

ADULT CAREER EDUCATION Student Consumer Handbook

Mahoning County Career and Technical Center
Post Secondary Adult Career Education (PACE)

Career Development Training Programs
2011-2012



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*Mahoning County Career and Technical Center is accredited by AdvancED Parent Organization
of North Central Association CASI Accreditation*

**Adult Education, Mahoning County Career and Technical Center
7300 North Palmyra Road — Canfield, Ohio 44406 — Telephone: 330.729.4100**

Handbook for the following Pell Eligible Career Development Programs

Advanced Patient Care Technician

Certified Industrial Technology
Machining Major
Maintenance Major
Welding Major

Culinary and Restaurant Management

Health Information and Medical Office Management

Medical Assistant

Handbook for the following additional Career Development Programs (Not Pell Eligible)

EMT-B Basic

Pharmacy Technician

Phlebotomy

Firefighter I and II

COMPLIANCE WITH FEDERAL LEGISLATION

The Board of Education, Mahoning County CTC is an equal opportunity employer and does not discriminate with regard to its employment policies, personnel practices or educational programs, regardless of race, color, religion, national origin, disability, gender, or age.

WELCOME

The members of the faculty, staff and administration welcome you to the Mahoning County Career and Technical Center. As you pursue your occupational and academic study through adult career education this year, we will do everything possible to help you achieve your career goals.

We hope you will take advantage of the many educational opportunities available to you and that your career and technical experience will be successful.

We have high expectations for you. This handbook is intended to serve as your guide throughout your new and exciting journey. We expect that you will commit to your studies and strictly adhere to the attendance requirements and the procedures outlined in this handbook as you meet new challenges and make new friends.

We recommend that you read and become familiar with the information presented in the following pages. Please keep this handbook for your future reference.

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MISSION STATEMENT

As a premier educational center, the mission of MCCTC is to create lifelong learners through dynamic, relevant curriculum that encompasses advanced technology, rigorous academics, college credit options, industry credentials and strategic partnerships.

ADULT EDUCATION PHILOSOPHY

Adult Education is an integral part of the total education program at the Mahoning County Career and Technical Center. Our citizens help comprise a work force in one of the leading manufacturing areas in the nation and are interested in self-improvement. Therefore, the Board of Education provides a program of evening and daytime adult classes.

The purpose of the adult classes shall be to meet the career/technical training and retraining needs of local workers and the cultural, vocational and academic interests of the community.

The Adult Education Department is staffed by well-qualified, certificated instructors. Participation of representatives of the community, cooperation with local business, industry, organizations and agencies, and assessment of the needs and resources of the community combine to develop quality programs.

There is strong cooperation between high school program staff members and the adult education program administration and staff. All equipment and facilities are equally shared between the high school and adult programs.

INTRODUCTION

The Mahoning County Career and Technical Center adult career education program is centrally located and easily accessible from Route 224 in Canfield, Ohio. The school earned the designation of Adult Full Service Center from the Ohio Department of Education in 1988. The Center is a multi-purpose facility that addresses current training needs of industry, creates new opportunities for employment of individuals, and promotes education as the crucial link between the needs of community employers and area adults.

The Adult Full Service Center has been committed to continuing education since 1972. Education is recognized as the economy's most stable resource. The mission of the Adult Full Service Center is to:

- ◆ OFFER employers the competitive edge in productivity by providing skilled employees
- ◆ TRAIN adults to enter or reenter the job market
- ◆ RETRAIN adults to meet demanding technological changes
- ◆ UPGRADE workers' skills and capabilities

The Adult Full Service Center is located in a spacious 5.5-acre building on a 158-acre site that includes a vocational agricultural center. The facility has outstanding technical equipment, support services and curriculum including:

Computer Centers	GED Program
Reading Center	State-of-the-art technology
Math Center	Lecture Hall (capacity 200)
Resource Center	Multi-level cafeteria
Assessment Center	General meeting facilities
Guidance Center	Large, well-lighted parking facilities
Conference Center	Landscaped campus

The success of the adult career education program is enhanced by the strength of the career/technical education hands-on training.

Individuals who attend adult career development programs obtain comprehensive training that is current and responsive to the community's needs guided by advisory boards comprised of professional leaders from business, labor and industry. Curriculum is reviewed and updated on a regular basis to reflect the changing needs of business and industry.

Introduction – Continued

Career Assessment and counseling help those students who are unemployed, under employed, or making a career choice or change. **Pre-and post-tests of levels of basic skill achievement and post-tests of acquired competencies in specific program skills are required.**

Assistance in the application process is available. Financial aid is available for students who qualify. Funding sources include Federal Pell Grants and/or Direct Loans, Bureau of Vocational Rehabilitation (BVR) funds and Workforce Investment Act (WIA) funds. (See appendix, Financial Aid Procedures for more information).

Lab activities enable students to gain a higher level of skill in reading, locating information and math. The Transitions Coordinator, program coordinators, and instructors provide employability and life skills training as well as assistance to students in the job search process.

Upon successful completion of a career development program, students receive a Career Passport which includes a letter from the superintendent, a certificate of completion stating hours attended, a transcript of grades, a resume and a list of competencies. Some programs may include additional portfolio items based on curriculum design.

ACCREDITATION

Adult Career Education at Mahoning County Career and Technical Center is accredited by North Central Association of Colleges and Schools. Correspondence can be sent to: AdvancEd/NCA-CASI, Office of Postsecondary Education, Cedar Lakes Conference Center, HC88 Box 21, Ripley, WV 25271, 1-866-548-5833. The school is designated as an Adult Full Service Center by the State of Ohio and the Ohio Board of Regents.

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Committee of Accreditation for Medical Assistant Education, also known as the Curriculum Review Board of the American Association of Medical Assistants' Endorsement (AAMAE). Students who meet accreditation requirements may take the National credentialing exams for both Certified Medical Assistant (AAMA) and Phlebotomy (NCCT).

Copies of the school's accreditation approval may be viewed in the Adult Career Education office upon written request.

