



**ADULT STUDENT HANDBOOK
&
FINANCIAL AID CONSUMER
GUIDE**

for

Career Development Programs

2011 – 2012

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WELCOME

We, the adult education staff of C-TEC, promise to work hard to make your training investment with us an enjoyable, productive, and successful experience. We commend you for the steps you are taking to enhance your career, your life, and your family's well-being.

This handbook is designed to ease your way through the training experience and to help make your time with us as efficient and profitable as possible.

Kelly Wallace, Director of Adult Education

MISSION STATEMENT

To promote workforce development by offering leading-edge educational programs that provide all learners with academic and technical skills needed for career opportunities and continuous learning.

ACCREDITATION & APPROVAL

Accreditation

The operation, policies and practices of C-TEC and its Adult Education Department are reviewed and approved by two national accrediting organizations. We are proud to meet the quality control standards of:

1. The North Central Association of Colleges and Schools
2. ISO-9000

Affiliations and Approval

Additionally, the school and the Adult Education Department are approved for participation and/or funding by the following organizations:

1. The Ohio Board of Regents
2. U.S. Department of Education (Title IV and other programs)
3. Ohio Department of Education, Div. Of Career-Technical & Adult Education (reports)
4. The State Approving Agency for Veteran's Training
5. Workforce Investment Act—U.S. Department of Labor
6. Licking County One-Stop
7. STNA (State Tested Nurse Aide)—Ohio Board of Nursing
8. EMT & Firefighting—Ohio Dept. of Public Safety
9. ACT (American College Testing) approved Testing Center
10. Private Security Academy—Ohio Peace Officers Training Council
11. Auto Glass Technician—National Glass Association
12. Heating/Ventilation/Air Conditioning—American Refrigeration Inst.
13. American Welding Society
14. Massage Therapy—The State of Ohio Medical Board
15. Medical Assisting—American Medical Technologists

DIRECTORY OF ADULT EDUCATION STAFF & INSTRUCTORS

<u>NAME</u>	<u>RESPONSIBILITIES</u>	<u>PHONE #</u>
Joyce Malainy	Superintendent of C-TEC	740-364-2210
Kelly Wallace	Director of Adult Education • Receives appeals on terminations and probations	740-364-2251
<u>SUPERVISORS/COORDINATORS</u>		
Larry Weber	Financial Aid Administrator & Registrar • Registrar for Career Development Courses • Directly monitors attendance & academic progress • Evening Operations Management • Veterans Certifying Official • NCA Co-chair	
Christine Westbrook	Financial Aid Coordinator & Instructor • Processes most students for financial Aid • Co-teaches Medical Assisting and Medical Coding	
Tina Trombley	Supervisor/Coordinator • Computer Software Classes (daytime) • Information and Office Technology Programs • Provides technical assistance for computer systems networks • MOS & CISCO Testing • ISO 9001-2000 Co-chair • Network Technician Program	740-364-2254
Erna Holland	Supervisor/Coordinator • Healthcare • State Tested Nurse Aide • Public Safety Services • Customer Service Programs • Medical Assisting • Massage Therapy	740-364-2282
Peg Fawcett	Supervisor/Coordinator • Evening Operations Management • Heavy Truck Mechanics • Auto Glass Technician • Cosmetology • Power Lineman Technician	740-364-2262
Brooke Parker	Career Counselor/Assessment Coordinator • Supervises all adult Assessment & Counseling • State GED • Credentialing • Pre-Employment & promotional testing • Career Counseling	740-364-2267

Holly Pletcher	Supervisor or ABLÉ and related <ul style="list-style-type: none"> • GED & other preparation • ABLÉ Classes • ESOL/PODS Classes • Remedial training 	740-364-2263
Tim Broseus	Supervises/Coordinates <ul style="list-style-type: none"> • Customized Training • Business & industrial training • Apprenticeship training • Serves as Technical Consultant for all welding activity • Certified Welding Instructor CAWI/CWE • ISO 9001-2000 Coordinator • Supervises Multicraft Maintenance (Industrial & Facility) • Supervises General & CNC Machining 	740-364-2275

INSTRUCTORS/COORDINATORS

Bev Bronkar	Instructs/Coordinates <ul style="list-style-type: none"> • Office Technology <ol style="list-style-type: none"> 1. Medical Office 2. General Office 	740-364-2256
Earl Miller	Instructor/Coordinator <ul style="list-style-type: none"> • EMT 	740-364-2298
Todd Magers	<ul style="list-style-type: none"> • Firefighter I & II • Firefighter Basic 	740-364-2442
Chris Panek	Instructor/Coordinator <ul style="list-style-type: none"> • Back-On-Track – Displaced • Homemaker Class 	740-364-2255
Rodney Kissell	Coordinator/Instructor <ul style="list-style-type: none"> • FBPA – Farm Business Planning Analysis 	740-364-2285
Grace Marston, RN	Instructor/Coordinator <ul style="list-style-type: none"> • STNA – State Tested Nurse Aide 	740-364-2297
Lois Whyde	Instructor/Coordinator <ul style="list-style-type: none"> • PLANT – Adult Horticulture 	740-364-2272
Lynn Holiday	Instructor/Coordinator <ul style="list-style-type: none"> • Medical Assisting • Massage Therapy • STNA 	740-364-2265

ADMINISTRATIVE ASSISTANTS

Kathy Roderick

740-364-2261

Administrative Assistant to the Director & Customized Training

- Matters related directly to full-time programs
- Registration
- Student payments/Invoices
- Certificates
- Maintains student records for Adult Education Department
- Evening Receptionist/Administrative Assistant

Pam Hoffman

740-364-2280

Continuing Education Administrative Assistant

- Matters related directly to Continuing Education Programs
- Evening receptionist for this area
- Registration
- Student payments
- Certificates
- Maintains student records for department
- Instructor certification

Sherrie Waller

740-364-2257

Administrative Assistant to the Director & Customized Training Programs/ISO

- Matters related directly to Director & Customized Training
- Registration
- Student/business & industry invoices & payments
- Certificates & maintains student records for AE Department
- Student refund checks
- Instructor certification
- Instructor payroll

Sandy Montgomery

740-364-2253

Administrative Assistant

- Matters related directly to Pre-Employment & Public Safety Programs
- Registration
- Student/business invoices/payments
- Certificates
- Instructor certification
- Maintains student records for AE Department

April Riggleman

740-364-2252

Receptionist & ABLE Program Administrative Assistant

- Matters related to the ABLE Programs

ADMISSION POLICY FOR CAREER DEVELOPMENT PROGRAMS

Equal Opportunity

C-TEC is an equal opportunity education and employment institution. Our programs are open to all adults regardless of race, creed, color, religion, national origin, sex, or handicap. Buildings and facilities are accessible to handicapped persons.

Admission Requirements

All students enrolling in career development programs must meet the following requirements:

1. The student must complete a skill assessment test(s) with the minimum scores established for the selected training program. Free programs are available to help students meet the testing standards.
2. The student must have earned a high school or GED diploma. Free GED preparation is available.

The school also maintains the right to deny admission to anyone who has been suspended or dropped from another school for scholastic deficiency, drug or school violations, attendance problems or any other reasons he/she is deemed unlikely to conform to behavioral standards and ideals of this school.

Learning Disabilities and Admission

Students with significant and documented learning disabilities may be admitted on the basis of an Individual Education Plan (IEP). The IEP establishes a viable set of occupational goals and the competencies the student will be expected to achieve during his/her training in order to meet those occupational goals. The student will be evaluated on the basis of the IEP, not the goals set for the training program. An IEP is arranged in a meeting of the assessment coordinator, instructor, program supervisor, student, and any representative the student desires.

Credit for Previous Training or Work Experience:

A prospective student may be granted credit for previous work experience or training. This would allow the student to receive credit for a designated unit of instruction or module of a program on the certificate of completion without attending those particular class sessions. To receive credit for previous work experience or training, an applicant must present evidence of related employment or training that might include the following:

1. W-2's
2. Union Card
3. References
4. Transcripts
5. Test Scores

If sufficient documentation is presented and verified, the Registrar will schedule a time for the student to be tested by the instructor or other industry professional to determine competency in that occupational area.

Important clarifications regarding credit for previous training or work experience:

1. All advanced academic credit will be expressed in clock hours or modules.
2. Advanced credit will apply for purposes of certification and will be reflected course competency lists.
3. The student must be enrolled as a full-time career development student.
4. Credit will not be granted to student attending on a modular basis.
5. Credit may not be granted for more than one-third of the total hours of a program.
6. No tuition or fee charges will be applied to the hours waived.
7. The hours waived cannot be used in the calculation of a student's Pell Grant award.

