

**STUDENT CONSUMER HANDBOOK**

**“EVERYTHING YOU’VE ALWAYS WANTED  
TO KNOW ABOUT FINANCIAL AID”**

**AT**

**SCIOTO COUNTY CAREER TECHNICAL CENTER**

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## STATEMENT OF PHILOSOPHY

The philosophy of student financial aid at our institution supports career preparation education of the student. Our objective is to help the student prepare for a productive career so that he/she is qualified for a beginning position through job performance or additional education he/she has acquired while on the job.

The following are the guiding principles of the student aid programs at our school:

- A) The primary purpose of student financial aid is to provide assistance to qualified students who would be unable to attend this school without such aid. Students and their parents and/or spouse are expected to take primary responsibility for the financing of the student's education. Therefore, any aid the student may receive from our institution should be regarded as supplemental to that which can be provided by student and his/her parents and/or spouse.
  
- B) The school also believes in the principles of student self-investment. Students are expected to save and provide a portion of their earnings for their educational expenses.
  
- C) In selecting a financial aid recipient, the school places emphasis upon need, achievement and promise.
  
- D) The office of Student Financial Aid provides counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational expenses.
  
- E) This program admits students of any race, color, age, national and ethnic origin, to all the rights and privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, creed, religion, color, age, marital status, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs and other school administration programs.
  
- F) This institution has a **DRUG ABUSE** prevention program accessible to any **EMPLOYEE** or **STUDENT**.

## STATEMENT OF PRINCIPLES

1. The primary purpose of our financial aid programs shall be to provide financial assistance to our accepted students who, without such aid would be unable to attend our school.
2. We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. We, therefore, work with schools, community groups and other educational institutions in support of this goal.
3. We shall publish budgets that state total student expenses realistically; including where applicable, maintenance at home, commuting expenses, personal expenses and necessary travel.
4. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.
5. Financial aid will be offered only after determining that the resources of the family are insufficient to meet the student's educational expenses, the amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.
6. The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with least ability to pay.
7. We shall review our financial assistance awards annually and adjust them, if necessary, to reflect changes in the financial needs of students and the expenses of attending the school. We have an obligation to inform the students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.
8. Because of the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and encourage the student and others to respect the confidentiality of this information.
9. All documents, correspondence and conversations between and among the aid applicant, his family and financial aid officer is confidential and entitled to the protection ordinarily arising from a counseling relationship.
10. This institution certifies that it has a drug abuse prevention program in operation. It is accessible to any officer, employee or student at this institution.

## WHAT TITLE IV FINANCIAL AID PROGRAMS ARE AVAILABLE?

### **Federal Pell Grant Program**

The Pell Grant is given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. To receive a Federal Pell Grant a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA may be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or a paper application may be used. FAFSA forms are available in the Financial Aid Office or other public places such as a library.

### **Federal Loan Programs**

#### **Federal Family Education Loan Program**

**Subsidized Loan** - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 900 clock hours will be prorated down based on the number of hours in the student’s program. The federal government pays the interest while the borrower is in school, during the grace period and during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled in the program.

**Unsubsidized Loan** - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$3,500 for a dependent student and \$7,500 (\$3,500 Sub & \$4,000 Unsub) for a first year independent student. Repayment will begin six months after the borrower ceases to be enrolled in the program.

**Federal Parent Loan to Undergraduate Student (PLUS)** - Plus loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made.

#### **Federal Loan Repayment Options**

**Interest and Principal** – you start paying back the loan within 60 days of full disbursement. The total amount that the student pays over the life of the loan is lowest with this option. This option is available with a variable or fixed rate loan.

**Interest Only Payments** – while in school, the student will pay only the interest on his/her loan. After the in-school and grace periods, interest and principal payments begin. With small monthly payments the student can avoid “capitalization” that occurs with the deferral of interest and principal (Option 3). The total amount to be paid over the life of the loan is lower than the deferral of interest and principal option, but higher than if the student makes principal and interests payments immediately (Option 1). This option is available with a variable or fixed rate.

