

## STUDENT HEALTH INSURANCE NEW AND RENEWAL INFORMATION

Pierce Law will offer student health insurance to domestic students through Commercial Travelers Insurance Company. Enrollment forms are available from the Business office. *Please see Denise Presby with questions or concerns.*

Current Rates for the 2008-2009 Academic Year:

Student - \$663/Semester

Student & Spouse - \$1,973/Semester

Student, Spouse & Dependant Children - \$2,736/Semester

Claim forms can be obtained online from  
[www.commercialtravelers.com/college.html](http://www.commercialtravelers.com/college.html)

And should be sent to the following address:

Plan Administrator:

COMMERCIAL TRAVELERS MUTUAL INSURANCE  
COMPANY

70 Genesee St.

Utica, NY 13502

1-800-756-3702



## INTERNATIONAL STUDENT HEALTH INSURANCE

Pierce Law offers international student health insurance through HTH Worldwide. Please sign up for insurance upon arrival at Pierce Law. Forms are available from Alyson Fayva in the Graduate Programs Office.

Current rates for the 2008-2009 academic year

Student – \$1,134/year

Student & Spouse – \$6,798/year

Student, Spouse & Dependant Children – \$11,046/year

Spouse - \$5,664/year

Student, Spouse & Child - \$8,922/Semester

For a full description of the policy,  
see [www.hthstudents.com](http://www.hthstudents.com)

Claim forms can be obtained online from:  
[www.hthstudents.com](http://www.hthstudents.com)

Claims should be sent to the following address:

HTH WORLDWIDE

PO Box 968

Horsham, PA 19044

## EDUCATION RIGHTS & PRIVACY POLICY

### I. Introduction

Pursuant to 45 C.F.R. § 99.5 (1978), promulgated under the Family Educational Rights and Policy Act, 20 U.S.C.S. § 1232g (1976), Pierce Law is required to formulate and adopt a policy that protects the privacy of student education records and the students right to inspect and review their education records. This policy is designed to satisfy that requirement and a copy of the policy is annually provided to all students and employees. Students interested in further information should consult 20 U.S.C.S. § 1232g (1976O) and 45 C.F.R. § 99.1 et. Seq. (1978).

In general, each student has the rights of access to his/her education records and the right to challenge the content of such records as misleading or inaccurate. In most circumstances, the student's written consent is required before information from his/her records is disclosed to another person, agency or organization.

Students have the right to file complaints concerning alleged failures of Pierce Law to comply with the requirements of the statute and regulations cited about. 45 C.F.R. § 99.63 (1978). Complaints should be addressed to:  
The Family Educational Rights and Privacy Act Office (FERPA)  
Department of Health, Education and Welfare  
330 Independence Avenue, SW  
Washington, DC 20201

### II. Inspection and Review of Educational Records

#### A. Definition, Types, and Location

"Education Records" means those documents which are directly related to a student by content with personally identify a student, and which are maintained by Pierce Law in the following locations.

LOCATION	TYPES OF RECORDS
1. Business Office	Financial records including tuition.
2. Registrar's Office	Transcripts, academic records, VA records, admission files post matriculation, Academic Standing Committee letters & correspondence, Conduct Code violation findings.
3. Financial Aid Office	Financial aid, student loans, work study records.
4. Career Services Office	Resumes, cover letters, other correspondence.