Students applying to college have the right to certain information about colleges and universities, and about how much it costs to go to college. The US government requires that colleges and universities provide prospective students with the following information.

### Most colleges and universities pool this information on their Web sites. In addition, campuses are required to dedicate at least one staff member as a “customer service” information provider. College admission offices will be able to direct you to that staff member to answer your questions.

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Colleges Must Provide:</th>
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<tbody>
<tr>
<td>General:</td>
<td>• The cost of attending an institution, including tuition and fees, institutional and textbook costs, as well as scholarships and financial aid (these must be included on the institution’s Web site)</td>
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<td>• The rights and responsibilities of students receiving federal financial aid, including federal aid recipient status</td>
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<td>• The on-time graduation rate of students entering the institution</td>
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<tr>
<td>• Procedures for reporting crimes and emergencies on campus, as well as the system of adjudication</td>
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<tr>
<td>• The number and types of crime reported on and around campus</td>
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<tr>
<td>• The school’s drug abuse prevention policy, as well as descriptions of the school’s drug awareness and drug use prevention programs</td>
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</tbody>
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### Prospective Students Have the Right to Know:

- **Colleges Must Provide:**
  - The academic program of the institution, including degrees, programs of study, and facilities
  - Any plans by the institution for improving the academic program
  - A list of faculty and other instructional personnel
  - A statement of the institution’s transfer credit policies, including any established criteria used regarding the transfer of credit and degrees of institutions with which the institution has an established transfer agreement

- **Academics:**
  - The academic program of the institution, including degrees, programs of study, and facilities
  - Any plans by the institution for improving the academic program
  - A list of faculty and other instructional personnel
  - A statement of the institution’s transfer credit policies, including any established criteria used regarding the transfer of credit and degrees of institutions with which the institution has an established transfer agreement

- **General:**
  - The cost of attending an institution, including tuition and fees, institutional and textbook costs, as well as scholarships and financial aid (these must be included on the institution’s Web site)
  - The type of financial aid, including federal, state, and local government, need-based and non-need-based, and institutional and private financial aid available (these must be included on the institution’s Web site)
  - Terms and conditions of participation in financial aid programs (if the institution calculates a sample loan repayment schedule, the necessity for repaying loans)
  - The rights and responsibilities of students receiving federal financial aid, including federal aid recipient status
  - The on-time graduation rate of students entering the institution
  - The median loan debt incurred by students who completed the program
  - The number of students completing the program, including costs for tuition and fees, room and board, and other institutional costs typically incurred by students enrolling in the program
  - The placement rate for students completing the program
  - The median loan debt incurred by students who completed the program
When You Are Placed on a Wait/Alternate List:

- You have the right to be free from high-pressure sales tactics.
- The letter that notifies you of that placement should provide a history about its process and policies.
- You have the right to wait until May 1 to respond to an offer of admission and/or financial aid.
- Colleges that request commitments to offers of admission and/or financial assistance prior to May 1 must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for admission and/or financial aid.
- Candidates admitted under early decision programs are a recognized exception to the May 1 deadline.

When You Are Offered Admission:

- You have the right to complete information from the college about its process and policies.
- You must complete all material required for application and submit your application on or before the published deadlines. You should be the sole author of your application.
- You should seek the assistance of your high school counselor early and throughout the application period. Follow the process recommended by your high school for filing college applications.
- It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.
- If you think your rights have been denied, you should contact the college or university immediately to request additional information or the extension of a reply date. In addition, you should ask your counselor to notify the president of the state or regional affiliate of the National Association for College Admission Counseling in your area. If you need further assistance, send a copy of any correspondence you have had with the college or university and a copy of your letter of admission to:

National Association for College Admission Counseling
1050 N. Highland Street
Suite 400
Arlington, VA 22201
Phone: 703/836-2222
Fax: 703/836-2225
www.nacacnet.org

If you are put on a wait list by a college or university and are later admitted to that institution, you may accept the offer and send a deposit to only one college or university. The exception to this arises if you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications. If you are an early decision candidate and are seeking financial aid, you need to refile all other applications until you have received notification about financial aid from the admitting early decision institution.

Definitions of Admission Options in Higher Education

Non-Restrictive Application Plans

Regular Decision
Definition: Students submit an application by a specified date and receive a decision in a clearly stated period of time.
Commitment: Non-Binding

Rolling Admission
Definition: Institutions review applications as they are submitted and render admission decisions throughout the application cycle.
Commitment: Non-Binding

Early Action (EA)
Definition: Students apply early and receive a decision well in advance of the institution’s regular response date.
Commitment: Non-Binding

Restrictive Application Plans

Early Decision (ED)
Definition: Students make a commitment to a first-choice institution where, if admitted they will enroll. The application deadline and decision deadline occur early.
Commitment: Binding

Restrictive Early Action (REA)
Definition: Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA to other institutions. If offered enrollment, they have until May 1 to confirm.
Commitment: Non-Binding