**Deferral of Interest and Principal** – you make no payments while you are in school (maximum of 5 years) and during the 6-month grace period. After the in school and grace periods, interest and principal payments begin. While a student is in school, interest “capitalizes”. This means the interest that accrues on the loan is added to the principal (twice a year). When payments begin, they are based on the original amount borrowed plus the interest that accrued while the student is in school. The total amount paid over the life of the loan is highest with this option. This option is only available with a fixed rate loan.

## **WHAT IS MY DEPENDENCY STATUS?**

You are considered an **“Independent Student”** if you meet any one of the following criteria:

- ◆ You were born before January 1, 1984
- ◆ You will be working on a master’s or doctorate program in school year 2008-2009.
- ◆ You are married as of the date of application.
- ◆ You have children that receive more than half of their support from you.
- ◆ You have dependents (other than children or spouse) that receive more than half their support from you.
- ◆ You are an orphan or ward of the court until age 18.
- ◆ You are a veteran of the U. S. Armed Forces.

If the student does not meet any of the above criteria, the student is considered a **“Dependent Student”** and parents must complete part of the FAFS and provide their financial information.

In some instances a student may apply to receive what is called a Dependency Override. Only the financial aid office can make the decision.

## **PROFESSIONAL JUDGEMENT – SPECIAL CIRCUMSTANCES**

You may still apply to have yours or your parent’s income and expenses adjusted because of unusual circumstances. The student will be asked for items such as rent receipts, cancelled checks, copies of utility bills, third party letters, a letter from the parent(s), or any other forms of documentation that the financial aid officer feels are appropriate. Only the Financial Aid Office can determine if particular circumstances warrant an adjustment to yours or your parent’s income or your dependency status.

### **Special Circumstances**

A special circumstance form is available in the Financial Aid Office for students who have a drastic change in personal resources from the previous or current year.

To be considered for special circumstance, you must be able to support any claim(s) with documentation and one or more of the following must be present:

1. Loss of a job or change in employment status from the previous year (parental, independent student or spouse).
2. Unusual medical or dental expenses.
3. Divorce, separation, or death of a parent or spouse.

## **HOW IS ELIGIBILITY DETERMINED?**

As stated before, financial assistance is awarded to bridge the gap or to supplement the amount you and your family are reasonably able to contribute towards your educational expenses. A Federally approved system of “need analysis” is used to calculate your Pell Grant award. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid with information concerning your family’s financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

## **“OTHER ELIGIBILITY REQUIREMENTS”**

For all Federal Aid Programs, students must have “need” in order to qualify. But, in addition to the requirements of “need”, there are several other eligibility factors you must meet:

- You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. (Acceptable visas would include the I-151, I-551, or I-49, if it is stamped “Refugee”, “Indefinite Parole”, “Humanitarian Parole”, “Cuban-Haitian entrance”, or Asylum granted”. If you have another visa type, the financial aid administrator will be able to help you in determining whether you are eligible).
- Be enrolled in a course that is at least 600 clock hours, 24 quarter credit hours, or 16 semester credit hours in length.
- Be attending at least half-time, which is 6-8 credit hours per term.
- Not be in default on a Federal Loan received at any school, and not owe a refund on a Federal, or State Grant at any institution.
- You will be required to obtain a record of your past financial aid funds if you have attended another college or post-secondary school, as well as, sign a statement that you are not in default nor owe a refund.
- Be making satisfactory progress. See School Catalog for a discussion of satisfactory academic progress.
- Be registered for the draft with Selective Service if you are a male who is age 18 – 25 years of age.
- Not currently enrolled in high school.
- For the Federal Pell Grant Programs you may not have previously received a Bachelor’s Degree.
- Not incarcerated in a Federal or State penal institution.
- Have a high school diploma or GED
- Have a valid Social Security Number.
- Not have property subject to a judgment lien for any debt owed to the United States Government.
- File a Statement of Educational Purpose on the Free Application for Federal Student Aid.

