



NATIONAL PARALEGAL  
COLLEGE

# Annual Disclosures Pursuant to HEA

## 2020

Dated: September 29, 2020

## Table of Contents

Drug Prevention Program .....	3
Copyright Policy .....	6
FERPA .....	7
Contacts and Other Information .....	11
Financial Aid Assistance	
Student Body Diversity	
Disability policies and services	
Miscellaneous	

## **DRUG PREVENTION PROGRAM:**

National Paralegal College proudly participates in a drug free environment. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees (Safe and Drug Free Schools and Communities Act).

Staff and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

There are numerous legal sanctions under local, state and federal laws, which can be used to punish violators. Penalties can range from suspension, revocation and denial of a driver's license to 20-50 years of imprisonment at hard labor without benefit of parole. Property may be seized. Community service may be mandated. Students could lose eligibility for financial aid, could be denied other federal benefits, such as social security, retirement, welfare, health, disability and veterans' benefits. Businesses could lose federal contracts if the company does not promote a drug free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State of Arizona are adequate to protect the innocent, but stringent enough to insure that persons involved with illegal dealings of drugs or excessive use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest, which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intent to distribute could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer's fees, participate in community service, receive an increase in the cost of car insurance or even lose their driver's license and end up in prison.

Students and employees must notify the Administrator of the School in writing of a conviction of a criminal drug statute occurring at the work place, within 5 days after receiving the conviction. Disciplinary action will take place within 30 days of notification and can range from a letter of admonishment, suspension from school or work, and/or enrollment in a rehabilitation program to termination from either school or employment. Referral services and booklets can be obtained by accessing the resources listed below.

## **DRUG FREE COLLEGE ENVIRONMENT**

National Paralegal College proudly participates in a drug free environment. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees (Safe and Drug Free Schools and Communities Act). Results of NPC's biennial review of its Drug Policy Program are available upon request.

### **Health Risks of Alcohol and Other Drugs**

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects.

Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs).

Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.

The consumption of alcohol or drugs when pregnant may cause abnormalities in babies.

Referral services and booklets can be obtained by accessing the resources listed below:

### **The Center for Substance Abuse Treatment and Referral Hotline**

Information and referral line that directs callers to treatment centers in the local community: 1-800-662-HELP (4357). <http://www.samhsa.gov>

### **The Drug Free Workplace Helpline**

A line that provides information only to private entities about workplace programs and drug testing: 1-800-967-5752.

### **The Partnership for Drug-Free Kids**

These experienced health care professionals, including substance abuse counselors and nurses, are affiliated with Alliance Healthcare Information, Inc., a company dedicated to providing excellent service.

Drug Free Kids can be reached at [www.drugfree.org](http://www.drugfree.org) or 1-855-DRUGFREE

## **The Council on Alcohol and Drugs**

The Council on Alcohol and Drugs is a 45+ year-old nonprofit, 501(c)(3) substance abuse prevention and education agency that develops programs and materials based on the most current research on drug use and its impact on community. The Council provides drug free workplace and DOT services nationwide. The Council is an official affiliate of the Georgia Chamber of Commerce and a partnership program of the South Carolina State Chamber of Commerce. Offices are located in the Georgia Chamber of Commerce headquarters in Atlanta. The Council's, "Drugs Don't Work," program has been the official drug free workplace provider for the state of Georgia since 1993. "Drugs Don't Work," in Georgia is funded by the Georgia Department of Behavioral Health and Developmental Disabilities, Division of Addictive Diseases, Office of Prevention Services and Programs.  
[www.livedrugfree.org](http://www.livedrugfree.org) or (404) 223-2480

## **Penalties for Drug Convictions while receiving Federal student aid:**

### **Possession of Illegal Drugs:**

- First Offense: Loss of eligibility for federal financial aid for one year from the date of conviction.
- Second Offense: Loss of eligibility for federal financial aid for two years from the date of conviction.
- Third and Subsequent Offenses: Indefinite ineligibility for federal financial aid, from the date of conviction.

### **Sale of Illegal Drugs:**

- First Offense: Loss of eligibility for federal financial aid for two years from the date of conviction.
- Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction.

For more information regarding Federal Student Aid and drug-related convictions, students should call the Federal Student Aid Information Center at 1-800-4-FED-AID. Or click here: <https://studentaid.ed.gov/sa/eligibility/criminal-convictions>

## Copyright Infringement and Peer-to-Peer File Sharing Policy - Copyright Law:

Students enrolled in NPC acknowledge that all study materials provided are created by NPC and are copyright protected. The student agrees that he/she will not at any time during or after the completion of the student's studies at NPC copy material (including peer-to peer file sharing,) for any purpose than the student's personal education. NPC does not condone the unauthorized distribution of copyrighted material. Any acts of copyright infringement in the course of study will constitute a violation of the Student Code of Conduct which may result in the students dismissal from NPC.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

NPC uses technology-based deterrents to combat unauthorized distribution of copyrighted material, such as Turnitin. Students that need assistance obtaining specific copyrighted materials in a legal manner may contact Dean Stephen Haas for assistance at [shaas@nationalparalegal.edu](mailto:shaas@nationalparalegal.edu).

