

# Consumer Information Directory AY25-26

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The Carroll College Consumer Information Directory is designed as a quick reference tool for school personnel, prospective students and their families and other consumers. It is updated annually by the Financial Aid Office.

Contact us by phone, email or fax:

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 Summer Hours: M-F 8:00am - 4:00pm  
 Director: Janet Riis  
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 Assoc. Director: Carol Will  
 Coordinator: Lara Thomas

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<b>Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)</b>					
<b>FERPA rights</b>	Parents of students currently in attendance or eligible students currently in attendance	Annually	<a href="#">Carroll Catalog</a> <a href="#">Student Handbook</a>	Registrar x5435 Dean of Students x5434	2026-FA 2026-FA
<b>Facilities and Services for Students With Disabilities</b>					
<b>Services and facilities for students with disabilities</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog</a> <a href="#">Student Handbook</a> <a href="#">Accessibility Website</a>	Registrar x5435 Dean of Students x5434	2026-FA 2026-FA 2025-SE
<b>Student Diversity</b>					
<b>Diversity of student body</b>	Enrolled and prospective students	Upon request	<a href="#">Enrollment by Race and Gender Report</a>	Institutional Research & Strategy x5414	

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<b>Diversity of student body for Pell Grant recipients</b>	Enrolled and prospective students	Upon request	<a href="#">Enrollment by Race and Gender of students receiving Pell Grants</a>	Institutional Research & Strategy x5414	
<b>Price of Attendance</b>					
<b>Cost of attending the institution</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog</a> <a href="#">Yearly Costs webpage</a>	Registrar x5435 Financial Aid x5425	2026-FA
<b>Net Price Calculator</b>					
<b>Net Price Calculator</b>	Enrolled and prospective students, their families, and other consumers	On-going	<a href="#">Net Price Calculator</a>	Financial Aid x5425	2025-FA
<b>Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid</b>					
<b>Refund policies</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog</a> <a href="#">Financial Aid Forms</a> <a href="#">Bank</a>	Registrar x5435 Financial Aid x5425	2024-SE 2025-FA
<b>Official withdrawal procedures</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog</a> <a href="#">Withdrawal Checklist</a> <a href="#">Student Loan Contact Information</a> <a href="#">Student Handbook</a>	Registrar x5435 Financial Aid x5425 Business Office x5419 Dean of Students x5434	2026-FA 2025-FA 2026-FA
<b>Return of Title IV requirements</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog</a>  <a href="#">R2T4</a>	Registrar x5435 Financial Aid x5425	2026-FA 2025-FA

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<b>Textbook Information</b>					
<b>Textbook cost savings programs</b>	Enrolled students	Institution is encouraged, not required, to disseminate information	Textbook pricing is available online through the <a href="#">Saints Shoppe</a> . Students may access the link through Self-Service/Student Planning.	Bookstore x5418	2025-SE
<b>Textbook Pricing Info.</b>	Enrolled students	Each academic period	Textbook pricing is available online through the <a href="#">Saints Shoppe</a> . Students may access the link through Self-Service/Student Planning.	Bookstore x5418	2025-SE
<b>Educational Program/Instructional Facilities/Faculty</b>					
<b>Academic programs, facilities, and instructional personnel</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog</a>	Registrar x5435	2026-FA
<b>Course schedule information</b>	Enrolled and prospective students	Upon request	<a href="#">Carroll Class Schedules</a>	Registrar x5435	2025-SE
<b>Transfer of Credit Policies and Articulation Agreements</b>					
<b>Transfer credit policies</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog</a>	Enrollment Services x4384 Registrar x5435	2026-FA