REGISTRATION & ENROLLMENT

Method of Registration (*How do I get registered for a class?*)

To register for an occupational training course, students should follow the steps outlined below for the easiest and best enrollment experience.

- 1) Contact the program instructor or supervisor for the most accurate information on such things as:
 - a) Course goals
 - b) Course content & teaching methods
 - c) Job market realities
 - d) Qualifications
 - e) Start and completion dates
 - f) Scheduling the required pre-admission assessment.

- 2) Contact the Financial Aid Administrator for information on or assistance with:
 - a) Determining the cost of the course.
 - b) Identifying the qualifying forms of financial aid.
 - c) Pursuing the available financial aid. (See the Financial Aid Section of this Handbook for details.)
 - d) Creating a Cost & Funding Statement—contract.

- 3) Take the pre-admission assessment tests required for the particular program and then meet with the Assessment Coordinator/Career Counselor to:
 - a) Receive help interpreting the results of the tests.
 - b) Determine the appropriateness of the targeted training program and career.

- 4) First contact any administrative assistant or program supervisor for assistance in:
 - a) Registering
 - b) Completing the Cost and Funding Summary, if required.
 - c) Accessing our free and helpful remediation services.
 - d) Making payment at the appropriate time.
 - e) Finding and preparing for the first class session. (See the section below for answers to common new student questions.)

Pre-enrollment Assessment (*Tell me about the test(s) I'm to take.*)

Each student who wants to register for a career development course is required to take some assessment tests to determine the student's level of educational and career preparation. Each program has its own set of required tests and the standard or minimum scores acceptable for admission.

The test is used to:

- 1) Avoid putting students in programs before they have developed adequate skills to succeed.
- 2) Direct students to appropriate free remediation.
- 3) Meet Ohio Dept. of Education regulations
- 4) Suggest training and/or occupational areas that might better capture the student's strengths.

The tests typically measure such things as achievement or skill in:

- 1) Applied math
- 2) Mathematical reasoning
- 3) Reading comprehension
- 4) Language mechanics—grammar, spelling, punctuation, etc.
- 5) Locating information (Deriving information from charts, graphs, etc.)
- 6) Technology and/or mechanical aptitude
- 7) Computer operation
- 8) Computer logic
- 9) Keyboarding skill
- 10) Personality Sorter

No one would be required to take all of these; it depends on the nature of the targeted area of training and employment. Most programs require only two to four. Many different copyrighted and standardized test clusters are used, but the most common is WorkKeys, developed by ACT. We use the WorkKeys tests because they are commonly used by business and industry for pre-employment and pre-promotional testing. Students are likely to encounter these tests after they complete their training and pursue employment.

FREQUENTLY ASKED QUESTIONS BY NEW STUDENTS

Question 1: *Where do I report the first night/day?*

Answer: Unless told other wise, evening students should report to the Adult Education Welcome Center on the east side of the building. From there you will be directed to the classroom or the commons area for a brief orientation session.

Question 2: *I am due to make payment on or before the first night of class. Where do I go to make that payment?*

Answer: Most administrative assistants can take your payment and issue a receipt. They are located in the Adult Education Welcome Center on the east side of the building—the side nearest 21st Street.

Question 3: *What should I bring with me on the first night?*

Answer: Typically, there is little laboratory/shop work on the first night of class, but it is still wise to bring your safety glasses and appropriate shoes and clothing for lab/shop work or other required clothing noted in the catalogue. Other than that, just bring something to write on and with.

Question 4: *Where do I get the books I need for the class?*

Answer: Except in rare cases in which you might be asked to buy your own text or reference material, the school will provide the books you need on the first night of class. Your Cost & Funding Summary or registration receipt should indicate that the cost of books and such things as safety glasses, welding gloves, tools or other supplies are included in the charges for the class.

Question 5: *What if I change my mind after the first few class sessions and decide that I don't want the class? Can I get my money back? What will I have to pay?*

Answer: For most classes, if you withdraw before completing 15 hours of training, you will only owe for the assessment fee and the cost of any books and supplies you received. No amounts for tuition or fees will be charged. After completing 15 hours and up to 60 percent of the total hours in the program, you pay only the tuition and fees for the hours you are actually enrolled. Hours of enrollment are all of the hours you could have attended up until your date of withdraw, not just the hours you attended. After completing 60 percent of the total hours in the program, you owe for the entire program less any books, supplies or specific services you had not yet received. It is also important to know that Pell Grants and some other types of financial aid will be reduced if you withdraw early. A reduction in financial aid could mean an increase in what you owe. Before leaving school, you should talk to the Financial Aid Administrator to determine the financial impact of withdrawing early. More detail on "Fee Accrual Refunds" policy is in the Paying for School section. The Adult "Director and Registrar may grant modifications to the 60% rule in hardship situations----see details below. **Some programs, including the PET programs, have stricter refund policies. Check with the program supervisor.**

Question 6: *How important is it that I attend class? If I must consistently come late or leave early, is there a problem with that?*

Answer: Good attendance is mandatory for completing the program and earning a certificate. The details of the attendance policy are outlined in the SAP section. Most of our training takes place in the classroom or laboratory. Some courses have an on-line component. Homework and reading assignments to be done outside of class time are usually minimal. There is no substitute for time on task when it comes to the lab or shop activities. Making up lab work is extremely difficult. A student with an insurmountable conflict with starting on time due to the student's work schedule or other compelling reason will under certain circumstances be allowed to miss up to 30 minutes of class time daily in a class that meets for at least three hours per night. The conditions under which such an arrangement can be made include:

- 1) Approval and accommodation of the instructor.
- 2) Written documentation from your employer or other organization confirming the conflict.
- 3) Periodic reviews of the arrangement to evaluate the success of the student.

PAYING FOR SCHOOL

Question 7: Fee Payment Policy (When must the charges be paid?)

Answer: All charges for tuition, books, fees, and supplies must be paid on or before the first day of class unless the student has:

1. a **payment plan** that has been outlined and signed on a **Cost & Funding Summary (C&FS)**, and /or
2. written assurance that a **third-party payer**, such as an employer or agency, will pay any remaining balance, and/or
3. sufficient **financial aid** approved and confirmed by the Financial Aid Office.

Payment plans:

For the convenience of our students, interest-free payment plans may be arranged at the discretion of the program supervisor. A payment plan spreads the balance due (after deducting for financial aid and third-party payments) over the months the student is planning to attend. Longer periods of repayment may be approved in hardship situations. All payment plans must be outlined on a Cost & Funding Summary. The C&FS is a contract that details the timing, amount, and distribution of payments and payment sources. The student and the appropriate school official must sign the C&FS. Nearly all payments plans are set up on a monthly basis. See the sample of a C&FS at the end of this section.

Students who have been enrolled on the basis of a full or partial payment plan must make an initial payment on or before the first day of attendance and timely monthly payments that are due on the last day of each month. If payment has not been made by the first day of the following month a late fee of \$20 will be assessed. If payment has not been made by the 15th day of the following month, the student will be suspended. Exceptions to this policy can be appealed through the program supervisor and finally the Adult Director.

Third-party payers: If an institutional third-party payer is requested, a special payment plan can be established that delays payment until the student completes a module or segment of a long-term training program. Invoices will be sent at the end of each module along with grade and attendance reports. However, if the third-party's payment is contingent on student performance (grades or attendance), the student must pay in advance and receive the third-party payment as reimbursement or receive a refund from the school when the duplicate payment is received.

Unless a modular arrangement as discussed above is in place, an invoice for the entire cost of tuition, books, fees, and supplies as outlined on the Cost & Funding Summary will be sent to the third-party payer after the first week of class. Payment is requested within 30 days after receipt of the invoice. Refunds will be made in accordance with Fee Accrual and Refunds Policy.

Financial Aid: The student should contact the Financial Aid Office to arrange an appointment to discuss funding options. Call 740-364-2359, 740-364-2259 or 800-875-1587, Ext. 259. See the section on Financial Aid in this handbook for details.

Question 8: Explanation of Charges (*What is the purpose of the various charges listed on the C&FS?*)

Answer: The Adult Education Department is self-supporting with operating expenses covered by tuition and fee charges.

Books and Instructional Materials: All full-time courses require textbooks, workbooks, manuals, guides, and reference materials that are necessary for effective training and must be purchased in order to participate in the classes offered. These textbooks, manuals, and workbooks are covered in the costs quoted on your Cost & Funding Summary. The school marks these items just enough to cover charges for shipping and handling. These books become the property of the student upon receipt and are non-refundable.