## WHAT WILL MY EDUCATION COST?

Before applying for financial aid, students and parents should assess all of the costs of attending this institution. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical term of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided with estimates of living expenses.

The budget shown below is an example of a 9-Month Program

Tuition, Fees, Books & Supplies	\$ 9,350.00
Personal Expenses	\$ 3,036.00
Room & Board	\$ 9,660.00
Transportation	\$ 295.00
FFEL Fees	\$ 105.00
Total	\$ 22,443.00

## HOW ARE FUNDS DISBURSED?

### **Title IV Funds**

Pell Grants funds will first be applied to outstanding tuition and fee charges. Any funds remaining that are above and beyond the student's current balance will be disbursed to the student unless the student requests that funds be applied to upcoming terms. Funds owed the student will be disbursed within 14 days after funds have been applied to the student's tuition account. **Please note: Loan funds will not be disbursed until: the student has completed the Entrance Counseling and Master Promissory Note with the financial aid office, and has been in school for 30 days.**

### **Loan funds are then disbursed at the Program midpoint:**

Financial aid awards accepted by the student are disbursed by the Business Office and will appear as a payment on the billing invoice as a direct credit reducing the balance due.

The Federal Family Education Loan; including The Federal Plus (parent) Loan, the Subsidized and Unsubsidized loans will be sent to the school electronically to be credited to students accounts. Any remaining funds from the Federal Plus Loan will be sent to the parents, funds remaining from the Subsidized and Unsubsidized loans will be disbursed to the student.

Regulations require that a school send notification to the parent or student when loan funds are being credited to a student's account. This notification must be sent no earlier than 30 days before and no later than 30 days after crediting the student's account. This notification must include:

- the date and amount of the disbursement,
- the student's or (parent's) right to cancel all or part of the loan or disbursement, and
- the procedures and the time by which the student (or parent) must notify the school that he or she wishes to cancel the loan or disbursement.

## **WHAT MUST I DO TO CONTINUE TO RECEIVE FINANCIAL AID FUNDS?**

In order to continue to receive Financial Aid funds, you must be and continue to make “satisfactory academic progress” in accordance with the school’s Grading and Attendance Policy. Also, you must re-apply for Federal Aid every year via the Federal Application for Student Aid (FAFSA) if your training will cross July 1<sup>st</sup> of the next year.

## **HOW ARE REFUNDS PROCESSED?**

### **Cancellation/Refund Policy**

All students: (*School Refund Policy*)

- 1) A 100% refund\* if the student withdraws on or before the first day of classes.
- 2) A refund of 50%\* of the tuition charges if the student withdraws within the first 5% (measured in hours) of the period being charged.
- 3) A refund of 25%\* of the tuition charges if the student withdraws between the end of the 5% (in hours) of the period being charged and the end of the first 10% (in hours) of the period being charged (no refund after the first 10% of the term in which the student withdraws from the program).

**\*Excludes any expenses incurred by the school such as assessment, lab fees, tools, etc.**

### **Return of Title IV Funds (PELL Grant/Federal Stafford Loan)**

Federal regulations require a refund calculation for all students receiving Title IV funds who withdraw before completing their training program. The length of time during which a refund must be calculated is up to 60% of the payment period. If a student withdraws on or before the 60% point in time, a portion of the Title IV funds awarded to a student must be returned within 45 days of the date the school determines the student has withdrawn.

**The calculation of the return of these funds may result in the student and college owing a balance to the U. S. Department of Education.**

## WITHDRAWAL POLICY

Students planning to withdraw, should meet with the Program Director to officially withdraw. Students who are unable to physically meet with the Director must contact the school by telephone or other telecommunication system. In the case of an exit without notice, the last date of attendance is determined to be the final date of class. Non-attendance does not constitute an official withdrawal.