Students successfully completing the following Career Development programs will sit for the credentialing exams listed:

<u>COURSE</u>	<u>CERTIFICATION TEST</u>
Advanced Patient Care Technician	Patient Care Tech., EKG Tech. and STNA
Certified Industrial Technology	
Machining Major	NIMS and OSHA
Maintenance Major	NIMS and OSHA
Welding Major	American Welding Society and OSHA
Culinary and Restaurant Management	Serv Safe® Food Safety and Responsible Alcohol Service
Emergency Medical Technician	National Registry for EMT-B Exam
Firefighter Level I and II	State Certified Firefighter Level I or II
Health Information and Medical Office Mgt.	Certified Medical Office Assistant, Certified Professional Coder, and Certified Medical Billing Specialist
Medical Assistant	CMA and NCCT NCPT Certification
Pharmacy Technician	NCPht Certification
Phlebotomy	NCPT Certification

**All Career Development students will also sit for the ACT National Career Readiness Certificate.

**ADULT EDUCATION CALENDAR
2011-2012**

Mahoning County Career and Technical Center
ADVANCED PATIENT CARE TECH
902 HOURS

- July 25** **Fall Registration Begins**
- August 22** **Class Begins**
- September 5 Labor Day
- November 23 - 25 Thanksgiving Break
- December 22 - January 2 Winter Break
- January 16 Martin Luther King Day Observed
- February 20 President's Day Observed
- April 6 – 13 Spring Break
- May 7 Externships Begin
- May 28 Memorial Day Observed
- June 14** **Class Ends**

**ADULT EDUCATION CALENDAR
2011-2012**

Mahoning County Career and Technical Center
CERTIFIED INDUSTRIAL TECHNOLOGY
MACHINING MAJOR
900 HOURS

- July 25** **Fall Registration Begins**
- August 22** **Class Begins**
- September 5 Labor Day
- November 23 – 25 Thanksgiving Break
- December 22 - January 2 Winter Break
- January 16 Martin Luther King Day Observed
- February 20 President’s Day Observed
- April 6 - 13 Spring Break
- May 28 Memorial Day Observed
- June 28** **Class Ends**

**ADULT EDUCATION CALENDAR
2011-2012**

Mahoning County Career and Technical Center
CERTIFIED INDUSTRIAL TECHNOLOGY
MAINTENANCE MAJOR
900 HOURS

- July 25** **Fall Registration Begins**
- August 22** **Class Begins**
- September 5 Labor Day
- November 23 – 25 Thanksgiving Break
- December 22 - January 2 Winter Break
- January 16 Martin Luther King Day Observed
- February 20 President’s Day Observed
- April 6 - 13 Spring Break
- May 28 Memorial Day Observed
- June 26** **Class Ends**

**ADULT EDUCATION CALENDAR
2011-2012**

Mahoning County Career and Technical Center
CERTIFIED INDUSTRIAL TECHNOLOGY
WELDING MAJOR
905 HOURS

- July 25** **Fall Registration Begins**
- August 22** **Class Begins**
- September 5 Labor Day
- November 23 – 25 Thanksgiving Break
- December 22 - January 2 Winter Break
- January 16 Martin Luther King Day Observed
- February 20 President’s Day Observed
- April 6 - 13 Spring Break
- May 28 Memorial Day Observed
- June 29** **Class Ends**

**ADULT EDUCATION CALENDAR
2011-2012**

Mahoning County Career and Technical Center
**CULINARY ARTS/RESTAURANT MANAGEMENT
HOURS**

- July 25** **Fall Registration Begins**
- September 5 Labor Day
- November 23 – 25 Thanksgiving Break
- December 22 - January 2..... Winter Break
- January 16..... Martin Luther King Day Observed
- February 20..... President’s Day Observed
- April 6 - 13 Spring Break
- May 28 Memorial Day Observed

Final Culinary Arts/Restaurant Management calendar is under construction

**ADULT EDUCATION CALENDAR
2011-2012**

Mahoning County Career and Technical Center
EMT-B BASIC
140 HOURS

- July 25** **Fall Registration Begins**
- October 5 EMT Orientation
- October 22** **Class Meets (Saturday)**
- November 5** **Class Meets (Saturday)**
- November 19** **Class Meets (Saturday)**
- November 23 - 25 Thanksgiving Break
- December 17** **Class Meets (Saturday)**
- December 22 - January 2 Winter Break
- January 16 Martin Luther King Day Observed
- January 21** **Class Meets (Saturday)**
- January 28** **Class Ends (Saturday)**

**ADULT EDUCATION CALENDAR
2011-2012**

Mahoning County Career and Technical Center
HEALTH INFORMATION & MEDICAL OFFICE MANAGEMENT
918 HOURS

- July 25** **Fall Registration Begins**
- August 22** **Class Begins**
- September 5 Labor Day
- November 23 - 25 Thanksgiving Break
- December 22 - January 2 Winter Break
- January 16 Martin Luther King Day Observed
- February 20 President's Day Observed
- April 6 - 13 Spring Break
- May 7 Externships Begin
- May 28 Memorial Day Observed
- June 14** **Class Ends**

ADULT EDUCATION CALENDAR
2011-2012

Mahoning County Career and Technical Center
MEDICAL ASSISTANT
1080 HOURS

July 25	Fall Registration Begins
September 6	Class Begins
November 23 – 25	Thanksgiving Break
December 22 – January 2	Winter Break
January 16	Martin Luther King Day Observed
January 26	1 st Semester Ends
January 30	2nd Semester Begins
February 20	Presidents Day Observed
April 6 - 13	Spring Break
May 7	Externships Begin
May 28	Memorial Day Observed
June 12	Class Ends (EXAM)

ADULT EDUCATION CALENDAR
2011-2012

Mahoning County Career and Technical Center
PHARMACY TECHNICIAN
445 HOURS

- July 25** **Fall Registration Begins**
- September 13**..... **Class Begins**
- November 23 – 25 Thanksgiving Break
- December 22 – January 2 Winter Break
- January 16..... Martin Luther King Day Observed
- February 20..... Presidents Day Observed
- April 6 - 13 Spring Break
- May 28..... Memorial Day
- June 4..... Externships Begin
- June 27**..... **Class Ends (EXAM)**

<p style="text-align: center;">ADULT EDUCATION CALENDAR 2011-2012</p>

Mahoning County Career and Technical Center

PHLEBOTOMY

346 HOURS

- July 25**..... **Fall Registration Begins**
- September 13**..... **Class Begins**
- November 23 - 25..... Thanksgiving Break
- December 22 – January 2..... Winter Break
- January 16..... Martin Luther King Day Observed
- February 20..... President’s Day Observed
- April 2..... Externships Begin
- April 6 – 13..... Spring Break
- April 26**..... **Class Ends (EXAM)**

SCHEDULE OF CLASSES

Students are admitted to most career development training programs in August or September. Individual program calendars are provided in this handbook.

Programs requiring externships will allot time in the course calendar to complete that experience, usually in the spring. Externship times and days will be scheduled at times agreed upon by the externship site and the Career Center.