Tuition and Lab Fees: Tuition is per instructional hour for most full-time career development courses. Tuition covers the costs of teacher salaries and other administrative overhead. Lab Fees cover the material costs for the lab portion of the course.

Assessment: The assessment fee covers the cost of career testing and counseling. The assessment is partly designed to determine the appropriateness of a particular kind of training for an individual. It is also used to individualize instruction and to prescribe remedial assistance. All career development students must be tested and approved prior to enrollment. It is the student's responsibility to schedule this testing. Fees may also be charged for credential, licensure, and certification testing if administered by the school.

Student Service Fees: Consistent with our goal of enabling all full-time career development students to obtain, retain, and advance within satisfying, skilled occupations, the following services are available for full-time students:

1. Job Search Training and Assistance
2. Career and Personal Counseling and guidance
3. Use of Career and Job Search Resources
4. Career Passport and Record Keeping
5. Financial aid assistance and management
6. Accounts receivable
7. Transcripts and record management

These services are covered by a portion of the Student Services Fee and may not be waived. The portion of the Student Services Fee for job search assistance may be deducted if the student is actively employed in a related job and directly sponsored by that employer.

Supplies: These items become the property of the student upon receipt and are non-refundable. The supplies might be PPE, tools or other items required for the specific class.

Other: The most common charges found under the other category are for industry credentialing programs and their associated test and certification/licensure fees. Examples of these include: A=, CCNA, NIMS, OCAP, STNA, ICE, CFC, ASE, etc. For the student's convenience, the cost of these testing/certification/licensure programs is included in the fee structure of our training program. The school pays the participating organization.

Question 9: Fee Accrual and Refunds (If I withdraw before completing the program, how does the school decide how much I must pay or will receive as a refund?)

Answer: Upon withdrawal or termination, existing student payment plans may become void and subject to recalculation. Those calculations will be based on the following fee accrual/refund policy.

If a Student Withdraws or is Terminated:

1. The fee for pre-admission assessment is non-refundable.
2. On or before the second week of class, the student receives a 100 percent refund of tuition and fees except the assessment fee. Books, supplies, and equipment become the property of the student upon receipt, and no refund of the charge for them will be issued.
3. After the first week but before completing 60 percent of the total hours of the program, the student is responsible for paying the hourly-accrued tuition and fees through the date of withdrawal or termination. Furthermore, charges for books, supplies, equipment, and services are applied at the time of receipt.
4. After completing 60 percent of the total program hours, the student must pay all of the tuition and fee charges applicable to the entire course including the assessment fee; the student services fee, and all tuition and lab fees for the entire program. Only books, supplies, and equipment actually received by the student must be paid. The Adult Director or Registrar may make adjustments to a student account based on ability to pay or other documentable hardships. Such an adjustment typically involves the waiver of the 60% rule. Thus the student is only charged for the actual hours of enrollment. If the student does withdraw after completing 60 percent of the program hours and pays all applicable fees, the student may re-enroll within five years and have those payments applied to the course tuition and fees existing at the time of re-enrollment. Any increases in tuition and fees must be covered, and if the textbooks have changed the returning student must buy the revised editions or new books.

Important Notes Regarding Refunds & Billings For Students Who Withdraw or Are Terminated:

1. Payment plans are arranged on an individual student basis and are not necessarily timed to the rate at which costs accrue. If a student withdraws or is terminated, the amount of the balance due or refund will be based on the above Fee Accrual and Refund policy, not the payment plan on the back of the Cost & Funding Summary or the Payment Plan sheet.
2. When withdrawing, students on payment plans should be aware that the balance due may exceed the current total of their regularly scheduled monthly payments, especially if their pay plans are extended for more months than the program is in session or if the student has not been in class long enough to spread out the up-front costs such as books and assessment.
3. Refunds owed to students will be issued from the Treasurer's Office. Refund checks will be mailed to the address of the student or the funding agency. It may take up to six weeks for processing. Veterans Administration refund policy will apply to Veteran students as per VAR 14255.
4. If you paid by check or cash, the refund will be in the form of a check. If you paid by credit or debit card, a debit will be made to your credit or debit card account. If possible the same credit or debit card will be used.
5. Financial aid may be adversely affected by a withdrawal or termination. Students with financial aid must contact the Financial Aid Officer.
6. Articulated Students. If you are an articulated student from a college or university, this entire section on "Fee Accrual and Refunds" may not apply. An articulated student is one who is actually enrolled at another school but attends C-TEC for credit from his/her regular school. Check with the Bursar's Office at your college to determine its policy.
7. If the student's payment was by cash or check, the refund will be in the form of a check. If the student paid with a credit card, a credit will be made to his/her credit card account.

Question 10: Methods of Payment (Do you take personal checks or credit Cards?)

Answer: Yes! Personal checks may be made out to "C-TEC". We accept Visa and Master Card, but not American Express or Discover. **Be sure to keep your receipt(s) for tax purposes and as backup verification**

Question 11: Tax Credits (I've heard that a tax credit might available if I or my parents pay out-of-pocket for my training. Is that true and how can I or my parents get that credit?)

Answer: The IRS does allow two different tax credit programs. The school will send you a 1098T by the end of January of the year following the year in which you made the payments to C-TEC. The 1098-T is your documentation for those credits. Be sure to follow IRS eligibility rules carefully.

SATISFACTORY ACADEMIC PROGRESS

Requirements for Earning a Certificate

Satisfactory academic progress is measured by two factors—**grades and attendance**. Students must meet the minimum standard for both factors in order to receive a certificate for any career development course.

Grades

The minimum passing grade is a 70 percent. For most courses, separate scores are given for lab/shop and related classroom. These two scores are weighted and averaged together to determine a final grade. The grading scale is as follows:

	<u>Letter Grade</u>	<u>Percent</u>
Excellent	A	90-100
Above Average	B	80-89
Average	C	70-79
Below Average	D	60-69
Failing	F	Below 60
Incomplete	I	N/A

Attendance

Career development students must maintain at least an 85 percent rate of attendance, unless a higher standard is published for a specific program. Higher standards may be based on requirements of a certifying/testing agency. Attendance is kept by the hour in half-hour increments. Coming late or leaving early is counted as missed hours. For example, being late to class by one to 30 minutes will be marked as a half-hour missed.

School officials do not judge the legitimacy of a student's reasons for missing class time. No distinction is made between excused and unexcused absences.

Academic Probation

Grades are reported either monthly or at the end of designated segments of instruction for a specific program, but those reporting periods may not exceed eight weeks in length. Attendance is reported by month.

A student who drops below a 70 percent grade-point average (GPA) at the end of a grading period or falls below an 85 percent cumulative attendance rate at the end of a month will be placed on academic probation. See specific policy regarding satisfactory academic progress for more details.

To avoid termination the student must bring his/her GPA or cumulative attendance rate up to the minimum standard by the end of the following grading period or attendance month. Students will be notified within five school days of being placed on probationary status.

Academic Termination

Students who fail to achieve the minimum GPA or attendance standard by the end of the probationary period will be terminated from their program. Students who are terminated may not re-enter the program in question for at least six months and not until the following academic year. Academic years run from July 1 to June 30. Furthermore, additional testing or evidence of appropriate remediation may be required on an individual basis. Such additional re-enrollment requirements must be established at the time of the termination meeting.

Appeal of Termination

Exceptions to the termination policy above may be appealed to the Director of Adult Education in writing. Extenuating circumstances may be considered in this process. For example, compelling reasons for excessive absences can be considered. The approval of an appeal includes conditions and time frames such as a:

1. specified period of time (an additional probationary period) during which the student must correct the deficiency;
2. specific type of remediation or makeup plan.

A response from the Director will be given within five school days. The written appeal should include contact information.

Important Clarifications of Satisfactory Academic Progress

1. Students in modularized programs must meet minimum grade and attendance progress for each module in order to receive a certificate for that module. Students must also pass either 80 percent of the modules or 80 percent of the total program hours in order to receive a certificate for the entire program
2. A student who is scheduled to receive a Pell Grant may not receive an award for the second payment period (second half of the program) if the student is not meeting the academic standards at the end of the first half of the training. If the student is permitted to continue, he/she must sign a revised Cost & Funding Summary that requires the student to pay any amount of the second-half Pell payment that is in jeopardy due to a failure to make satisfactory academic progress.

CONDITIONS AND STANDARDS FOR RECEIVING A CERTIFICATE OF COMPLETION

A student will be awarded a Certificate of Completion from the Career and Technology Education Centers of Licking County upon successful completion of course requirements and if either of the Performance Standards is met and none of the prohibiting conditions detailed below exist.