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<b>Articulation Agreements</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Disclosure Notice</a>	Financial Aid x5425	2025-FA
<b>Accreditation, Approval, and Licensure of Institution and Programs</b>					
<b>Accreditation and licensing of the institution</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog Accreditation page</a>	Registrar x5435 Institutional Research & Strategy x5414	2026-FA 2025-SE
<b>Foreign gifts or contracts worth more than \$250,000 within a calendar year</b>	Department of Education (ED) and the public	Report to ED by the earlier of 1/31 or 7/31, after the receipt of the gift(s) or the contract date; must make report available for public inspection and copying during business hours	This does not apply to Carroll College	Financial Aid x5425 Development x4491	2025-FA
<b>Copyright Infringement-Policies and Sanctions/Computer Use and File Sharing</b>					
<b>Copyright and peer-to-peer file sharing issues</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog Student Handbook</a>	Registrar x5435 Dean of Students x5434 CCIT x4357	2026-FA 2026-FA
<b>Student Activities</b>					
			<a href="#">Student Handbook Student Activities</a>	Dean of Students x5434	2026-FA
<b>Career and Job Placement Services</b>					
			<a href="#">Carroll Catalog Career Services</a>	Registrar x5435 Career Services x5465	2026-FA 2025-SE

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<b>Teacher Preparation Program Report</b>					
<b>Teacher Education Preparation Program Report</b>	Title II Report Card		<a href="#">Title II Report Card</a>	Education Department x4353	2025-SE
<b>Teacher Education for College and Higher Education (TEACH Grant) Exit Counseling</b>	TEACH Grant recipients	Shortly before student ceases attendance, or within 30 days of leaving school, withdrawing from a TEACH Grant eligible program, or completing correspondence, or study abroad program	<a href="#">Carroll Financial Aid web page</a>	Financial Aid x5425	2025-FA
<b>TEACH Grant initial counseling</b>	First-time TEACH Grant recipients	Prior to first disbursement of first TEACH Grant	<a href="#">Carroll Financial Aid web page</a>	Financial Aid x5425	2025-FA
<b>TEACH Grant subsequent counseling</b>	Prior TEACH Grant recipients	Prior to first disbursement of each subsequent TEACH Grant	<a href="#">Carroll Financial Aid web page</a>	Financial Aid x5425	2025-FA
<b>Student Financial Assistance</b>					
<b>Available financial aid</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog</a> <a href="#">Financial Aid web pages</a>	Registrar x5435 Financial Aid x5425	2026-FA 2025-FA
<b>State grant assistance</b>	All enrolled eligible student borrowers	Timely so borrower can apply for available state aid	Carroll does not receive any State grant assistance.	Financial Aid x5425 Registrar x5435	2025-FA
<b>Rights and responsibilities of financial aid recipients</b>	Enrolled and prospective students	Information must be readily available	<a href="#">Carroll Catalog</a> <a href="#">Carroll Catalog</a> <a href="#">Financial Aid web pages</a>	Registrar x5435 Financial Aid x5425	2026-FA 2025-FA

**General Institutional Information**

<b>Disclosure</b>	<b>Disclosure Recipient</b>	<b>When disclosure must be made</b>	<b>Location of Disclosure</b>	<b>Office Contact</b>	<b>Last Updated</b>
<b>Satisfactory Academic Progress (SAP)</b>	Enrolled and prospective students	Information must be readily available	<a href="#">SAP Carroll Catalog</a>	Financial Aid x5425 Registrar	2025-FA 2026-FA
<b>Verification requirements</b>	Applicants selected for verification	Timely so applicant can complete verification by verification deadline	<a href="#">Carroll Catalog</a> <a href="#">Financial Aid web page</a>	Registrar x5435 Financial Aid x5425	2026-FA 2025-FA

**Student Loan Information**

<b>Entrance Counseling-Direct Loans</b>	All “first-time” graduate PLUS borrowers and all “first-time” borrowers of Direct Subsidized Loan or Direct Unsubsidized Loan	Prior to first disbursement of loan proceeds	<a href="#">Financial Aid web pages</a>	Financial Aid x5425	2025-FA
<b>Exit counseling-Title IV loan programs</b>	All student borrowers of a loan made under the Federal Perkins Loan, Direct Loan, or Federal Family Education Loan (FFEL) programs	Shortly before the borrower ceases at least half-time enrollment, or within 30 days of the borrower leaving school or completing correspondence or study abroad program	<a href="#">Financial Aid web pages</a> <a href="#">Stafford</a> <a href="#">Perkins</a> <i>In person group exit sessions done at end of each semester</i>	Financial Aid x5425	2025-FA
<b>Institutional Code of Conduct</b>	All institutional employees and officers with Title IV loan responsibilities	Annually	<a href="#">Code of Conduct for Financial Aid Professionals</a>	Financial Aid x5425	2025-FA
<b>Preferred lender list and disclosures</b>	Enrolled students and their families	For any year in which a preferred lender arrangement exists with a private education loan lender, must annually compile and make available.	Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the <a href="#">Financial Aid Office web page</a> .	Financial Aid x5425	2025-FA