Student meal breaks are included in the student's daily schedule if classes exceed four (4) hours. Students may eat in the foyer or leave campus during the dinner break time. A microwave and snack vending area is available for student use.

SCHOOL CLOSING

Occasionally school will be closed due to weather conditions or other emergency situations. If it becomes necessary to cancel adult career education classes, **refer to your local television and radio stations for announcements.** Instructors may use a phone call list to inform students of class adjustments. Check with your instructor. The Adult Career Education Office will not call individual students with closing information.

Day school closing often does not necessitate closing the building for evening classes. Listen to your radio/television for adult career education updates.

VACATION AND HOLIDAYS

The school schedule includes the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday and the week following Easter
- Memorial Day
- Thanksgiving Day and the following Friday
- Winter break as scheduled by the school

ADMISSION REQUIREMENTS

All career development students are required to possess a High School Diploma or G.E.D. Class size is limited and students are enrolled on a first-come, first served basis. Completion of necessary paperwork determines the date of enrollment. **Career development students are required to attend a scheduled informational session and orientation program and meet the following program prerequisites prior to beginning class:**

- Achieve the required G.E. (grade equivalent) in basic skills tests covering math, reading, and language.
- Complete any other program prerequisites as stated in the course outlines.

ADULT BASIC AND LITERACY EDUCATION CLASS

Adult Basic and Literacy Education classes will be available prior to the start of career development programs to assist students needing additional help in reading, math, or language before entering a training program. If reinforcement is needed, students will be admitted into classes after successfully completing prerequisite requirements. ABLE classes are available at various locations during the school year and at limited sites during the summer months. Contact the Adult Career Education Department at 330-729-4100 or check the school catalog for class dates and times as well as GED test dates.

APPLICATION PROCESS

To apply for admission:

1. Attend one of the scheduled program informational sessions to receive a packet containing program information, sources of financial assistance and information about the pre-admission orientation program.
2. Complete and pass the required assessment testing.
3. Schedule and attend the required program orientation session.
4. Arrange for an official high school transcript to be forwarded to the school or give evidence of graduation from high school or GED by presenting a diploma/certificate. The high school diploma validity will be evaluated based on the FAFSA information, acceptable documentation submitted and/or inquiries to the State as needed.
5. Submit to the Adult Career Education office all completed forms along with a picture ID and any required financial arrangements documents. The registration fee is due when paperwork is submitted to the Adult Career Education office.

The completed file of each applicant will be reviewed. Applicants qualified for the program of choice will be granted admission and will be placed on the list for admission to the next available class according to the date the file is completed. Falsification of any student information submitted will be grounds for student expulsion.

All program costs must be paid before students will be permitted to begin an externship experience if such an experience is required for program completion.

PROGRAM COMPLETION

Students completing the program who meet the satisfactory progress requirements of at least 90 percent classroom attendance and a C (71 percent) or better grade average in each subject and have completed post tests will receive a career passport containing:

- Certificate of completion
- Grades and attendance review sheet
- List of career-oriented competencies
- Industry credentials and/or certificates earned during the coursework
- Copy of the student's resume
- Portfolio of completed student projects (if applicable)

Students must receive a final grade of 71% (C) or better in each class module or that module area must be retaken and another final exam administered in order for the student to successfully complete his/her program of study and to receive a career passport.

To maintain PELL eligibility, students must be able to complete the program within 150% of the scheduled hours and maintain a cumulative grade average of a C (71%) or better and classroom attendance of 90% or better.

PROGRAM CHANGES/CANCELLATIONS

The Adult Career Education Department reserves the right to cancel, discontinue, postpone, or combine classes. In the event of a canceled course, students will be notified by mail.

EXTERNSHIPS

Many programs include an externship experience as part of the training program. These externships are required to be satisfactorily completed in order for the student to receive a certificate of completion and be eligible to sit for program certification exams. Externships are to be viewed as job training experience, and the students are expected to conduct themselves professionally throughout this experience. Students will receive an evaluation from the externship site and a grade based on that evaluation will be recorded on the grade transcript. All externships are unpaid, learning experiences.

The Adult Career Education office and the program Coordinator will assist in setting up the student externships. Once assigned, students may not change externship sites. A schedule will be determined to satisfy the hours needed and once assigned, students are expected to report as scheduled. If an emergency arises, students must report off to the work site, the school, and the program instructor.

Prior to externships, students may be required to be drug tested, complete a BCI check, or complete HepB shots. Requirements vary by program and will be discussed in individual classes.

CAREER ASSESSMENT

The Informational Sessions provide individuals with an opportunity to explore career interests. Pre-testing is given prior to entering career development training. Industry certification exams are given at program conclusion to assess a student's occupational skill level.

COUNSELOR

A counselor is available for the Adult Career Education students. Please contact the Adult Career Education office to schedule an appointment with the counselor.

RESOURCE CENTER/LIBRARY

Available by request through the Adult Career Education office.

PLACEMENT ASSISTANCE SERVICES

Placement Assistance Services are available to all students who satisfactorily complete a career development training program at MCCTC. Instruction is provided to assist job seekers in finding the right job. The instruction provides students with skills in locating available jobs, preparing for interviews, and producing resumes that clearly define the applicant's qualifications and objectives. **Each student is responsible for developing a resume for the placement file prior to completing his/her training program and for providing a current address and telephone number before and after leaving school.** To continue assistance following graduation, the school must have current student information to maintain contact. The Mahoning County Career & Technical Center, Adult Career Education, cannot guarantee job placement. Placement data information is available on our Website at www.mahoningtc.com or in the Adult Career Education office.

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CAREER DEVELOPMENT CERTIFICATIONS

All career development certifications are state and/or national certifications. Individual program certifications are listed at the beginning of this handbook.

CERTIFICATES/PASSPORT

A certificate of completion and a Career Passport will be awarded to career development students who complete the program with a C average or better in each program module and who maintain 90% or better classroom attendance over the length of the program. Certificates and/or Passports will not be mailed. Students may request a duplicate certificate for a fee of \$2.00. Students who have not fulfilled financial obligations to the school will not be awarded Certificates and/or Career Passports until the students' accounts are paid in full.

TRANSCRIPTS

The school will forward a student transcript to another school or employer only upon written request by the student. Transcripts will only be sent if all financial obligations have been met. There is a charge of \$2.00 for each transcript requested. Requests for transcripts should include name, social security number, class attended, dates attended as well as the name and address of the person(s) to whom the transcript is to be sent.