The Performance Standards

Successful completion of a career development program is met in one of two ways:

1. The student completes or has approved prior credit for all the hours of the respective program within standards of Satisfactory Academic Progress, or
2. The student completes at least 60 percent of the program hours with Satisfactory Academic Progress and withdraws because of securing training-related employment.

Prohibiting Conditions

Two additional conditions must be met before a Certificate of Completion can be released to the student.

1. The school will not issue a certificate or industry credential if the student is paying on the basis of a monthly payment plan that exceeds the number of months the student is scheduled to attend. The credentials will be released and issued to the student when payment is received in full.
2. For programs requiring credential testing, students must complete the process or at least begin the process in a timely manner to be considered a graduate. It is not necessary for the student to pass or meet the industry standard for that credential, but the testing process must be completed or scheduled.

WITHDRAWAL PROCEDURES

A student planning to withdraw must officially notify the school and talk with the program supervisor and Registrar and/or Financial Aid administrator to discuss the effect on:

1. Funding sources and the balance due
2. Certification
3. Options for re-enrollment

Non-attendance does not constitute an official withdrawal. Charges may continue to accrue until the student announces his/her intent. A revised Payment Plan may need to be developed and signed. If the student is funded by TAA/TRA, NAFTA, Department of Job & Family Services (PRC) or Veteran's Administration, the student must notify the agency of the change of status. A failure to notify the funding agency could result in:

1. Overpayment and a required refund.
2. Charges of fraudulent receipt of state or Federal funds.

LEAVE OF ABSENCE POLICY

The school will allow a leave of absence in some programs. This might serve as a way for a student to avoid probation or termination for attendance violations if a chronic or extended situation occurs. Leave of absence may not be less than two weeks or more than 180 days, and a student may use LOA only once in a 12-month period. Typical justifications that may be permitted on a case-by-case basis include:

1. Military Leave – for those who must report for active duty.
2. Medical Leave – for those with temporary medical conditions for themselves or their immediate families.
3. Employment Leave – for those who must interrupt their school attendance due to temporary employer-imposed changes in work schedules.
4. Other Forms of Leave – other reasons for an LOA request must meet a higher standard of verification on appeal to the Registrar.

The student must request the leave of absence by completing and signing a “Leave of Absence Request Form.” This form must be approved and signed by the instructor and the Registrar. Enrollment priority will be given to students returning from approved leave as long as the date of their return is the “Date of planned reinstatement” on the LOA Form. It may be necessary to delay the student’s projected date of return if the timing of the curriculum does not match the student’s earliest possible date of return. Re-entering in the middle of a module or unit of instruction would put the student at a disadvantage.

Fees will not accrue during a Leave of Absence, and increases in tuition at the time of return will not apply. For financial aid purposes, only hours actually completed will apply. As a result, Pell and other forms of aid may be delayed, reduced or lost due to LOA. A financial aid recipient should contact the Financial Aid Administrator to determine the effect an LOA would have on the amount and timing of an award.



LEAVE OF ABSENCE FORM

Date _____

Name _____

SS# _____

Address _____

Program enrolled in _____

Reason for requesting leave _____

Beginning date of leave (First date of absence) _____

Date of planned reinstatement _____

Actual date of reinstatement _____

Revised projected end date _____

Student's Signature _____

Teacher's Signature _____

Financial Aid Officer/Registrar _____

CODE OF CONDUCT

Students are expected to conduct themselves in a manner that is suitable to the training area. Insubordination is grounds for immediate termination.

A violation of any of the following rules may result in disciplinary action, including termination.

Disruption of School

A student shall not, by use of violence, force, noise, threat, or intimidation, cause the disruption of any function of the school or its students. While not intended to be a complete list, the following acts, when done for the purpose of disrupting school functions, are examples of actions that can result in immediate termination or other disciplinary action:

1. Occupying the school building, school grounds, or part thereof with the intent to deprive others of its effective use.
2. Damaging any part of the school or property.
3. Firing, displaying or threatening use of explosives, including fireworks, on the school premises.
4. Continuously and intentionally making noise or acting in any manner so as to interfere with the instructional or administrative processes.

Theft and Property Damage

Stealing or attempting to steal school or another person's property on the school grounds or during a school activity off school grounds will result in automatic termination of enrollment. Automatic termination will also apply in cases of deliberate damage to school or another person's property.

Assault

A student who intentionally causes or attempts to cause physical injury to another at school or at a school function will be automatically terminated.

Harassment

Criminal harassment includes any unwelcome conduct (physical, verbal, or nonverbal) that is based on the victims' race, sex, religion, national origin, or disability. A student or group of students who plan, encourage, or engage in any form of harassment (criminal or otherwise) of another student or group of students may be suspended or terminated. Stronger disciplinary action will be applied if the context of the harassment is racial, sexual, religious, or based on the victim's disability or national origin. Any harassment with possible criminal ramifications will be reported to local law enforcement authorities. Students who feel they are being harassed should report it to the school's administrative staff immediately. Our staff will vigorously investigate these reports. Those deliberately filing false or misleading reports will also be strongly disciplined.

Foul Language Directed At Another Person

Improper language will not be tolerated, especially when directed at staff or fellow students in an angry, disrespectful, or threatening manner.

Use of Tobacco Products

While not condoned, a student may engage in smoking or smokeless tobacco products within the designated area only. That location is the loading dock behind the building.

Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student may not knowingly possess, use, transmit, or be under the influence of any narcotic, alcoholic beverage, or stimulant drug at school or at a school function. Display of items, including clothing, which advertise or promote use of illegal or controlled substances are forbidden. Students possessing, using, or distributing alcohol or narcotics will be automatically terminated unless, under certain circumstances, the student volunteers to participate in an approved substance abuse program. When appropriate, such infractions will also be reported to local law enforcement authorities. Students are asked to immediately report any knowledge of such activities to the adult education supervisor on duty.

Students who volunteer information about their own substance abuse problems before disciplinary action has been initiated will be given special tolerance and forbearance. While safety precautions relating to lab activities must be observed, students who voluntarily and actively participate in guidance and substance abuse programs will be allowed to continue their enrollment. Specific details of this institution's drug policies are outlined in the "Drug & Alcohol Awareness & Management Section." See copy in appendix.

Weapons and Dangerous Instruments

No student may possess, use, transmit or conceal any object that could be reasonably considered a weapon. This list of objects obviously includes, but is not limited to knives, guns, explosives, and clubs. Violations of this policy will result in immediate suspension and probable termination for a period of not less than one year. Carrying authentic looking toy guns is also forbidden.

Immorality

No student may engage in sexual acts on school property or during school events. No student may publish, distribute, or possess obscene or pornographic material on school property or at school events.

MISCELLANEOUS POLICIES & PROCEDURES

Dress and Grooming

Each training program has its own set of guidelines for dress and grooming. The basis for setting those guidelines includes:

1. Safety and comfort considerations
2. Occupationally specific norms
3. Minimizing distractions

Hard-soled shoes and safety glasses are generally required in shop areas. The instructor may prohibit long hair and beards, loose clothing, necklaces, earrings, and other jewelry that may create a safety hazard. Shorts and other provocative or distracting clothing are prohibited. Articles of clothing that promote or advertise illegal drugs or alcohol are also prohibited.

Safety in Shop Areas

No student will be permitted to participate in any shop area in violation of established safety rules and procedures for that shop. Any student found under the influence of alcohol, marijuana or other drug would be suspended immediately and possibly terminated without probation.

Break Periods

Program instructors establish break periods according to school policy. Students are expected to abide by these policies. It is the student's responsibility to assist in keeping the school's grounds and individual training areas as clean and uncluttered as possible. All cans, bottles, wrappers, and cigarette butts, should be disposed of in the proper receptacles. Abuse of break periods, such as smoking in unauthorized areas, returning from breaks after the specified time, or consuming beverages and food in prohibited areas, may result in abolishment of break times.

Cleanup

Students are required to participate in the cleanup and re-arrangement of classroom or laboratory areas as directed by the instructor. A refusal to do so will be reflected in the student's evaluation and could lead to a suspension or termination from class.

Use of cell Phones, Pagers, and Electronic Devices

When in a classroom or laboratory setting, mobile telephones, pagers, laptop computers, and other electronic devices must be used in a courteous and non-disruptive manner and according to instructor guidelines. Each classroom may have different requirements.

1. Keep these devices in a non-disruptive mode—vibrate, e.g.
2. Minimize incoming calls to the very important or emergency category.
3. Leave the room in an unobtrusive manner.
4. Outgoing calls should (as much as possible) be made at break times.
5. Be aware that the school assumes no liability for the theft or damage of these items.

Telephone Calls

Students are not permitted to use the telephones in the main office. Pay phones are available. Students will not be called from class to receive an incoming call unless it is for any emergency or other very important reason. We ask that you tell anyone who might call for you with an emergency message exactly what class you're attending. This will expedite our search for you.