**General Institutional Information**

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<b>Lender assistance in preparing educational counseling, financial literacy, or debt management materials</b>	Education loan borrowers	At time educational counseling, financial literacy, or debt materials provided	<a href="#">Loan Repayment</a>	Financial Aid x5425	2025-FA
<b>Code of conduct if participate in Title IV loan program</b>	All institutional employees and officers with Title IV loan responsibilities	Annually	<a href="#">Consumer Information Page</a>	Financial Aid x5425	2025-FA
<b>Code of conduct if preferred lender arrangement</b>	All employees and officers of the institution and of institution-affiliated organization(s) with responsibilities with respect to private education loans	Annually	Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the <a href="#">Financial Aid Office web page</a> .	Financial Aid x5425	2025-FA
<b>Education loan disclosures if preferred lender arrangement exists</b>	Enrolled and prospective students and their families	Annually so students or their families can take the information into account before selecting a lender or applying for an education loan (see Federal Register, 7/28/09, p. 37439)	Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the <a href="#">Financial Aid Office web page</a> .	Financial Aid x5425	2025-FA
<b>Private education loan disclosures if preferred lender arrangement exists</b>	Enrolled or prospective students and their families	Annually so students or their families can take the information into account before selecting a lender or applying for an education loan (see also Federal Register, 7/28/09, p. 37439)	Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the	Financial Aid x5425	2025-FA

**General Institutional Information**

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
			<a href="#">Financial Aid Office web page.</a>		
<b>Private education loan disclosures if provide information about a private education loan from a lender to a prospective borrower</b>	Prospective private education loan borrower	When providing private education loan information from a lender so borrower can take the information into account before selecting a lender or applying for a private education loan	Prospective borrowers may access private education loan disclosure information through the lender comparison list on the <a href="#">Financial Aid web pages.</a>	Financial Aid x5425	2025-FA
<b>Preferred lender arrangement annual report</b>	ED, enrolled and prospective students and their families, and the public	ED: TBD Others: Upon request	Students are free to borrow from any lender this wish. A sample of the most commonly used lenders selected by Carroll students is available on the <a href="#">Financial Aid Office web page.</a>	Financial Aid x5425	2025-FA
<b>Direct Loan model disclosure form</b>	Enrolled and prospective students and their families	When providing information about a private education loan; otherwise must make available upon request.	<a href="#">Financial Aid web page</a> <i>FastChoice lender comparison tool</i>	Financial Aid x5425	2025-FA
<b>Health and Safety</b>					
<b>Drug and alcohol abuse prevention program information</b>	Enrolled students, employees, ED, and the public	Enrolled students and employees: Annually ED and public: Upon request	<a href="#">Alcohol &amp; Drug Policy for Students</a> <a href="#">Alcohol &amp; Drug Abuse Prevention Student Life page</a> <a href="#">Alcohol &amp; Drug Abuse Policy for Faculty &amp; Staff</a>	Dean of Students x5434 Human Resources x5501	2025-SE 2025-SE