STUDENT RECORDS

Student financial aid records are kept on file in the Adult Career Education Department for three (3) years following graduation. These records include academic progress, attendance, grade reports, WorkKeys scores, resumes, financial aid application, Student Aid Report, supporting financial aid information and billing records. After 3 years, the financial aid records are archived.

Students may request in writing copies of their records or may make an appointment to review records with an Adult Career Education Coordinator in the Adult Career Education office. An appointment must be scheduled within two (2) school days of the student's request. The record must be reviewed in the presence of the Coordinator or designee. The student must sign a release prior to the file review.

A student may have a representative review the record with him/her.

PARKING

All daytime students are requested to park in the back parking lot and enter through Door 36. Evening students may park in the front of the building if space is available and enter through Door 4. Parking is also available in the back of the building and students are to enter through Door 36. There is **no** parking in the fire lanes leading to each shop area at any time. Fire lanes are for emergency vehicles only. Parking is available for persons with disabilities in designated areas for those students displaying appropriate identification in their vehicle.

VISITORS

The Adult Career Education Full Service Center welcomes visitors to its facility. All visitors should enter the building using the Adult Career Education entrance (Door 4) and must register at the Adult Career Education office. All school personnel have the right to exclude uninvited or unauthorized persons from the school premises.

Students are not permitted to bring visitors or children to attend class or to wait on school property for the student. For reasons of safety, no visitor may confer with a student in school without permission from the Adult Career Education office.

The Adult Career Education Full Service Center holds periodic open houses for the public. Civic groups, organizations, clubs and business groups are encouraged to visit the school. Special arrangements may be made by calling the Adult Career Education office at 330-729-4100.

TELEPHONE CALLS

Emergency messages will be relayed to students during class time. The school telephone number is 330-729-4100. Please make sure to give the number to anyone needing to contact you for an emergency. Office telephones are not available for students' personal use. Cell phone use is not permitted in the classroom.

BREAKS/VENDING MACHINES

Please note that all food and drink items must be kept in the Adult Career Education Foyer area. Do not take any coffee, pop or snacks into the classrooms or hallways. **No food or drinks will be permitted in any computer labs.**

COMPUTER AND TECHNOLOGY RESOURCES

Computers are available in labs and computer technology resource centers throughout the building. Student use of computers and other technological resources shall be in accordance with established school rules. Failure to comply will result in disciplinary action. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Use of the Mahoning County Career and Technical Center Net Access and telecommunications is a privilege and is restricted to school related projects and must be supervised by the teaching staff. The Area Cooperative Computerized Educational Service System (ACCESS) provides services such as electronic mail and Internet access.

Medical Assistant and Health Information and Medical Office Management students will be assigned individual computer access passwords by the Adult Career Education Department. A copy of the network agreement will be distributed to students during class and an account sign on will be requested. All other Career Development students will have computer access through their classroom teacher's password.

No student shall intentionally:

1. Use the network for illegal activity, including violation of copyright or other laws.
2. Access any inappropriate materials that may be on the Internet. No inappropriate material may be loaded on to school district workstations or printed from the district printers.
3. Use the network in ways that violate school policies and behavior standards.
4. Use the network for financial or commercial gains.
5. Degrade or disrupt equipment or system performance.
6. Invade the privacy of other individuals by accessing and/or vandalizing their computerized data.
7. Waste technology resources, including bandwidth, file space, and printers.
8. Gain unauthorized access to resources or entities.
9. Use an account owned by another user, with or without their permission.
10. Post personal communications on an electronic bulletin board without the author's consent. Any items produced by a student will not be posted to the Internet without his/her permission. If permission is granted, items will be considered fair use and available to the public.

All students must read the Acceptable Use Policy and submit a signed Student User Agreement before signing on to a computer. Mahoning County Career and Technical Center and/or ACCESS reserve the right to revoke these privileges.

STANDARDS OF ACADEMIC PROGRESS

All career development students must show continuous progress toward course completion and meet grade and attendance requirements to receive a complete Career Passport upon graduation. Pace of progress is measured by taking the cumulative hours successfully completed divided by the hours attempted. Attendance and academic achievement will be reviewed every five (5) weeks or at the conclusion of each module, and students will be informed if they are at risk for an attendance or academic warning or probation at the end of the payment period.

Students in Pell eligible programs will have their academic and attendance progress reviewed at the end of the first payment period to determine their eligibility for the following payment period. Any student receiving Federal financial aid such as a Pell Grant and/or Direct Student Loan must maintain Federal requirements regarding attendance and academic progress. Failure to maintain these requirements will place the student in jeopardy of losing the Federal aid until action is taken to regain eligibility. Determination of warning and/or probation is based upon a cumulative average of the academic and/or attendance status. Failure to maintain eligibility for financial aid will result in students assuming all financial responsibility for their program.

Satisfactory Academic Progress terms:

Appeal: Formal process by which a student requests a review of the circumstances that have resulted in the student not working toward successful completion of coursework and losing eligibility of Federal financial aid.

Warning: Initial notice to the student that he/she is not currently meeting the Satisfactory Academic Progress requirements. A warning is issued at the end of the payment period.

Probation: Notice following a warning notice that the student is still not meeting Satisfactory Academic Progress and will be ineligible for Federal financial aid during the next payment period.

ATTENDANCE

Attendance in training programs has been shown to be a strong indicator of attendance in the work place. Therefore, attendance during student training programs is carefully monitored.

The Mahoning County Career and Technical Center operates clock-hour programs. Attendance and absences are recorded on an hourly basis. A record of student tardiness, early departures and absences from class will be maintained and will be included as hours missed when totaling attendance records. Students must maintain an overall classroom attendance average of 90% or better. The student is responsible for properly signing in and out each class session. Students are not permitted to sign other students in or out. Attendance sheets will be initialed weekly by both students and instructors.

Standards of Academic Progress – Continued

1. Reporting Absence

When absent a student **must** report his/her absence **each day** by telephone to the Adult Career Education Office (330-729-4100) no later than 30 minutes after the class begins giving his/her name, program, instructor's name and the reason for absence.

2. Documentation of Absence

If absent for three or more consecutive days, students must provide written documentation to verify the reason for the absence

A doctor's note, court record, or funeral memorial program are examples of absence documentation. Documentation must be submitted to the Adult Career Education Office upon the student's return to classes. This documentation is placed in the student's permanent file.