Rules Regarding Use of School Computers and the Internet

We want to encourage our students to make full use of the school's considerable technology resources as a powerful learning tool. To protect this freedom, we ask all students to sign a "Computer Use Agreement" form that details the appropriate, inappropriate and illegal use of the school's computers, related networks and the internet. See appendix. It also reminds students that the school makes no warranties of the service provided as it relates to losses or damages from:

1. Lost data,
2. A failure to transmit or a misdirection of data, or
3. The use of information received via the internet.

School Closings and Delays Due to Inclement Weather

Adult programs on the main campus are only canceled when a **Level 2 Emergency** is in effect. **If a Level 2 Emergency is in effect after 7:00 a.m., the school will be closed for the entire day (until midnight), even if the Level 2 emergency is lifted.** **Announcements that the high school has closed do not apply to adult programming.** Our staff also attempts to call students, especially ones who come from the longest distances, to notify them directly when school or a specific program is canceled, but often we lack the staff to reach everyone. On questionable days when you have heard no media announcements, it is best to first check your voice mail, then call 740-364-2333 or 800-945-2832 before making a hazardous drive to the school.

Automobile Regulations

Students are asked to heed the posted speed limits on campus. Only authorized vehicles with plaques should park in the "Handicapped" spaces, and please avoid blocking access ramps. Parking in driveways and fire lanes is not permitted.

Lost and Found Service

C-TEC maintains a lost and found area at both ends of the building. We ask you to turn in all valuables or articles found to our office staff for safe keeping until its owner has time to inquire. All articles will be returned to the owner upon proper identification.

Posters and Bulletins

No student has the authority to place articles or notices on the bulletin board without first obtaining permission. Posters or decorations are not to be suspended on school walls with tape or other means. Thumbtacks are not to be used on wood. These rules are necessary to maintain an attractive facility. Any material to be posted on the general bulletin boards or in the halls must have the signed approval of the Director.

Visitors

Guests are welcome to visit our school. Groups or individuals wishing to tour the career center or the various training sites are welcome. Since we have a large number of visitors, we ask that you give us a few days advance notice so we can accommodate your requests. All visitors must report to the Adult Education Welcome Center to sign a log and obtain a visitor's pass. We cannot accommodate small children without their parents or other responsible adult.

STUDENT RECORDS AND INFORMATION

Student Rights and Procedures for Reviewing Educational Records

Students shall have the right to review their records. Access must be given within 45 days. The Adult Director or designated administrator must be present during any review of student records.

Request for Amendment and Further Appeal

Students shall have the opportunity to challenge the contents of the school records at a hearing, if they believe the materials are inaccurate, misleading, or inappropriate. Hearings are scheduled by the Adult Director. Any material determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The Adult Director's decision or reply may be appealed to the Superintendent within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Superintendent. Within one week of receiving the request and relevant documents, a second hearing will be scheduled to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the Board of Education according to the due process of law.

Authorizing Release of Student Records to Third Parties

All requests for a student record or evaluation by a person or organization will be directed to the office of the Adult Director. The Adult Director or designee shall provide a form to the requester to be completed and signed. That written request will then be communicated to the student by telephone, e-mail, or letter. By signing the release form, the student authorizes release of the specified record(s) or information to the named third party only.

For certain documents such as resumes, a blanket release can be signed covering specified types of requesters, such as employers. Blanket releases may never apply to grade transcripts, test scores, counseling notes, or any documents containing such sensitive information as:

- 1) Date of birth or age
- 2) Social Security number
- 3) Race, ethnicity, religion, gender, national origin, disability
- 4) Marital status
- 5) Convictions or arrest records
- 6) Sexual preference
- 7) Medical History

Family Educational Rights & Privacy Act (FERPA)

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. Students and former students are called eligible students. The law protects the student's right to review, challenge, and protect the release of information contained in the student's educational records. The policies outlined above meet or exceed that which is covered by FERPA. A summary of FERPA is included in the Appendix.

Upon registration, students are asked to complete a "Release of Information Form." This form is in compliance with FERPA. It authorizes the school to release the information indicated on the form itself to the Ohio Department of Education. C-TEC is required to report this information in order to receive state funding on your behalf.

Obviously, your signature is very important to the school and to you as a student. If you later wish to withdraw your permission, you may ask to sign a "Revocation of Release of Information Form." Samples of both forms are in the Appendix.



**STUDENT/EXAMINEE
INFORMATION RELEASE FORM**

I, _____, authorize C-TEC to release the information checked below relating to my participation in _____ . I am aware that these records may contain my name, social security number and my individual demographics information.

CHECK BELOW FOR RELEASE

- Dates of Enrollment
- Grades
- Attendance Record
- Competencies Obtained and Evaluations
- Assessment Results
- Resume
- Letter of Recommendation
- Verbal Recommendation
- Other _____

C-TEC may release the information indicated above to person(s) or organization(s) listed below:

CONTACT/ORGANIZATION	ADDRESS	TELEPHONE	E-MAIL AND/OR FAX

My signature is my acknowledgment that I have read and voluntarily consented to the release of the above mentioned records as collected and utilized by the Adult Workforce Education (AWE) program in which I have participated.

Student/Client Signature

Social Security Number

Date

Witness

Position

Date

SERVICES & PROGRAMS FOR STUDENTS

Guidance and Counseling Services

Students enrolled in all longer-term career development courses and some shorter courses have access to career and family counseling. Students may call 740-364-2257 to set an appointment with one of our licensed counselors. They can assist students with:

1. Planning or reviewing career goals
2. Resolving personal, family, or organizational issues that interfere with success on the job or in school.
3. Planning a job search campaign.
4. Identifying and resolving educational barriers.

Basic Educational Assistance

Students may receive many types of assistance with basic educational needs. Most of these services are free and include:

1. Assistance with math, reading, language mechanics, and even the technology related to the student's training program.
2. Help with English for speakers of other languages.
3. General educational enhancement, including college preparatory math.
4. Training for parents to help their children improve reading skills.

Employment Workshops and Individual Services

Most long-term career development courses include some job search training that is specific to the related job market. The full-time programs (600 hours or more) include actual job preparation and job seeking workshops. These vary in length and content by program. See Appendix for form.



STUDENT/EXAMINEE INFORMATION RELEASE FORM

I, _____, authorize C-TEC to release the information checked below relating to my participation in _____ . I am aware that these records may contain my name, social security number and my individual demographics information.

CHECK BELOW FOR RELEASE

- Dates of Enrollment
- Grades
- Attendance Record
- Competencies Obtained and Evaluations
- Assessment Results
- Resume
- Letter of Recommendation
- Verbal Recommendation
- Other _____

C-TEC may release the information indicated above to person(s) or organization(s) listed below:

CONTACT/ORGANIZATION	ADDRESS	TELEPHONE	E-MAIL AND/OR FAX

My signature is my acknowledgment that I have read and voluntarily consented to the release of the above mentioned records as collected and utilized by the Adult Workforce Education (AWE) program in which I have participated.

Student/Client Signature

Social Security Number

Date

Witness

Position

Date

SUMMARY OF THE INTERNSHIP/EXTERNSHIP PROGRAMS

Some programs at C-TEC require participation in an employer-based training experience called an internship or externship assignment. Students in programs that do not require an internship assignment may choose to participate in one if an opportunity exists. (Internship is used to mean both internship and externship for the rest of this document.) Some internship assignments are unpaid, but some pay an hourly wage. The purpose of an internship assignment is to:

1. Augment the classroom and laboratory training with relevant on-the-job training and skill practice.
2. Assist the student in making the transition from training to work.
3. Provide related work experience for job search purposes.

Participation in an internship is subject to availability, and students must apply and be granted approval by the participating employer. During the internship, the student must comply with all attendance, performance and other regulations of both the school and the cooperating employer. The employer evaluates the student during the internship experience.

Scheduling and Duration for programs With Required Internships

The duration (minimum number of hours) of the internship experience is pre-set for each program. When possible, internship may be shortened or eliminated for a student if the training needs of that student are best served in the classroom/lab structure. A student may not be required to serve more than four hours per day on an internship assignment, if school attendance is required on the same day. When school attendance and the internship assignment are not scheduled on the same day, the number of hours per day is determined by mutual agreement of the student, staff official, and the employer. However, the minimum number of internship hours required by the program must be completed in time to avoid conflict with the program's schedule. The maximum number of hours per week is set by mutual agreement, but it is urged that the total hours (school plus internship) be kept to no more than 44 hours per week. The minimum number of internship hours required by a program will never exceed 40 percent of the program's total hours.

