school’s web site.

**Copyright Infringement Policies and Sanctions** (including computer use and file sharing): Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Additional information regarding penalties associated with unauthorized distribution of copyrighted materials is located on the school’s web site.

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**Drug and Alcohol Abuse Prevention:** Sofia University has adopted a zero tolerance policy regarding the unlawful use, sale, possession, and/or distribution of drugs and alcohol. A separate written policy outlining the school's policy is provided to each student and staff 2 member on an annual basis.

**Campus Security Report:** Sofia University's campus security report is updated on an annual basis. A separate notice is provided to each student and staff member by October 1st of each year detailing the availability of the report, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the institution will provide a paper copy of the report upon request.

**Completion/Graduation Rates:** Completion/Graduation rates are available on the school's web site or in paper format upon request.

**Refund Policy, Requirements for Withdrawal and Return of Title IV, HEA Financial Aid:** Sofia's Refund policy as well as the requirements for Withdrawal and Return of Title IV, HEA Financial Aid policy are available on the school's web site or in paper format upon request.