3. Attendance Probation

Attendance records are reviewed every five (5) weeks or at the end of a module of instruction. Students whose attendance falls below 90% will:

- a. Receive a warning notice when attendance falls below the required 90% level.
- b. Receive a probation letter when maximum hours allowed is exceeded.
- c. Be ineligible for Federal financial aid for the term following the assignment of probation if attendance continues to remain under 90%.
- d. Students on probation with mitigating circumstances must have the approval of the instructor/coordinator in order to continue the class. An appeal must be filed. (See Appeals, pp. 23, 24).

4. Leave of Absence—PELL eligible students

Since most career development programs admit students only once a year, a student would be unable to request a leave of absence from a program and maintain PELL eligibility. Therefore, a student who is unable to attend classes for an extended period of time should withdraw from the training program and reapply when circumstances allow for re-entry.

ACADEMICS

A student must maintain a letter grade of at least C (71%) in each program module. If a student is below a 71% average in any module, that module must be retaken and another final exam will be administered after the student has completed assigned remediation. Failure to pass any module will result in a student being placed on academic probation. Academic average is critical for a student to be eligible to take licensing or certification exams. Classroom performance is based upon classroom participation, lab and written work, and instructor tests and evaluations.

Standards of Academic Progress – Continued

1. Make-up Work

Students are required to make up assignments missed due to late arrival, early departure, or other absence from scheduled class. It is the student's responsibility to contact his/her instructor concerning make-up work and tests.

Students must realize that make-up work does not accomplish the same objective as actual classroom or lab time. Make-up work will count toward fulfillment of satisfactory academic progress. A student will have no longer than two (2) weeks from the date of absence to make up work.

Students with extended illnesses who require frequent or extended absences should consult with the Financial Aid Office. An appeal (see below) can be made by the student for a review of circumstances. Each case will be reviewed on an individual basis considering attendance, hours to complete, and grades.

2. Academic Probation

Students whose academic/grade average falls below 71% will:

- a. Receive a warning notice when academic average falls below 71%.
- b. If academic/grade average for any program module is under 71%, that module must be repeated and another final exam given in order to complete the program.
- c. Be ineligible for Federal financial aid for the term following the assignment of probation if academic/grade average continues to be unsatisfactory. If a student becomes ineligible for financial aid, payment of tuition and all other fees becomes the responsibility of the student.
- d. Students on probation with mitigating circumstances must have the approval of the instructor/coordinator in order to continue the class. An appeal (see below) must be filed.

APPEALS

Students can apply for an appeal if aid is discontinued and/or termination results because of mitigating circumstances.

Appeals must be made in writing to the program coordinator within five (5) days of notification of ineligibility of aid. The program coordinator will meet with the program instructor, school administrator and the Financial Aid Coordinator to discuss the circumstances and develop an Academic Plan. The Academic Plan will outline the process/timeline/work assignments necessary to regain Federal financial aid eligibility. The decision will then be discussed with the student, and if continuance is permitted, the student will agree in writing with the timeframe and responsibilities required of him/her.

Standards of Academic Progress – Continued

Appeals - Continued

If a student's appeal is approved, the student will be permitted to make up assignments and tests. These grades will be taken into consideration when calculating a student's grade average. If students do not meet the program requirements at the end of the extended timeframe agreed upon, discontinuance of aid and termination will result.

If a student is granted an appeal, only one appeal will be granted during the program length.

Grounds for Appeal

An appeal must be based on an undue hardship caused by the death of a relative in the **immediate** family, personal injury or illness, or other special circumstances which make it **impossible** for the student to meet the satisfactory academic progress requirement. The appeal must be supported with appropriate written documentation. Students who accumulate excessive absences for life experiences such as transportation problems, child care problems, routine doctor's appointments, occasional illness, etc. will not be awarded an appeal. Students must anticipate these situations and be prepared for them before they occur.

WITHDRAWAL

Students may withdraw from a program by notifying the Financial Aid Office or the program Coordinator **in writing**.

The only mark given for a withdrawn course during this period is a "W". Any variation from this rule requires approval of the Director/Supervisor.

The official withdrawal date is the student's last date of attendance.

Standards of Academic Progress – Continued

EXPULSION

Violation on the part of a student of any one or more of the Student's Code of Conduct policies may result in the expulsion of a student. These Student Cod of Conduct regulations are applicable to conduct while in school or at school-related activities. A student may, at any time, for any violation of the Code of Conduct, be removed, expelled, or referred to law enforcement officials for legal action.

If a student is removed from class or asked to leave the building, the Supervisor/Coordinator will hand (or mail) the student a letter containing information on the expulsion process.

Expulsion Process:

1. The student must contact the Adult Career Education office within 72 hours of the initial request to leave the building to schedule a meeting with the Adult Career Education Supervisor.
2. The meeting will be scheduled as soon as reasonably possible to determine if the student will be readmitted to class.
3. If granted continuation in class, the student will not receive attendance credit for the hours missed and will be responsible for any work assigned during his/her absence.
4. The student will sign a Return to Class form outlining the violation(s) and agreeing to adhere to the Student Code of Conduct.
5. If not granted, the student will not be admitted back to class and will be responsible for any account balance remaining for program costs.

DRESS AND GROOMING

Students will dress in clothing appropriate to industry standards. Body piercings are often not permitted in the workplace and hair style and color should be appropriate for the workplace. Individual Career Development programs may impose specific dress codes based on the program curriculum. Instructors will provide information on dress during the Informational Sessions, Orientation Session, or the first week of class. Uniforms are required in certain programs and have been included in program costs. Students are expected to dress for class as required by their program. Uniforms are also required to be worn during most externships.

The responsibility for acceptable dress and grooming is the student's. The school may impose restrictions if a student's dress or grooming disturbs the safety of others or disrupts the educational process.

SMOKING

The Mahoning County Career and Technical Center is a smoke-free building. **There is no smoking at any time in the building or on the grounds.**

GRADING POLICY

The instructor will conduct periodic student conferences to review student academic progress and/or attendance. A final written evaluation at the end of each module will evaluate students enrolled in a career development course.

Grades will be calculated as follows:

A	91-100	=	Highly recommended for employment, additional training and/or rapid advancement.
B	81-90	=	Strongly recommended for employment.
C	71-80	=	Recommended for employment.
D	61-70	=	Passing, but not recommended for employment in this type of work.
F	51-60	=	Not passing.
I		=	Work incomplete, no credit given.
W		=	Withdrawn

Incomplete grades will not be calculated in the overall GPA. If grades are not able to be determined within two weeks of completing a module, a grade of “F” will be given and calculated in the GPA.

TUITION/FEES POLICY

Tuition for career development students is payable each term. All tuition and fees are listed in the Schedule of Classes catalog. If an employer will be making payment for a course, a letter on company letterhead must accompany the registration form. An award letter will be given to students in Pell eligible programs prior to the first day of class. Students may set up a school payment plan to cover school-related expenses. There will be a \$35.00 charge for any checks returned for insufficient funds.