Voluntary Internships

For programs that do not require an internship, participation is a privilege, not a right of enrollment. Furthermore, there is no guarantee that an internship assignment will be available. Voluntary internships are approved by agreement of the instructor and the Registrar. Approval will be based on academic progress, skill attainment, behavioral observations and the educational benefit of the assignment.

FINANCIAL AID

How to Apply

The student should contact the Financial Aid Officer to arrange an appointment to discuss funding options. Call 740-364-2259 (for VA Requests) or 740-364-2359 (for all other requests) or 1-800-945-2832, Ext.2259. See list of “Items Needed to Apply for Financial Aid.” In the Appendix.

Types and Sources of Financial Aid

The Adult Center for Workforce Development has been approved for the following sources of financial aid:

1. Pell Grants – a non-refundable Federal award for students in programs of 600 hours or more. In most cases a student must apply for a Pell Grant before being considered for other forms of financial aid.
2. Veteran’s Administration – This includes Chapter 30 benefits (Montgomery Bill), Chapter 106 (Reservists), Chapter 35 (Survivors), Chapter 32 (VEAP), and other programs.
3. WIA (for dislocated workers and others)
4. TAA/NAFTA (for dislocated workers whose jobs were lost due to plant closings or jobs lost to foreign countries)
5. PRC or Gap funding through the Department of Job & Family Services (for parents of children of low income families whether or not they are employed)
6. Various scholarships and grants from local agencies, professional associations, and civic organizations
7. Funding for people who have spent time in the US military. These funds are managed and approved by the local Veteran’s Representative—not a “Veterans” Administration program----no contribution is required.
8. BWC (Bureau of Workers Compensation)
9. BVR (Bureau of Vocational Rehabilitation)

Tax Credits

Yet another type of assistance is available through the IRS in the form of two generous tax credits:

1. **The American Opportunity Credit** is a tax credit of up to \$2500 for a maximum of two tax years to students enrolled in full-time training programs that lead to a certificate. The payments must be out-of pocket and not reimbursed.
2. **Lifetime Learning Tax Credit** allows a credit of up to \$2000 for each tax year for amounts paid for long or short-term occupational courses.

Parents who pay the direct educational costs of a dependent child may also take advantage of these tax credit programs. The school will send documentation (1098-T) to the student or parent and the IRS on what was paid to the school during the tax year.

PAYMENT PLANS

For the convenience of the student, interest-free payment plans may be arranged. A payment plan spreads the balance due, after deducting for financial aid, over the months the student is planning to be in attendance. Longer periods may be approved in hardship situations. Payments include an advance payment due on or before the first day of class and a series of monthly payments due the last day of each month. To establish a payment plan, the student must meet with a school official to complete a Cost and Funding Summary Form. A valid Master Card or Visa is the only qualifying requirement.

While payment plans are non-interest bearing, a late charge of \$20 will be assessed if a monthly payment is received in the following month. Late fees may occasionally be waived if you notify the school administration in advance and explain the reason for the anticipated late payment.

If a payment plan that you have signed becomes burdensome due to some unforeseen circumstances, you should notify the Registrar. The registrar will explain the consequences of withdrawing or may adjust the payment plan to something more manageable.

A failure to make a monthly payment will result in a suspension of training after the 15th day of the following month. Certificates of Completion and Transcripts will be withheld if you are behind in your payments at the time of graduation.

WITHDRAWS or TERMINATIONS and REFUNDS

If a student withdraws or is suspended due to attendance or grades, the student must contact the school's administrative staff to begin the refund process. Refunds will be paid by the same method as payment was made, except that cash payments will be refunded by check. Students may also choose to apply their payment as a credit against future classes. The refund policy is as follows:

Programs of 600 Hours or More

Charges for tuition and fees accrue on an hourly basis until 60% of the total program hours have been completed. For example: students in an 800-hour program would only pay the hourly fees for the hours completed until they have been enrolled for 240 hours. After being enrolled for 60% or more of the program hours, 100% of the tuition and fees are owed and no refund is possible. Students who are enrolled for more than 60% of the program hours, and therefore pay all the course fees, but withdraw before completing the entire course may re-enroll in the future and apply those payments as a credit toward completion of the program.

Students may appeal the 60% rule to the Adult Director or Registrar. If the withdraw or termination is due to certain hardships or extenuating circumstances the final bill may be adjusted. To request an adjustment, the student must meet with or write the Registrar to be considered.

Programs of Less Than 600 Hours

There are no refunds after the first week for classes of less than 600 hours. Students who withdraw before the first week of class will receive a full refund less a \$10.00 processing fee. The \$10.00 processing fee can be avoided by electing the credit option.

Note: Three business days notice is required for a refund on one and two session workshops.

Books and supplies become the property of the student upon receipt and will not be refunded.

In programs that require assessment testing as a condition of enrollment, students who decide not to attend after being tested will not be charged this fee if they notify the school of their decision at least 24 hours prior to the first class session. A student failing to notify the school 24 hours before the start of the first class will be charged the \$50 assessment fee. Refunds may take up to 6 weeks to process. Financial aid may be severely reduced by a withdrawal or suspension. Students with financial aid should contact the Financial Aid Officer to determine what affect a withdrawal will have on the balance due.

Frequently Asked Questions About Pell Grants

What is a Pell Grant?

Answer: The Pell Grant is the best known of the Federal student aid programs. Pell awards do not have to be repaid. It forms the base of the financial aid package for most students. Most other funding sources require that a Pell Grant application be filed and an award level be established before approving any additional funding. Typically, other financial aid sources will only pay the balance of the direct costs of attendance (tuition, books, and fees) after the Pell Grant is applied.

How do I actually apply for a Pell Grant?

Answer: You must file a Free Application for Federal Student Aid (FAFSA). This can be done online or with a paper application, but **the FAA (Financial Aid Assistant) at C-TEC prefers to help you process it electronically.** This reduces the student's processing time, minimizes errors, and helps improve communication between the student and the school. There is no charge for this service. See the checklist at the end of this section entitled "ITEMS NEEDED TO APPLY FOR FINANCIAL AID."

How do I qualify for a Pell Grant? What circumstances would prevent me from qualifying?

Answer: Pell Grants are based on the level of income received the prior year and, to a lesser degree, assets owned by the student and your spouse for an independent student or the student and his/her parents for a dependent student. The Pell Grant is an entitlement and therefore will be awarded to any student who meets the "need level" except for students with any of the following circumstances:

1. The student does not have a high school or GED Diploma.
C-TEC does not admit students on an "ability-to-benefit" basis.
2. The student is in default on a student loan or owes a refund on a Federal student grant.
3. The student is not a U.S. citizen nor does he/she possess the appropriate documentation to otherwise qualify.
4. The student has a recent drug conviction. (Be sure to ask a representative in the Financial Aid Department about your eligibility.)
5. The student is incarcerated in a Federal or state correction facility. The student may apply as soon as he/she is released.
6. The student has a Bachelor's degree or more than four years of undergraduate study on a full-time basis.
7. Some circumstances will delay the approval of a Pell Grant until the student is able to address the situation by taking some action. Examples include situations for which the:
 - a. Social security number does not match the student name- common for women who have changed their marital status
 - b. Student is selected for verification
 - c. NSLDS reports that the student is in default on a student loan, but the student has already resolved that problem. (National Student Loan Data System).

I'm living on my own with no support from my parents, but the FAA says I'm a dependent student and must report my parent's income and asset information as well as my own. Why?

Answer: The U.S. Dept. of Education defines a dependent student as one who meets all of the following criteria:

1. Born before January 1, 1988
2. Is not married.
3. Has no dependent children or other dependents
4. Is not a veteran of the U.S. military
5. Is not an orphan or ward of the Court

Only under certain rare circumstance and with very convincing documentation can the FAA exercise “professional judgment” and over-ride this designation.

The FAA tells me that I must complete a second FAFSA next year. Why?

Answer: This happens when you will attend in more than one academic year (July 1 to June 30). The Pell Grant is awarded by academic year. So, if you are scheduled to attend in more than one academic year, you may need to apply once for each year.

Who receives the Pell check, the school or me?

Answer: In signing the Cost & Funding Summary you authorize the school to apply your Pell Grant directly to any amounts due the school. If your total financial aid and payments from other third-party payers is greater than the amount owed the school, you will receive checks for that amount from C-TEC. In all cases, the Pell funds are sent to the school from the U.S. Dept. of Education. It is then either applied to the student's account and/or paid directly to the student if the Pell grant exceeds the direct costs of attendance.

When will I receive the Pell Grant Money?