General Institutional Information					
Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<b>Penalties for Drug Violations</b>	Enrolled students	Upon Enrollment	<a href="#">Annual Security and Fire Safety Reports</a> <a href="#">Alcohol &amp; Drug Policy for Students</a>	Dean of Students x5434	2025-SE  2025-SE
<b>Drug-free workplace statement</b>	Employees	Annually	<a href="#">Alcohol &amp; Drug Abuse Policy for Faculty &amp; Staff</a>	Human Resources x 5501	2025-SE
<b>Vaccination policies</b>	Enrolled and prospective students	Upon request	<a href="#">Student Handbook</a> <a href="#">Admission Office</a> <a href="#">Enrollment Documents</a>	Dean of Students x5434 Enrollment Services x4384	
Campus Security Policies, Crime Statistics, and Crime Log					
<b>Emergency notification</b>	Campus community	If immediate threat to the health or safety of students or employees occurring on campus  Must provide adequate follow-up information as needed	<a href="#">Emergency Information homepage</a>  <a href="#">Student Handbook</a>	Campus Security x4404 Dean of Students x5434	2025-SE 2026-FA
<b>Emergency response and evacuation procedures</b>	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or chief executive officer	<a href="#">Emergency Information homepage</a> <a href="#">Evacuation homepage</a> <a href="#">Annual Security and Fire Safety Reports</a> <a href="#">Student Handbook</a>	Campus Security x4404 Dean of Students x5434	2025-SE 2025-SE  2025-SE  2026-FA
<b>Timely warning</b>	Campus community	Occurrence of crime reported to campus security authorities or local police agencies that institution	<a href="#">Timely Warning homepage</a>  <a href="#">Student Handbook</a>	Campus Security x4404 Dean of Students x5434	2025-SE 2026-FA

**General Institutional Information**

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
		considers to represent a threat to students and employees			
<b>Annual Security and Annual Fire Safety Report</b>	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or chief executive officer	<a href="#">Annual Security &amp; Fire Safety Reports</a>  Paper copies are available upon request.	Campus Security x4404	2025-SE
<b>Crime log</b>	Anyone regardless of whether associated with the institution	Portion of log for most recent 60-day period: Upon request during normal business hours  Portion of log older than 60 days: Within 2 business days of request	<a href="#">Incident Log homepage</a>	Campus Security x4404	2025-SE
<b>Fire log</b>	Anyone regardless of whether associated with the institution	Portion of log for most recent 60-day period: Upon request during normal business hours  Portion of log older than 60 days: Within 2 business days of request	<a href="#">Fire Log Homepage</a>	Campus Security x4404	2025-SE
<b>Missing student notification policies and procedures</b>	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or chief executive officer	<a href="#">Annual Security &amp; Fire Safety Reports</a>  <a href="#">Student Handbook</a>	Campus Security x4404 Dean of Students x5434	2025-SE 2026-FA
<b>Missing student notification</b>	Contact person if one designated, missing student's parent or	Within 24 hours of determination student is missing	<a href="#">Student Handbook</a>	Dean of Students x5434 Campus Security x4404	2026-FA 2025-SE

**General Institutional Information**

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
	guardian if student is under 18 years old and not emancipated, and local law enforcement agency with jurisdiction in the area		<a href="#"><u>Missing Person Notification</u></a>		
<b>Registered sex offenders information</b>	Enrolled and prospective students, current and prospective employees, and ED	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request ED: Date ED specifies in annual letter to institution's president or chief executive officer	<a href="#"><u>Annual Security &amp; Fire Safety Reports</u></a> <a href="#"><u>State of MT Sexual or Violent Offenders Registry</u></a>	Campus Security x4404	2025-SE
<b>Outcome of institutional disciplinary proceedings against alleged perpetrator of a crime of violence or non-forcible sex offense</b>	Alleged victim or next of kin if alleged victim is deceased	Upon written request	Dean of Students <i>available upon written request</i>	Dean of Students x5434	2025-SE

**Student Outcomes**

**General Institutional Information**

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<p><b>Report on athletic program participation rates and financial support data</b></p>	<p>Enrolled and prospective students, the public, and ED</p>	<p>Report must be made available annually no later than 10/15</p> <p>Enrolled and prospective students and the public: Upon request</p> <p>ED: Within 15 days of making report available to enrolled and prospective students and the public.</p>	<p><a href="#"><u>Equity in Athletics Report</u></a></p> <p><a href="#"><u>Equity in Athletics Institutional Information</u></a></p>	<p>Financial Aid x5425</p> <p>Business Office Controller x5430</p>	
<p><b>Placement rate information if rate used to attract students</b></p>	<p>Prospective students</p>	<p>Before or at time of application for enrollment</p>	<p>These statistics are compiled annually based upon the Graduate Student Survey conducted prior to graduation each year. The data is provided through coordination with the Development and Institutional Effectiveness Offices. <a href="#"><u>Graduate Employer and Continuing Education Survey</u></a></p>	<p>Financial Aid x5425</p> <p>Institutional Research &amp; Strategy x5414</p>	