If a student wishes to drop out of school before the completion of his/her program, he/ she will be encouraged to complete the current term before withdrawing. If a student withdraws before the term is completed, he/she must repeat the incomplete term and will be charged the prevailing tuition.

For students who withdraw without notifying the school, the school will use ten (10) calendar days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used to as the withdrawal date for calculating any return of Federal funds to the U.S. Department of Education. **Federal returns will be made within 45 days of the determination date.** **If a student has a Federal loan, it is his/her responsibility to inform the guaranty agency/lender that he/she is no longer in school. It is also the student's responsibility to arrange for a Federal loan exit counseling session with the school's financial aid office.**

## LEAVE OF ABSENCE POLICY

Scioto County Career Technical Center may grant a student a leave of absence of up to 180 days in any \*12 month period, during which time the student is not considered to be withdrawn. Student must apply in writing and the Dean of Education must approve the leave. A copy will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional institutional charges will be generated during the leave.

If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on that date. If the student has a Federal loan, the grace period begins retroactively to the student's last date of attendance.

\*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

## DISMISSAL FROM A PROGRAM

Any Adult Workforce Education Center student can be dismissed from a program upon determination that the student engaged in prohibited conduct. Examples of prohibited conduct include but are not limited to:

1. Unethical behavior, such as lying, cheating, stealing, insubordinate behavior, etc.
2. Failure to comply with the rules in this handbook (or specific program requirements)
3. Failure to comply with any rules of the clinical setting, field trip or early placement site (if part of the curriculum)
4. Unsafe behavior on the campus including parking lots, clinics, labs, or other campus-related areas
5. Administrative discretion based on circumstances surrounding conduct.

After alleged misconduct becomes known to school administrators, the student shall normally be given notice of the possibility of dismissal and the reasons for the dismissal. The student will be given an opportunity to appear at an informal meeting before a District administrator to challenge the reasons for the possible dismissal or to otherwise explain his/her actions. If, after this meeting, the Administrator determines that dismissal is appropriate, the Administrator will send written notice to the student. A student dismissed from an Adult Workforce Education Center program may submit a written appeal setting forth the basis for the appeal, to the Board of Education. The appeal must be received in the Treasurer's Office within seven days of the dismissal. The Board, or its designee, will then consider the appeal. A student dismissed from a program is not eligible for refund of any tuition or fees

## **CONFIRMATION OF CITIZENSHIP**

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is normally done when the student submits the Free Application for Federal Aid to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status and social security number, a comment will appear on the student's SAR/ISIR.

The following policy applies to any student who applies for Federal Student Aid, but fails to confirm his/her citizenship status:

- 1) Applicants whose SAR/ISIR contains a "C" code (comment) that the Federal processor not confirm the applicant's citizenship, must submit documentation to the Financial Aid Office substantiating his or her claim to be a citizen or eligible non-citizen. A student claiming to be an eligible non-citizen must submit a SAR/ISIR with an A-number for eligible non-citizens assigned by Immigration and Nationalization Service.
- 2) Applicants whose citizenship status cannot be confirmed will not receive Federal Financial Aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the award year or before the end of the training program, which ever occurs first.
- 3) If a student fails to submit citizenship documentation prior to the end of the award year or the end of the training program, the student will lose the financial aid disbursement scheduled for that particular payment period.
- 4) In any event, the institution will not make a determination that a student is not an eligible non-citizen until the student has had an opportunity to submit documentation confirming his or her citizenship.

## **WHERE CAN I GET ADDITIONAL INFORMATION ABOUT THE SCHOOL?**

Probably your best source of information is in the School Catalog and Student Handbook. Contained in the Catalog is complete information on the Academic Programs, the Physical Facilities and the Faculty and Administrative Staff.