All programs costs must be paid prior to a student beginning the externship phase required of the program.

AID DISBURSEMENT

Aid is applied to student accounts as approved and received to cover tuition, books, and supplies. Any credit balance is refunded to the student after processing through the Treasurer’s Office. When all aid is credited the same day, PELL Grant funds are considered to be credited first. Total aid received from all sources cannot exceed program Cost of Attendance (COA). (See Financial Aid Procedures, p. VII).

RETURN OF TITLE IV FUNDS

When returning Title IV funds, the official withdrawal date will be the last day of classroom attendance as indicated on the classroom sign in sheet. The Financial Aid Office will compute the percentage of the payment period completed by dividing the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours available in the period.

REFUNDS AND CANCELLATIONS

Upon written notification of withdrawal, students will be refunded the full amount less a **\$15.00 withdrawal fee up to the first class session. During the first week of class**, upon written notification of withdrawal, 90% of the tuition will be refunded. **During the second week of class**, upon written notification of withdrawal, 50% of the tuition will be refunded. **There will be no tuition refunded after the first day of the third week of class.**

TEXTBOOKS, WORKBOOKS AND SUPPLIES

Most course costs include the cost of required books, supplies, uniforms, and certification fees. **Enrollees must provide their own hand tools in some of the classes.** Lost or stolen books will be replaced at the expense of the student. Consult individual course outlines for specific program information.

HEALTH POLICY

Each student must accept responsibility for his/her own health and is expected to maintain high standards of mental, physical and emotional health.

Except in emergencies, appointments with private physicians or at a clinic must be scheduled so as to avoid conflict with classes and clinical experience.

Since students are not employees of the Mahoning County Career and Technical Center, they are not entitled to Workers Compensation benefits. The student will be financially responsible for any medical treatment received while a student. Based on this, it is strongly recommended that students carry adequate medical insurance.

It is required that any illness or injury occurring while in attendance at MCCTC or an externship site be reported immediately to a member of the MCCTC Adult Education faculty or to a program Coordinator.

SAFETY

Safety is a major concern at the Mahoning County Career and Technical Center. All instructors are required to review safety procedures with their classes. This is a very important part of each course curriculum. All students will be asked to sign a form indicating that they have been instructed in proper safety procedures. The Mahoning County Career and Technical Center will adhere to the industrial safety standards set up by Federal Occupational Safety and Health Act (OSHA), all appropriate laws established by the State of Ohio, and local regulations. **Students may be suspended for violations of safety standards set in the individual laboratories, classrooms and on the campus.**

EMERGENCY MEDICAL FORMS

All students will be requested to fill out an Emergency Medical Form providing information including whom to call in case of an emergency. This information will be kept on file in the Adult Career Education office. Without this information, the school can take no action in case of a medical emergency. **It is the student's responsibility to update the medical file as necessary during the training period.**

EMERGENCY CARE

All emergencies must be reported to the Adult Career Education Office and to either the Adult Career Education Supervisor or the Coordinator on duty.

FIRE AND TORNADO

Periodic drills will be held throughout the year. Specific instructions are posted in each room. Students shall follow the specific instructions.

In the event of a fire (drill), all persons must exit the building. Instructions are posted above the entry door in every classroom. Please read these instructions. Each instructor will review them with his/her students. Leave all lights on. Exit the building as rapidly and as orderly as possible.

In case of a tornado drill, an announcement will be made over the PA system. This system is designed to function even in the event of a power failure. Students are requested to follow the directions of their instructors and move quickly to their assigned areas. Designated areas are posted in each classroom.

In the event of an energy blackout, the school is equipped with an emergency generator. There might be a 30-60 second delay in activating the system. Remain calm and patient but do not leave your room. If power is not restored, school personnel will assist students in exiting the building.

In the event of a national disaster, the district lockdown procedures will be followed. Classroom instructors will inform students of these procedures.

CODE OF CONDUCT/SECURITY POLICIES

When a student reports a crime that is committed on campus, the campus security notifies the supervisor on duty. The supervisor will then notify the Canfield Police Department.

The following information is designed to inform Mahoning County Career and Technical Center students and employees about campus security procedures. Prompt reporting of a crime insures that policies and procedures are carried out.

If the following code of conduct and/or security policies are violated or any damage to personal or school property occurs, the student will be processed for expulsion. The infraction may result in prosecution by the law.

Code of Conduct

Rule 1. Disruption of School:

No one shall, by use of violence, force, threat, harassment, hazing, inappropriate language, or any other means, cause disruption or obstruction to the educational process including all curricular and extracurricular activities.

Rule 2. Damage to School Property:

No one shall cause or attempt to cause damage to school property including building, grounds, equipment, or materials.

Rule 3. Damage to Private Property:

No one shall cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.

Rule 4. Assault, Battery, or Fighting:

No one shall cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, students, or visitors.

Rule 5. Insubordination:

No one shall fail to comply with reasonable requests of teachers, student teachers, substitute teachers, teacher aides, or any other authorized school personnel.

Rule 6. Violation of the Law:

No one shall violate any law or ordinance.

Rule 7. Harassment:

It is a violation of law and of school rules for anyone to harass or degrade a student, staff member, visitor, or any person associated with the school district while on district property or at any school-related activity.

Code of Conduct/Security Policies – Continued

- Rule 8. **Sex Offenses:**
No one shall commit forcible or nonforcible sex offenses including but not limited to rape, acquaintance rape and/or sexual harassment.
- Rule 9. **Profanity, Obscene Gestures and Inappropriate Language:**
No one shall use profanity or obscene language, either written or verbal, in communication with any faculty member, any authorized school personnel, a student, or visitor. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications, or derogatory or inappropriate language.
- Rule 10. **Transmitting Devices:**
A student shall not use any transmitting device, i.e. pager, cellular phone while in class, except by express written permission of the Adult Career Education Coordinator.
- Rule 11. **Violation of School Rules:**
No one shall fail to comply with school rules and regulations properly established for the efficient operation of the school.