**General Institutional Information**

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<p><b>Completion or graduation rate, and transfer-out rate of full-time undergraduates</b></p>	<p>Enrolled and prospective students and ED</p>	<p>Enrolled students: Information must be readily available</p> <p>Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution</p> <p>ED: Annually within time frame specified by Integrated Postsecondary Education Data System (IPEDS) for reporting completion or graduation rate data</p>	<p><a href="#"><u>Completion or graduation rate, of full-time undergraduates and those receiving federal aid report</u></a></p>	<p>Financial Aid x5425 Institutional Research &amp; Strategy x5414</p>	
<p><b>Report on completion or graduation rate and transfer-out rate of student athletes</b></p>	<p>ED, prospective student-athletes, and the student's parents, high school coach, high school guidance counselor</p>	<p>Prospective student-athletes and their parents, high school coach, high school guidance counselor: When offering athletically-related financial aid unless disclosure waiver applies based on institution's membership in national collegiate athletic association</p> <p>ED: Annually by 7/1</p>	<p><a href="#"><u>Completion or graduation rate and transfer-out rate of student athletes report</u></a></p>	<p>Financial Aid x5425 Institutional Research &amp; Strategy x5414</p>	
<p><b>Graduate or professional education of graduates from institution's 4-year degree programs</b></p>	<p>Enrolled and prospective students</p>	<p>Information must be readily available</p>	<p>These statistics are compiled annually based upon the Graduate Student Survey conducted prior to graduation each year. The data is provided through coordination with the Development and Institutional Research &amp; Strategy Offices.</p>	<p>Financial Aid x5425 Institutional Research &amp; Strategy x5414</p>	

**General Institutional Information**

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
			<a href="#"><u>Graduate or Professional Education Report</u></a>		
<b>Placement and employment information of degree or certificate program graduates</b>	Enrolled and prospective students	Information must be readily available	These statistics are compiled annually based upon the Graduate Student Survey conducted prior to graduation each year. The data is provided through coordination with the Development and Institutional Research & Strategy Offices. <a href="#"><u>Placement and Employment Information of Graduates Report</u></a>	Financial Aid x5425 Institutional Research & Strategy x5414	
<b>Retention rate reported to IPEDS</b>	Enrolled and prospective students	Enrolled students: Information must be readily available  Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution	Retention rate data are for first-time bachelor's or equivalent degree-seeking, full-time undergraduates.  <a href="#"><u>Overall first-year retention rate</u></a>	Institutional Research & Strategy x5414	
<b>Notice to enrolled students of the availability consumer information</b>	Enrolled students	Annually	<a href="#"><u>Consumer Information Disclosure Notice</u></a> is published in the Student Handbook and distributed to each enrolled student annually.	Financial Aid x5425	
<b>Personnel responsible for providing consumer information</b>	Enrolled and prospective students	Information must be readily available	Dean of Students Financial Aid Registrar Institutional Research & Strategy	Annette Walstad x5434 Janet Riis x5423 Carol Schopfer x4572 Ian Kessler x4358	2025-SE

**General Institutional Information**

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
			Business Office Enrollment Services Bookstore Human Resources CCIT Campus Security	Lori Peterson x5432 Erik Rose x4563 Stacey Whited x5418 Karla Weltz x5501 Robert Whited x4434 Jay Nelson x4404	
<b>Reimbursements for service on advisory boards</b>	ED	Annually  At the time these materials were finalized, ED had not established a report due date or format.	This does not apply to Carroll College	Financial Aid x5425	2025-FA
<b>Gainful Employment</b>	ED and prospective students	Annually	Annually	Financial Aid x5425	2025-FA