## **WHAT ARE MY RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID?**

As a recipient of Federal Student Aid, you have certain rights you should exercise and certain responsibilities you must meet. Knowing what they are will put you in a better position to make decisions about your educational goals, and how you can best achieve them.

## **STUDENTS RIGHTS**

1. You have the right to know what Financial Aid programs are available at your school.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available

3. You have the right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
5. You have the right to know resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
6. You have the right to know how much of your financial need as determined by the institution has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. You have the right to know your schools refund policy.
9. You have the right to know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
10. You have the right to know how the school determines whether you are making satisfactory progress, and what happens if you are not.

### **STUDENTS RESPONSIBILITIES**

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, mis-reporting information on financial aid application forms is a violation of the law and may be considered a criminal offense which could result in an indictment under the Criminal Code.
3. You must return all additional documentation, verification corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must be aware of and comply with the deadlines for applications or reapplication for that aid.
7. You should be aware of your school's refund procedures.
8. All schools must provide information to prospective students about the school's programs and performances. You should consider this information carefully before deciding to attend.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

A student must meet the following standards of academic achievement and successful course completion while at Scioto County Career Technical Center:

### **(Need to Add)**

#### **Probation**

When a student fails to meet the Standards of Satisfactory Academic Progress at any evaluation point in the program, the student will be placed on probation if the GPA or successful course completion rate at an evaluation point is less than that required for graduation (2.0). Probation is printed on the student's satisfactory progress report and/or transcript and the student may be required to be counseled and/or tutored for assistance prior to registering for future courses

#### **Academic Problems**

Scioto County Career Technical Center offers several ways for students to receive information regarding their academic progress.

- Student's educational objectives ,grades, attendance, and conduct are review on a regular basis. Student's will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are available for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through their instructor or Program Director/School Director.

#### **Appeal Process**

Students have the right to appeal satisfactory academic progress decisions. Appeals must be submitted to the Program Director within five (5) calendar days of receipt of the unsatisfactory progress notice. The appeal must be accompanied by documentation supporting the mitigating circumstance that prevented the student from attaining satisfactory progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The appeal may be submitted to the School Director whose decision is final. The student will be notified of the decision with ten (10) days.

#### **Maximum Time Frame**

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. i.e., a program 52 weeks in length, must be completed within 78 calendar weeks. Time spent on an approved leave of absence is not counted against the maximum time frame.

Students exceeding the maximum time frame may be subject to administrative withdrawal.

#### **Reinstatement of Financial Aid**

A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

## **General attendance rules for most classes**

*(NOTE: Health Care Programs & LAW have more stringent rules!)*

- 1) When a student's grading period accumulative absences reaches 5% –10%, the registrar's office may notify the student/instructor. The student may be advised of status, possibility of discontinued funds, and ineligibility for certificate(s).
- 2) When classes missed due to absences total 10.1% or more in the course of the term, the student will be placed on probation. If probation is required in the next consecutive term also, student will be ineligible for the following:
  - A) Early placement (if part of the curriculum) and
  - B) Any financial aid package that the student has been awarded, including PELL, student loans, and other awards affected by attendance standards such a certificate of completion
- 3) After absences total 20%, the student will be dismissed from the program, will be ineligible to receive an adult workforce education certificate or passport and will be responsible for any and all fees due to the school.
- 4) A student will be automatically terminated when he or she has been absent for ten consecutive school days without notifying the Adult Workforce Education Center office or coordinator/instructor of the reason for the absence. The student's last recorded date of class attendance will be used as the withdrawal date.

## **Health Care Programs and Law Enforcement Program**

- 1) Health Care Programs and Law Enforcement have special guidelines that explain the policies for attendance and grades. Students must satisfactorily meet all component requirements before completing the program.
- 2) Each component of the program will have exact absenteeism rules and regulations.
- 3) Students are required to meet theory/lab/clinical objectives to complete each course successfully.