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), and FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## Family Educational Rights and Privacy Act (FERPA):

National Paralegal College maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in June 1976). FERPA defines requirements designed to protect students' privacy concerning their educational records. The disclosure includes students' rights and the procedure to review their records and correct inaccuracies. Generally, student records will not be released to a third party without written authorization from the student, a lawfully issued subpoena or by judicial order. Educational records pertain to all records an institution maintains about a student. A student who has questions or concerns regarding compliance with the Privacy Act is encouraged to contact the president of the school at (800) 371-6105 x 101.

NPC reserves the right to release certain directory information. Former and current students of NPC have the opportunity to limit the release of directory information by notifying the student services director in writing at any time.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day NPC receives a request for access. The student should submit a written request that identifies the record(s) the student wishes to inspect. The NPC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the NPC official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If NPC decides not to amend the record as requested, NPC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before NPC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

NPC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by NPC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of NPC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NPC.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NPC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

Phone: 1-800-USA-LEARN (1-800-872-5327)

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within NPC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))



- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11)) NPC reserves the right to disclose directory information as allowed under the definition provided here: <https://www2.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf>. This may included the student's name, address, telephone listing, e-mail address, photograph, date of birth, field of study, grade level, enrollment status, degrees granted, honors or awards received, and the most recent educational agency or institution attended. Directory information does not include a student's social security number or any information that is used in conjunction with one or more factors to authenticate the user's identity to gain access to a student's educational records.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- For more information about FERPA and student privacy, visit:  
<https://studentprivacy.ed.gov/>

### State Licensing:

According to the American Bar Association, California is the only state to regulate paralegals directly, requiring a minimum education requirement for someone to use the title of paralegal. NPC's Certificate Program does fulfill the requirement listed here: *A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.*

To see more information on working as a paralegal in CA, click here: [https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=BPC&division=3.&title=&part=&chapter=5.6.&article=](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=3.&title=&part=&chapter=5.6.&article=)

Some employers may require an individual to have passed a paralegal certification exam in order to be employed as a paralegal. NPC's Certificate Program as well as our degree programs will qualify an individual to sit for the Certified Paralegal exam administered by NALA. NPC provides a prep course for the exam that is included with students' tuition. For more information on the exam, please visit the NALA website here: <https://www.nala.org/certification/certified-paralegal-cp-program>

# GENERAL CONTACT INFORMATION

## Hours of Operation

9:00 AM to 8:00 PM, Monday – Thursday, and Friday from 9:00 AM to 5:00 PM, Eastern Time.

National Paralegal College OPEID: 041574-00

**Phone Number: 800-371-6105**

**Fax Number: 866-347-2744**

## Directory:

**Admissions – Press 0**

**Financial Aid – Press 1**

**Technical Support – Press 2**

**Bursar – Press 3**

Ext.	101	Avi Katz	President
Ext.	104	Stephen Haas	Dean, Chief Academic Officer
Ext.	102	David Cohen	Chief Technology Officer
Ext.	122	Amy Dubitsky	Director of Compliance & Career Services
Ext.	105	Dana Wasserstrom	Admissions Director
Ext.	116	Ayala Wohlgelernter	Student Services Director
Ext.	107	Lisa Pimber	Financial Aid
Ext.	131	Jeremy Rovinsky	Dean

Federal Student Aid may be available for those that qualify and are enrolled in a qualifying program. Further information on applying for Financial Aid, rights and responsibilities of financial aid recipients, can be found on line at:

<https://nationalparalegal.edu/FinancialAid.aspx> and in your award letter.

For information on Student Body Diversity, please contact: [david@nationalparalegal.edu](mailto:david@nationalparalegal.edu)

For information or to review the NPC Disability Accommodations Policy, please contact: [amy@nationalparalegal.edu](mailto:amy@nationalparalegal.edu)

Statistics on NPC can be found on the College Navigator site of the National Center for Education Statistics here: <https://nces.ed.gov/collegenavigator/?id=461023>

Other NPC student data as required to be reported to the Department of Education is located on our website here: <https://nces.ed.gov/collegenavigator/?id=461023>

NPC costs of attendance, and policies regarding refunds, withdrawals, Return of Title IV, academic programs, accreditation & licensing, and transfer credit policies, can be found in the Catalog and materials published here: <https://nationalparalegal.edu/Catalog.aspx>

This document will be available on the the NPC website under the School Publications tab: <https://nationalparalegal.edu/Publications.aspx>

A paper copy of these disclosures, our catalog, or any other information posted to our website is available upon request.