Security Policies

- Rule 1. **Theft:**
No one shall steal, conspire to steal, or benefit from the theft of any item.
- Rule 2. **Drugs:**
No one shall use, possess, distribute, offer to sell or conceal any drug, narcotic, mind-altering substance, look-alike drug, or paraphernalia.
- Rule 3. **False Fire Alarm/Setting a Fire:**
No one shall set off a false fire alarm, or set a fire on school property.
- Rule 4. **Explosive Devices or Bomb Threats:**
No one shall be in possession of, set off, or threaten to set off an explosive device, i.e. bomb, firecracker, etc.
- Rule 5. **Tobacco:**
No one shall be permitted to smoke or use tobacco in any form in the school buildings or on school grounds, before, during, or after school.
- Rule 6. **Alcoholic Beverages:**
no one shall possess, use, transmit, or conceal any alcoholic beverage. If a student exhibits behavior suspect of alcohol use, CPD will be notified and the student will not be permitted to attend class.
- Rule 7. **Weapons:**
No one shall have any device that is considered as or could be used as a weapon in his/her possession, in a motor vehicle or anywhere on the campus.
- Rule 8. **Motor Vehicle Theft:**
No one shall steal or conspire to steal any motor vehicle.

Area Counseling for Victims of Sex Offenses

Family Service Agency
535 Marmion Avenue
Youngstown, Ohio 44502
Phone: 330-782-5664
Fax: 330-782-1614

**Help Hotline Crisis Center
Information Center**
Mahoning County: 330-747-2696
TDD Line: 330-744-0579
Columbiana County: 330-424-7767
East Palestine, Sebring, Beloit, and Western
Columbiana County: 1-800-427-3606

Rape Information and Counseling Services
535 Marmion Avenue
Youngstown, Ohio 44502
Phone: 330-782-3936
Fax: 330-746-4430

AIDS-Ohio Hotline
Phone: 1-800-332-2437

Information on registered sex offenders is available at www.mahoningsheriff.com

DRUG FREE SCHOOLS

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

The Board prohibits anyone to be under the influence of or to use, possess, manufacture, conceal or distribute any drug on school property or at any school related function.

“Drugs” shall mean:

- * All dangerous controlled substances as so designated and prohibited by local, state and Federal statute
- * All chemicals, which release toxic vapors
- * All alcoholic beverages

If the drug is found to be a controlled, dangerous substance, the Adult Career Education administrative personnel will take appropriate action, including termination from the program and notification of the appropriate law enforcement agency.

Anyone found to be in violation of the regulations regarding drug free schools shall be subject to disciplinary action including termination from the program and referral for prosecution consistent with local, state and federal law.

1. Drug Prevention Policy

The MCCTC Adult Career Education Division recognizes the serious societal problem of alcohol/drug abuse and dependency. They further recognize that the dependency stage of chemical abuse is a primary illness, which is treatable.

Although health problems of society are primarily the responsibility of the home and community, schools share in the responsibility because the problems related to chemical abuse interfere with behavior, learning, and the attainment of an individual’s fullest possible development.

Schools have an important role in the early detection of chemical use, abuse, and dependency. They also have a role in the protection of students from the promotion and sale of alcohol and non-prescribed drugs.

A counselor is available to assist students as well as staff having difficulty with drug or alcohol abuse. Referrals will be made to agencies involved with drug or alcohol abuse rehabilitation. A listing of local agencies is provided in the student handbook.

2. Health Risks

Use of illegal drugs may result in any or all of the following: central nervous system disorder, paranoia, hallucinations, impaired memory, loss of energy, lack of concentration, increased heart rate, increased blood pressure, anxiety, insomnia, depression, and other health problems.

3. Legal Sanctions

All students and staff members realize that illegal possession or distribution of drugs carries with it the potential for legal action. Penalties for the possession, distribution, or manufacture of illegal substances vary. Convictions result in mandatory fines for less serious infractions to mandatory prison terms for more serious charges. Specific penalties can be found in the Ohio Revised Code Chapter 2925, Sections 2925.01 through 2925.37. Copies are available in the Adult Career Education office or online at www.state.oh.us.

**Area Alcohol and/or Drug
Counseling Treatment or Re-Entry Programs**

Alcoholics Anonymous Inter-Group Office- (Support group AA)

4445 Mahoning Avenue
Youngstown, OH 44515
330-270-3000

Drug and AA Abuse 24 hour Helpline

1-800-431-5080

Drug AAAAH A Abuse Action Addiction Hotline

330-629-6164

Meridian Services, Inc.

Clinical Services and Assessment

527 N. Meridian Road
Youngstown, OH 44509
330-797-0070

Neil Kennedy Recovery Center

(an affiliate of Gateway Rehabilitation)

2151 Rush Boulevard
Youngstown, OH 44507
330-744-1181

Services: Provides alcohol and drug residential and outpatient services, detox and drug consultation services, family counseling and aftercare services.

Youngstown Urban Minority Alcoholism and Drug Abuse Outreach Program

100 Broadway Ave.
Youngstown, OH 44505
330-743-2772

Services: Provides alcohol abuse and drug abuse outreach services for the urban minority community.

PROCEDURE FOR REPORTING CRIMES

The Mahoning County Career & Technical Center is a commuter school with daytime students attending high school and career development adult classes. Evening students attend career development and short-term adult classes.

Violations of school rules and/or local, state and federal laws should be reported to administrator/coordinators on duty and/or campus security. School administrators and security personnel work directly with the Canfield Police Department on all reportable occurrences.

Adult students receive inservice at the student Orientation session on all campus policies and procedures. Students are given a Student Consumer Handbook with written policies and procedures for their reference. Students sign a Statement of Student Consumer Handbook Review to indicate they have read and understand the handbook policies and procedures.

CAMPUS CRIME STATISTICS * **Academic Year July 1 - June 30**

OCCURRENCES	SECONDARY EDUCATION			ADULT EDUCATION		
	08-09 Year	09-10 Year	10-11 Year	08-09 Year	09-10 Year	10-11 Year
Aggravated Assault	0	0	0	0	0	0
Alcohol (Liquor law arrests)	0	0	0	0	0	0
Alcohol (Liquor law violations referred for disciplinary action)	0	0	1	0	0	0
Arson	0	0	0	0	0	0
Burglary/Theft	4	0	0	0	0	0
Drug Law Arrests	8	12	10	0	0	0
Drug Law Violations referred for disciplinary action	0	2	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Menacing	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0
Non-Negligent Manslaughter/Murder	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Weapons Possession Arrests	0	1	0	0	0	0
Weapons Possession violations referred for disciplinary action	0	2	0	0	0	0
TOTAL	12	18	11	0	0	0

***Incidents on record as supplied by the Canfield Police Department.**

Since the 2002-2003 school year the high school has had a Canfield police officer assigned to the building on a full-time basis during the daytime classes.

There is a security officer scheduled for duty during evening classes.

