



Institutional and Financial Aid Consumer Publications Policy

Roxbury Community College is committed to providing student consumer information as stipulated by the Federal Student Disclosure Requirements. In accordance with the Higher Education Act of 2008, the Campus Security Act of 1990 and the Student Right to Know Act, Roxbury Community College is required to publish and distribute all consumer disclosures in a timely and accurate manner.

To remain in compliance with the Federal Regulations, the Office of Communication and Office of Financial Aid effectively maintain the following process to ensure that all consumer disclosures are current and accessible to Roxbury Community College students (enrolled and prospective) as well as staff:

- The Director of Marketing & Communications and Director of Financial Aid meet on a quarterly basis to review the current state of the website, in relation to consumer disclosures, and discuss necessary web updates as well as timelines.
- All requests are requested through RCC email.

Additionally, the *Bi-Annual Right to Know Information* notification is reviewed to ensure all links are active and current.

Any requests for paper copies of Disclosures are sent to the Director of Financial Aid.