## **GENERAL VERIFICATION POLICIES AND PROCEDURES**

The school is responsible for verifying the accuracy of the financial data used to calculate the student's family contribution (EFC). If there is an asterisk (\*) next to the EFC number on the SAR, ISIR or other Need Analysis document, it means that the student has been selected for verification by the U. S. Department of Education to verify the information on the student's Federal Application.

### **Applicants Selected For Verification**

1. All Applicants selected for verification must submit the required documentation to the aid office prior to the end of the award year or the end training program, which ever occurs first. All Applicants will be notified in writing of the documentation that must be submitted to the Financial Aid Office.
2. Any Applicant failing to submit the required documentation prior to the end of the award year or end of training program will forfeit aid, which would have been awarded for that time period.
3. Any Applicant who forfeits his/her disbursements will be responsible for making cash payments as listed in the Enrollment Agreement training contract to cover that portion of training for which aid was not received.

### **Correction Procedure**

The following procedure will be used to correct misstated applicant information:

1. Upon receipt of the verification documentation, the aid officer will compare the information contained on the applicant's original ISIR with the following information requested in the verification package.
2. If it is determined that the applicant has misstated information, the applicant will be required to correct all the misstated data items on the application, SAR and/or ISIR and obtain all necessary signatures.
3. It will be the responsibility of the student to return the corrected SAR to the financial aid office.
4. If it is determined that an applicant's award changes as a result of verification, a revised award notification will be provided to the applicant.

### **APPLICATIONS EXCLUDED FROM VERIFICATION**

In some instances, certain applicants are excluded from verification and may receive his/her financial aid awards. However, the following conditions do not apply if the school has documentation that conflicts with information reported on financial aid applications or the aid officer has reason to believe that the information is incorrect.

### **APPLICANTS EXCLUDED**

1. The applicant dies during the award year. Deceased students are excluded from verification even if conflicting documentation does not exist. However, no further payments will be made, and funds already disbursed are not considered an overpayment.
2. A legal resident of Guam, American Samoa or the Northern Mariana Islands (to qualify for this exclusion, a dependent student's parents must also be legal residents of one of these territories), or a citizen of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau (to qualify for this exclusion, a dependent student's parents must also be citizens of one of these territories).

3. The applicant is incarcerated at the time that verification occurs.
4. For the 08-09 award year, the applicant is an immigrant who arrived in the U. S. during calendar Years 2008 or 2009. The applicant must still meet citizenship requirements.
5. Dependent applicants whose parents are:
  - a. Deceased.
  - b. Mentally or physically incapacitated.
  - c. Residing in a country other than the United States and cannot be contacted by normal means of communication.
  - d. Cannot be contacted because their address is unknown.
6. Applicant selected for verification that drops out of school without receiving a disbursement, no further action is required.
7.
  - a. A letter stating the applicant's data has been verified.
  - b. A copy of the verified application and all three (3) parts of the SAR if the applicant applied for Federal Pell Grant.

Verification of spouse's information or signature will not be required under the following circumstances:

- a. The spouse is deceased.
- b. The spouse is mentally or physically incapacitated.
- c. The spouse is residing in a country other than the United States and cannot be contacted by normal means of communication.
- d. The spouse cannot be located because his/her address is unknown.

## **REFERRAL OF OVERPAYMENTS AND FRAUD CASES**

If the school discovers during the verification process that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U. S. Department of Education for collection. Such applicants will be ineligible for future Federal Aid funds.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education.

## **FINANCIAL AID CONFIDENTIALITY POLICY**

Student financial aid records are considered confidential and hence are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid awards.

Students who transfer out of this institution into another post-secondary institution may be required to have a Financial Aid Transcript sent to the new school. Students who apply for food stamps or other aid awards, depending on the agency involved, may be required to request such release of information in writing prior to the financial aid office releasing it.