Answer: Both you and the school must wait until the student has completed a specific percent of the hours in the payment period before the school begins the process of drawing down the money for that payment period. A payment period is usually approximately half of the total hours in your training program. Your Pell payment periods are defined on the back of your Cost & Funding Summary.

How do I “successfully complete” a payment period?

Answer: You must meet two standards by the end of the payment period:

- a. 70% or higher grade point average
- b. 85% accumulated attendance

How are the Pell payment periods set?

Answer: The appendix contains a detailed description of how the number and length of payment periods is determined. In general, there are two payment periods of equal length—hours. Sometimes the timing of the student's enrollment may require the student to apply in each of two or more academic/award years. In this case the student will have to complete a second and sometimes third FAFSA for the following school year(s). It will also

be necessary to reapply for a Pell Grant in a second award year if the student's attendance is interrupted by a school-scheduled summer break of at least six weeks. The Pell payment periods then equal the number of hours scheduled in each of the award years.

I was selected for verification. What must I do, and why was I chosen?

Answer: Your FAA will guide you through the process. The student is usually required to provide additional documentation of such things as income, assets, marital status, family size, citizenship, etc. Once selected, the student must comply or no Pell Grant funds may be released. Many people are selected for verification by the U.S. Dept. of Education because of some apparent inconsistency in the data reported or because that data seems inaccurate or unlikely for some reason. Other applications are selected for verification on a purely random basis. See section titled "Verification of Financial Aid Information. . ." for more detail.

If I receive a Pell Grant, will it affect my eligibility for funding from Veteran's Administration or other agencies?

Answer: A Pell Grant will not reduce your monthly allowance from the VA. It may reduce the amount of funding from WIA, TAA, NAFTA, BVR, PRC, etc. Each agency and often each county or office sets its own rules regarding this matter. Agencies that do adjust their awards based a student's Pell Grant will typically pay at least the balance of all direct charges from the school. So the usual worst-case situation is that the student may not receive a direct payment from the Pell Grant to help with the general costs of living.

VERIFICATION OF FINANCIAL AID INFORMATION THAT AFFECTS ELIGIBILITY OR AWARD LEVELS

Students will be required to provide documentary proof of the data recorded on their FAFSA or ISIR (the document that is sent to the school from the FAFSA application) if the following is true of the student:

- A. The U.S. Department of Education selects the student for verification,
or
- B. Certain conditions exist that require specific documentation as determined by the Financial Aid Administrator. Such conditions include:
 - 1. Any situation for which the Financial Aid Administrator exercises professional judgment in favor of the student. These actions include:
 - a. Changing dependency status (rarely done)
 - b. Using projected current-year income for families of laid off workers, displaced homemakers, or others for which current year income is projected to be lower than the base (prior) year income.
 - 2. Any situation in which the FAA must resolve a “C” code on an ISIR or for which there are issues with Social Security, Selective Service, INS (citizenship), NSLDS (status of previous student loans), incarceration, drug convictions, etc.
 - 3. Staff awareness of information that would cause the FAA to question the data contained on the FAFSA or ISIR.
 - 4. The existence of seemingly contradictory or inconsistent data within the FAFSA or ISIR.

A failure or refusal to provide the documentation requested will result in a denial of Pell Grant funding to the student.

PROFESSIONAL JUDGMENT AND PELL GRANT ELIGIBILITY

Under certain unusual and well-documented circumstances, a student who would not otherwise qualify for a Pell Grant may appeal to the Financial Aid Administrator to exercise “professional judgment” and thereby qualify. It is also possible to increase a Pell award in this same manner. The final arbiter or professional judgment is the Student Financial Aid (SFA) Officer. The school and its officers are subject to refunds and fines for the inappropriate or fraudulent use of professional judgment. Please discuss your circumstances with the SFA.

DEFERMENTS

Under certain circumstances a borrower may defer or postpone repaying a Stafford Loan. Deferments for subsidized Stafford Loans apply to a both principal and interest. Deferments for unsubsidized Stafford Loans, Plus Loans and Federal Supplemental Loans for Students loans apply only to principal.

PEACE CORPS DEFERMENT

A Peace Corps deferment is intended to cover volunteer service under the Peace Corps Act.

ELIGIBILITY CRITERIA

This deferment is available to a borrower only if he or she has an outstanding FFELP loan that was first disbursed before July 1, 1993, or a PLUS loan disbursed before August 15, 1983.

To qualify for this deferment, a borrower must request it and provide the lender with a statement from an official of the Peace Corps program certifying:

- Borrower has agreed to serve as a volunteer on a full-time basis for at least one year.
- The date on which the borrower's service began.
- The date on which the borrower's service is expected to end.

LENGTH OF DEFERMENT

The deferment may begin no earlier than 6 months before the date on which the lender receives the deferment request and all documentation, or the date on which the borrower's qualifying status is certified to begin, whichever is later. The deferment ends no later than 3 years after the date on which it began, or the date on which the borrower's commitment is certified to end or actually ends, whichever is earlier. [§682.210(k)]

ACTION PROGRAM DEFERMENT

An Action Program deferment is extended to cover full-time paid volunteer service with an organization participating in a program authorized under Title 1 of the Domestic Volunteer Act of 1973 (ACTION programs).

ELIGIBILITY CRITERIA

This deferment is available to a borrower only if he or she has an outstanding FFELP loan that was first disbursed before July 1, 1993, or a PLUS loan first disbursed before August 15, 1983.

To qualify for this deferment, a borrower must request it and provide the lender with a statement from an official of the volunteer program certifying:

- That borrower has agreed to service as a volunteer on a full-time basis for at least one year.
- The date on which the borrower's service began.
- The date on which the borrower's service is expected to end.

TAX-EXEMPT ORGANIZATION VOLUNTEER DEFERMENT

A tax-exempt organization volunteer deferment is intended to cover full-time paid volunteer service with a tax-exempt organization that the U.S. Department of Education has determined to be comparable to service as a Peace Corps or ACTION volunteer.

ELIGIBILITY REQUIREMENTS

The deferment is available to a borrower only if he or she has an outstanding FFELP loan that was first disbursed before July 1, 1993, or a PLUS loan first disbursed before August 15, 1983.

To qualify for this deferment, a borrower must request it and provide the lender with a statement from an official of the volunteer program certifying:

- That borrower has agreed to serve on a full-time basis for at least one year.
- That borrower serves as a volunteer in an organization that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986.
- That borrower provides service to low-income persons and their communities to assist them in eliminating poverty and privet-related human, social, and environmental conditions.
- That the borrower's compensation, including a subsistence allowance, necessary travel expenses, and stipends, does not exceed the federal minimum wage, except that the tax-exempt organization may provide health, retirement, and other fringe benefits to the volunteer that are substantially equivalent to the benefits offered to other employees of the organization.
- That the borrower, as part of his or her duties, does not give religious instruction, conduct worship services, engage in religious proselytizing, or engage in fundraising to support religious activities.
- The date on which the borrower's service began.
- The date on which the borrower's service is expected to end.

LENGTH OF DEFERMENT

The deferment may begin no earlier than six months before the date on which the lender receives the deferment request and all documentation, or the date on which the borrower's qualifying status is certified to begin, whichever is later. The deferment ends no later than three years after the date on which it began, or the date on which the borrower's commitment is certified to end or actually ends, whichever is earlier. [§682.210(m)]

OTHER DEFERMENTS

Other deferment types could include:

- In-school
- Unemployment
- Economic Hardship
- Additional Plus Loan
- Serving a required internship or residency
- Temporarily totally disabled
- Required to provide full-time care for a disabled dependent
- Teaching in a designated teacher shortage area
- Active duty in NOAA Corps
- Qualifying parental
- Working mother

APPENDIX



Certificate of Training
Adult Education Center

Kay Gooch

Has successfully completed _____ hours of training in:
Your Program

Date

Instructor

Supervisor

Career & Technology Education Centers of Licking County

DRUG & ALCOHOL AWARENESS & MANAGEMENT

I. Narcotics, Alcoholic Beverages and Stimulant Drugs

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic, alcoholic beverage, or stimulant drug at school or at a school function. Display of items, which relate to advertising and/or use of illegal or controlled substances are not acceptable. Students possessing, using, or distributing alcohol or narcotics will be automatically terminated unless, under certain circumstances, the student volunteers to participate in an approved substance abuse program.

A. Prevention of Drug Abuse

1. Career & Technical Education Centers of Licking County has cooperative agreements with various drug education and intervention programs available in the community for students and staff.
2. The education programs stress the nature of drugs, their effect on the human system, and the social implications of drug abuse.
3. The intervention programs determine the underlying causes of drug abuse and attempts to ameliorate or remediate them wherever possible within the school environment.

