AVI CAREER TRAINING

Electronic Signature & Mobile Confirmation Policy

Approved by: Ramakrishna Grandhi, President
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1) Purpose

This policy authorizes the use of electronic signatures (e-signatures) and mobile confirmations (text-message approvals) for completing student documents. It ensures compliance with the Virginia Uniform Electronic Transactions Act (UETA), the Federal ESIGN Act, and FERPA. This approach allows flexibility for students unable to sign in person while maintaining legally verifiable consent, protecting privacy, and supporting the school's paperless recordkeeping goals.

2) Scope

This policy applies to all administrative, academic, and financial aid documentation required for each student at AVI Career Training. It includes every document listed in the institution's administrative and financial aid checklists. These may include, but are not limited to, enrollment agreements, funding estimates, payment plans, SAP acknowledgments, FERPA forms, LOA requests, and other required institutional forms.

3) Legal Basis

The policy complies with the Virginia Uniform Electronic Transactions Act (UETA), the Federal Electronic Signatures in Global and National Commerce (ESIGN) Act, the Family Educational Rights and Privacy Act (FERPA), and the Telephone Consumer Protection Act (TCPA). Together, these laws recognize electronic records as legally valid and require consent, authentication, and data protection.

4) Definitions

Electronic Signature (E-Signature): A digital mark (typed, drawn, or clicked) adopted by a student with intent to sign a record.

Official Mobile Confirmation (OMC): A verified text message sent by the student from their registered mobile number to AVI's designated school phone, confirming document review and approval.

Designated School Mobile Phone: The official number published by AVI for receiving

confirmations.

Audit Trail: The verification record containing signer details, timestamps, and identity evidence.

5) Student Consent to Electronic Records & Signatures
Before using electronic signature or mobile confirmation methods, students must sign or text-confirm an Electronic Records Disclosure acknowledging that they understand the process, have the right to withdraw consent, can request paper copies at no cost, and that all records will be securely stored under FERPA guidelines.

6) Acceptable E-Signature Methods
Accepted methods include: (1) secure platform signatures with timestamp and IP tracking, (2) typed name confirmations with intent statements, and (3) stylus or finger-drawn signatures on digital devices. Each method must demonstrate clear intent, verified identity, and data security.

7) Official Mobile Confirmation (OMC)
If the student cannot access an e-signature platform, they may send a text message to the Designated School Mobile Phone. The message must include the student's full name, DOB or Student ID, document title, statement of consent to sign electronically, current date, and a one-time verification code issued by staff. The message transcript is saved in the student's record for verification.

8) Eligible Documents
All required school documents may be executed via e-signature or OMC except for those that specifically require notarization or lender-authorized systems. This includes all administrative, academic, and financial aid forms maintained in the student's records. E-signatures or mobile confirmations serve as legally valid approvals for all checklist items across both files.

9) Accessibility & Paper Copies
Students may request paper copies of any electronically signed or text-confirmed document at any time. Requests will be fulfilled within five business days. Students may withdraw electronic consent at any time without penalty. AVI Career Training will ensure accessibility accommodations for students with disabilities or language barriers.

10) Authentication & Security
Each transaction includes timestamp verification, identity matching, verification codes, and document hashing. All records are stored on secure servers with access limited to authorized personnel. Annual FERPA and data protection training is mandatory for all administrative staff handling student files.

11) Recordkeeping & Retention

All electronically signed or confirmed documents are retained for a minimum of five years following the student's last date of attendance or longer if required by law. Every electronic record must include its audit trail or message transcript to verify authenticity.

12) Staff Procedure

Staff must confirm the student's identity, provide the Electronic Records Disclosure, offer e-sign or OMC options, issue verification codes, verify responses, and attach documentation to the student record. The staff member then signs and dates the administrative checklist to confirm completion.

13) Student Procedure

Students review documents, provide e-signature or OMC confirmation, and retain copies for personal records. They must notify the school of any changes to their contact information or preferences for paper documentation.

14) Quality Assurance

The Compliance Officer reviews at least 10 percent of student files monthly to ensure proper document execution and retention. Errors or omissions are corrected within ten business days, and periodic training is provided to maintain compliance.

15) Prohibited Practices

The following are not permitted: use of personal phones or emails for confirmations, use of unsecured messaging applications, modification of student messages, omission of verification records, or staff signing on behalf of students without authorization.

16) Contacts

Designated School Mobile Phone: (703) 759-2700
Compliance Officer: [Insert Name, Email]
Financial Aid Director: [Insert Name, Email]
Records and Paper Copy Requests: admin@avicareertraining.com

Approval

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Date: ___01/01/2025____

This policy will be reviewed annually