## **SUBSTANCE ABUSE POLICY**

A student shall not possess (including in purses, wallets, automobiles, desks, etc.), buy, sell, use, or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug\*, alcoholic beverage, drug paraphernalia, intoxicant, or mood-altering chemical of any kind. (\*Exception: prescription drugs that are required may be in the possession of the person for whom the prescription is written.) Any student who is required to take such prescription medication must report that information to their program coordinator, transitions/registrar or Adult Workforce Education Center Administrator.

A student shall not possess, use, represent, make, sell, give, package, or transmit a counterfeit controlled substance.

### **DEFINITION:**

1. Any drug or its container that bears a trademark, trade name, or other identifying mark used without the authorization of the owner with rights to such trademark, trade name, or identifying mark.
2. Any unmarked or unlabeled substance that is represented to be distributed by someone other than the person, who manufactured, processed, packaged, or distributed the substance.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its marking, labeling, packaging, distribution, or the price for which it sold or was offered for sale.

### **PROCEDURES:**

If a student appears to be under the influence of drugs or alcohol while engaged in Adult Workforce Education Center activities, the student will be removed from the area immediately and may be required to leave the school property. The Adult Workforce Education Center will discourage motor vehicle operation by the student and will assist the student to find transportation. Law enforcement may be contacted.

**As a condition of return to the Adult Workforce Education Center programs, a student appearing to be under the influence of drugs or alcohol may be required to seek counseling, and may be required to undergo drug and alcohol screening, by urine or blood testing, at the time of the occurrence, at the student's expense.**

**A student appearing to be under the influence of drugs or alcohol while engaged in Adult Workforce Education Center activities is subject to the Code of Conduct, and may be dismissed from the Adult Workforce Education Center programs.** Any such student will be required to make an appointment with the Adult Workforce Education Center Administrator and program coordinator before returning to class. **COUNSELING/REHABILITATION INFORMATION IS AVAILABLE FOR ANY STUDENT WISHING ASSISTANCE BY CONTACTING THE AWEC**

## **INSTITUTIONAL AFFIRMATIVE ACTION/HANDICAP POLICIES**

Scioto County Career Technical Center complies with the provisions of the Americans with Disabilities Act. The Center will not discriminate against any qualified applicant with respect to any terms, privileges or conditions of enrollment because of an applicant's physical or mental disability or a person's disease.

Scioto County Career Technical Center will make reasonable accommodations as necessary for all applicants with disabilities, provided that the individual is qualified to safely perform the essential duties of his/her educational objective and provided that the accommodations do not impose an undue hardship on the Academy.

## **ACCREDITATION & MEMBERSHIPS**

The school and/or financial aid officer currently belong to the following professional associations:

- Approved to provide training to Workforce Initiative Agency (WIA), through the State of Ohio.
- Approved to provide training through funding by the State Department of Ohio

## **STUDENT GRIEVANCE AND APPEAL PROCEDURE**

A policy for grievance and appeal procedures is in writing and may be obtained through the Adult Workforce Education Center Offices. Complaints may also be filed directly to the U.S. Department of Education. Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, OH 44104-2611

## **CRIME AWARENESS REPORT**

The following information is provided and updated annually as directed by the U. S. Department of Education through Public Law 101-542, the “Criminal Awareness and Campus Security Act of 1990”.

### **Campus Security Policies and Procedures**

#### **I. Reporting of Criminal Incidence**

The school strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of a criminal or suspicious nature to the School Director.

The school will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, Local Law enforcement authorities will also be notified.

#### **II. Campus Security Programs**

All students are informed of campus security procedures during orientation. All staff members are briefed on campus security procedures upon hiring..

Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur.

#### **III. Campus Policy Regarding Illegal Substances**

The institution strictly forbids the possession, use or sale of alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the appropriate school personnel mentioned in Part I of this report. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infraction will also be reported to the local authorities. Specific details of this institution’s drug policy are outlined in the campus drug free policy statement distributed annually to all staff and students under separate cover.