B. Guidance of Students

1. All staff members shall be open to students who approach them in genuine need of advice and counsel or in search of a sympathetic listener.
2. Where appropriate, and the student so permits, the staff member shall refer the student to the guidance staff for further assistance or to an agency or organization qualified and competent to help the student.
3. Guidance staff may, when they deem it advisable, call other staff members to inform them of the student's problem and counsel them in ways they might help the student.
4. The confidentiality of each student who freely confides in a staff member will be respected when the student so requests, unless there is clear evidence that danger exists which threatens the student or others. The student who divulges information concerning an illegal act shall be warned that such information may have to be made known to the proper authorities.
5. Where any staff member has reason to believe that a student is experiencing a drug problem, she/he shall report the student to the guidance staff so that they may initiate a conference.

C. Procedures for Students Suspected of Drug Use

1. Any staff member who suspects that a student is under the influence of alcohol or illegal drug shall report the matter as soon as possible to the Adult Education administrative personnel.
2. Staff will evaluate the situation and may: return the student to class, ask the student to leave, hold for further observation, seek emergency medical assistance, and/or notify security personnel to assist in the removal of the student from the building.

D. Procedures for Students Suspected of Possession or Distribution of Drugs

1. When any staff member has reason to believe that a student possesses or is distributing for sale, or otherwise, any drug, she/he shall report the matter to an Adult Education administrator.
2. If the drug is found to be a controlled dangerous substance, the Adult Education administrative personnel will take appropriate action, including termination from the program and notification of the appropriate law enforcement agency.

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. Students and former students are called eligible students.

- 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 students to inspect the records. Schools may charge a fee for copies.
- 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 student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the 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 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 a 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 students about directory information and allow 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 bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Note: The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

CAMPUS SECURITY

Federal regulations require all schools to disclose campus crime statistics to potential and current students. The following statistics reflect known incidents in which a report was filed with law enforcement officials or in which law enforcement officials were called to C-TEC. The statistics include all hours of operation and during periods that the school is closed to the public. It includes incidences involving both high school and adult students as well as well as non-students. The report covers the years 2000, 2001 and 2002.

For the three years reported, there were no official **criminal offenses** that took place on campus involving:

1. Murder/Non-negligent manslaughter
2. Forcible sex offenses, including rape
3. Non-forcible sex offenses
4. Robbery
5. Motor vehicle theft
6. Arson
7. Negligent manslaughter

For the three years reported, there were no occurrences on campus of the following **hate offenses**:

1. Murder/Non-negligent manslaughter
2. Aggravated assault
3. All forcible sex offenses
4. Forcible rape
5. Arson
6. Negligent manslaughter
7. Simple assault

The following statistics cover the number of **arrests** for the following crimes occurring on campus:

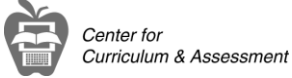
Crime	Number of Arrests					
	2002	2003	2004	2007	2008	2009
1. Liquor law violations	0	0	0	0	0	0
2. Drug law violations	1	5	0	0	0	0
3. Illegal weapons possession	3	1	0	0	0	0

Upon request, a student will be provided a copy of the entire annual campus security report.





Revocation of Release of Information Form



I, (print name) _____, revoke my prior authorization given to the Ohio Department of Education for the release of my educational records, which includes my name, social security number, student ID number, and date of birth, to the agencies listed below.

Student/Examinee information released to:

Ohio Department of Job and Family Services
145 South Front Street
Columbus, Ohio 43215

Ohio Board of Regents
30 East Broad Street
Columbus, Ohio 43266-0417

My signature is my acknowledgement that I have read and now voluntarily revoke any and all Release of Information Form(s) signed by me pertaining to the release of the above-mentioned educational records as collected and utilized by adult workforce education programs I have previously enrolled in or tested with.

Social Security Number or Security Number * - -

Signature of Student/Parent or Guardian **

Date

* Use of Social Security Number is optional. If you choose to give us your Social Security Number, we will use it to maintain your file and assure prompt and accurate reporting.

** Students under the age of 18 must have this consent form signed by the student's parent or guardian.

(Revised 09-02-04)

COMPLETION RATES FY 2003

Institution: C-TEC (418205)

CIPCODE	Sex	Nonresident Alien	Black, non-Hispanic	American Indian or Alaskan Native	Asian or Pacific Islander	Hispanic	White, non-Hispanic
01.0603	Men						1
Ornamental Hort. Ops. & Mgmt.	Women						2
	Total	0	0	0	0	0	3
09.0501	Men						3
Public Relations & Organizational Comm.	Women						17
	Total	0	1	0	0	0	20
11.9999	Men						7
Computer & Info Sciences, other	Women						4
	Total	0	0	0	0	0	11
43.0203	Men				2		93
Fire Science/Fire-Fighting	Women						33
	Total	0	0	0	2	0	126
43.9999	Men						3
Protective Services, Other	Women						3
	Total	0	0	0	0	0	6
47.0104	Men						3
Computer Installer & Repairer	Women						3
	Total	0	0	0	0	0	3
47.0302	Men						5
Heavy Equip. Maint. & Repairer	Women						0
	Total	0	0	0	0	0	5
47.0399	Men		1				17
Indus. Equip. Maint. & Repairers, Other	Women						17
	Total	0	1	0	0	0	17
48.0501	Men						2
Machinist/Machine Technologist	Women						2
	Total	0	0	0	0	0	2
48.0599	Men						11
Precision Metal Workers, Other	Women						3
	Total	0	0	0	0	0	14
51.0801	Men						5
Medical Assistant	Women						38
	Total	0	0	0	0	0	43
51.0904	Men						27
Emergency Med. Tech./Technician	Women						23
	Total	0	0	0	0	0	50
52.401	Men						
Administrative Assistant /Secretarial Science	Women						13
	Total	0	0	0	0	0	13

ENROLLMENT SUMMARY FOR THE 2009-2010 SCHOOL YEAR

99.0000 Summary Grand Totals	Nonresident Alien	Black, non- Hispanic	American Indian or Alaskan Native	Asian or Pacific Islander	Hispanic	White, non- Hispanic	Unknown
Academic year							
Men	3	12	7	13		29	42
Women	2	18	2	14		36	33
Total	5	30	9	27		65	75
Grand Total Men	729						
Grand Total Women	755						
Grand Total	1384						
**PY Grand Total Men	5	44	7	15		16	137
PY Grand Total Women	20	36	2	19		31	144
PY Grand Total Men	815						
PY Grand Total Women	982						
Grand Total	1797						
**PY = Previous Year							

COOPERATIVE WORK EXPERIENCE AGREEMENT

Student

Company

C-TEC Adult Education Center
150 Price Road
Newark, Ohio 43055

Instructor/Coordinator: (740-364-2256)

Instructor e-mail:

Registrar, Larry Weber : (740-364-2259)
(740) 364-2333 (C-TEC general telephone)

E-mail: lweber@c-tec.edu
C-TEC fax: 740-364-2303

STUDENT RESPONSIBILITIES INCLUDE:

1. dressing in a professional manner and following any policies or guidelines established by the employer, especially to include personal protective equipment.
2. being on the job site when expected, prepared to work. If school is not in session due to holidays or bad weather, students will also be excused from being on the job site.
3. limiting absences as much as possible and contacting both the school and the job site supervisor if an absence is necessary.
4. performing duties in an accurate and timely manner.
5. adhering to any company policies or regulations.
6. performing duties in a safe and courteous manner, following any company established safety regulations.
7. practicing confidentiality in regard to work assignments.
8. projecting a positive attitude about employer and coworkers.

EMPLOYER RESPONSIBILITIES INCLUDE:

1. providing adequate training for the job to be performed by the student worker.
Duties will include but are not limited to:
2. providing a safe working environment.
3. providing some form of workers' compensation.
4. limiting "housekeeping/clean up" and other simple and repetitive duties to a level commensurate with that performed by other employees in similar positions.
5. preparing an evaluation of the student worker on a regular basis using a form provided by the school.

6. immediately contacting the program instructor at C-TEC if a problem with the student worker should arise.
7. providing higher levels of activities as the student worker becomes more competent.

INSTRUCTOR/SCHOOL RESPONSIBILITIES INCLUDE:

1. providing training for the student in basic occupational skills and knowledge in the program area.
2. providing training for the student in basic safety.
3. working with the job site representative or supervisor to improve the student worker's job performance.
4. customizing classroom training activities to job site duties if possible.

Job Title or Description: _____

Work schedule: _____

Start date: _____

End date: _____

Student Worker Signature **Date**

Employer Representative Signature **Date**

School Representative Signature **Date**