#### **IV. Current Campus Crime Statistics**

##### **RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The student Right-to-Know and Campus Security Act requires all schools receiving certain federal funds to disclose completion/graduation rates and campus crime statistics to employers, students and potential students. The completion/graduation rate for the established cohort of students enrolled in the Fall in programs of 24 credit hours or more is 75%. Scioto County Career Technical Center continues to experience a significant absence of crime as illustrated by the following statistics for and:

##### **Type of Occurrence**

Murder	0
Sexual Assault	0
Robbery	0

Aggravated Assault	0
Motor Vehicle Theft	0
Hate Crimes	0
Burglary	0
Liquor Law Violations	0
Drug Abuse Violation	0
Weapons Possession	0
Arson	0

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need to know
  - Other schools to which a student is transferring
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for the school
  - Accrediting organizations
  - Individuals who have obtained court order or subpoenas
  - Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, "directory" type information such as student's name address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose "directory" information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **POLICIES/PROCEDURES UNDER FERPA**

### **RELEASE OF STUDENT RECORDS**

Under authority of the Family Education Right to Privacy Act, the school has established a policy for the Release of student and/or graduate information:

- All students attending Scioto County Career Technical Center, parents of minor students, and parents of tax dependent students will have the right to inspect, review and challenge their academic records including grades, attendance, advising, and any additional information contained in their education records or that of their minor or tax-dependent child. The right to student file information is not conveyed to any spouse or family member by the right of relationship. A spouse does not have access. As a postsecondary educational institution, parental access to students' records will be allowed prior consent of the students if the students are dependents.
- Education records are defined as files, materials, or documents that contain information directly related to students and maintained by the institution. The School Director supervises records and access is afforded by school officials for the purpose of recording grades, attendance, and advising, as well as determining financial assistance eligibility.
- Each student and the parent or guardians of a dependent student have the right to review their academic and financial assistance records. The review will be allowed during regular school hours under appropriate supervision. The student and/or parent must notify the school one day in advance. During and after inspection of the files, no original document may be removed by the examining party. The school will provide one copy of each document free of charge and will do so within (5) working days of the student's or their parent's request.
- Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law. Anytime access is granted to a student file, for purposed of review by other than appropriate management, state, or federal authorities, an access log will be kept of the date, place, and time during which access occurred. The name of the person(s) who accessed the file and the reason for the review will be recorded in the log.
- Under no circumstance will the school disclose to any agency or person any statistic or report in the student files that relate to Campus Crime Information reporting requirement. This does not preclude disclosure under order of the court or to agencies entitled to access by right of legislation.

## DRUG PREVENTION PROGRAM

Information on drug abuse prevention is available at the school (from the School Director) for all students and employees.

### APPENDIX A

#### **FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE**

21.U.S.C. 884(a)

1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1,000.00, but not more than \$100,000.00 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined \$2,500.00, but not more than \$250,000.00 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00, but not more than \$250,000.00 or both.

Special sentencing provisions for possession of crack cocaine; Mandatory at least 5 years years in prison, not to exceed 20 years and fined up to \$250,000.00 or both.

- A) 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams.
- B) 2<sup>nd</sup> conviction and the amount of crack possessed exceeds 3 grams
- C) 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

22.U.S.S. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance, that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack).

21.U.S.C.881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21.U.S.C.884a

Civil fine of up to \$10,000.00 (Pending adoption of final regulations).

21.U.S.C.853a

Denial of Federal benefits such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for 1<sup>st</sup> offense, up to 5 years for 2<sup>nd</sup> and subsequent offenses.

18.U.C.933(g)

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licensees and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal Agencies.

**\*\*\*NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions do apply**

## APPENDEX B

### HEALTH RISKS ASSOCIATED WITH ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal symptoms can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

As described in What Works: Schools Without Drugs (1989 Edition, Department of Education).