GRIEVANCE PROCEDURES

1. Title IX and Section 504 Nondiscriminatory Policy

The Board of Education has established the following procedures for the orderly settlement of complaints of students.

In order to establish a more harmonious and cooperative relationship between the Board and its students, and to enhance the educational program of the District, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly, as they arise and to assure equitable and proper treatment of students pursuant to established rules, regulations and policies of the District.

Student shall mean an individual enrolled in any formal educational program provided by the School District.

Immediate Supervisor shall mean any employee responsible for, or exercising any degree of supervision or authority over a student.

Intermediate Supervisor shall mean the administrator to whom the immediate supervisor is directly responsible.

Compliance Coordinator shall mean the District official responsible for the coordination of activities relating to compliance with Title IX and Section 504.

2. Complaint Procedures

A. Informal Stage

The aggrieved student shall orally present his/her grievance to his/her immediate supervisor (instructor) who shall orally and informally discuss the complaint with the aggrieved individual within five (5) school days after the complaint has been presented to him/her. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the intermediate stages.

B. Intermediate Stage

Within five (5) school days after a determination has been made at the preceding stage, the aggrieved student may, in writing, present the complaint to the intermediate supervisor to whom his/her immediate supervisor is directly responsible, if such there be, who shall orally discuss the complaint with the aggrieved individual. The intermediate supervisor shall render a determination to the aggrieved individual within five (5) school days after the complaint has been presented to him/her. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the formal stage.

Grievance Procedures – Continued

C. Formal Stage

1. Within five (5) school days after a determination has been made by the immediate supervisor and/or intermediate supervisor, the aggrieved student and immediate supervisor and/or intermediate supervisor in the case may submit written statements to the Compliance Coordinator setting forth the specific nature of the complaint, the facts relating thereto, and the determinations previously rendered.
2. If such is requested in written statement of either party pursuant to paragraph 1 above, the Compliance Coordinator shall notify all parties concerned in the case, of the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearings shall be held within five (5) school days of receipt of the written statements pursuant to paragraph 1.
3. The Compliance Coordinator shall render a determination within ten (10) school days after the written statements pursuant to paragraph 1 have been presented to him/her, or ten (10) school days after the completion of the informal hearing.

D. Office of Civil Rights

If at this point, or at any time, the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, Plaza Nine Building, Room 300, 55 Erieview Plaza, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator, Director of Vocational Education, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

COMPLETION RATES FOR CAREER DEVELOPMENT PROGRAMS

ACADEMIC YEAR 2010-2011

<u>PROGRAM</u>	<u>TOTAL ENROLLMENT</u>	<u>PROGRAM COMPLETERS</u>	<u>PERCENT COMPLETE</u>	<u>PLACEMENT RATES *</u>
Medical Assistant	13	11	85%	
Medical Coding/Billing	9	9	100%	
Pharmacy Technician	19	18	95%	
Phlebotomy	20	19	95%	
Administrative Medical Assistant	6	4	67%	
Certified Industrial Maintenance	5	5	100%	
Firefighter IB & Firefighter I				
EMT	20	16	80%	

ACADEMIC YEAR 2009-2010

<u>PROGRAM</u>	<u>TOTAL ENROLLMENT</u>	<u>PROGRAM COMPLETERS</u>	<u>PERCENT COMPLETE</u>	<u>PLACEMENT RATES</u>
Medical Assistant	12	12	100%	100%
Medical Coding/Billing	23	21	91%	43%
Pharmacy Technician	25	24	96%	33%
Phlebotomy	25	24	96%	46%
Administrative Medical Assistant	5	5	100%	100%
Clinical Medical Assistant	6	6	100%	83%
Certified Welding	6	5	83%	67%
Firefighter IB & Firefighter I	77	77	100%	81%
EMT	32	29	91%	86%

ACADEMIC YEAR 2008-2009

<u>PROGRAM</u>	<u>TOTAL ENROLLMENT</u>	<u>PROGRAM COMPLETERS</u>	<u>PERCENT COMPLETE</u>
Medical Assistant	12	9	75%
Medical Coding/Billing	16	16	100%
Phlebotomy	22	21	95%
Administrative Medical Assistant	7	7	100%
Clinical Medical Assistant	5	4	80%
Certified Welding	7	6	86%
Modern Machining	5	5	100%
Business Management	3	3	100%
Firefighter I	17	16	94%
Firefighter II	10	10	100%
EMT	19	18	95%

* Placement information not available until six months after completion

PUBLIC LIBRARY OF YOUNGSTOWN AND MAHONING COUNTY

Library	Address	Telephone Number
Main	305 Wick Avenue Youngstown, OH 44503	330-744-8636
Austintown	600 S. Raccoon Road Youngstown, OH 44515	330-792-6982
Boardman	7680 Glenwood Avenue Youngstown, OH 44512	330-758-1414
Brownlee Woods	4010 Sheridan Road Youngstown, OH 44514	330-782-2512
Campbell	374 Sanderson Avenue Campbell, OH 44405	330-755-4227
Canfield	43 W. Main Street Canfield, OH 44406	330-533-5631
East	430 Early Rd. Youngstown, OH	330-744-2790
Greenford	7441 W. South Range Road Canfield, OH 44406	330-533-7025
Lake Milton	1320 Grandview Ave. Lake Milton, OH	330-654-4454
North Jackson	10775 Mahoning Avenue North Jackson, OH 44451	330-538-2455
Poland	311 S. Main Street Poland, OH 44514	330-757-1852
Sebring	195 W. Ohio Avenue Sebring, OH 44672	330-938-6119
South	3730 Market St. Youngstown, OH	330-747-6424
Springfield	10719 Main St. Springfield, OH 44442	330-542-2715
Struthers	95 Poland Avenue Struthers, OH 44471	330-755-3322
West	2815 Mahoning Avenue Youngstown, OH 44509	330-799-7171

COLUMBIANA COUNTY PUBLIC LIBRARIES

Library	Address	Telephone Number
Columbiana Public Library	332 N. Middle Street Columbiana, OH 44408	330-482-5509
East Palestine Memorial Public Library	309 N. Market Street East Palestine, OH 44413	330-426-3778
Leetonia Community Public Library	24 Walnut Leetonia, OH 44431	330-427-6635
Salem Public Library	821 E. State Street Salem, OH 44460	330-332-0042

TRUMBULL COUNTY PUBLIC LIBRARIES

Library	Address	Telephone Number
Bristol Public Library	1855 Greenville Road Bristolville, OH 44402	330-889-3651
Girard Free Library	105 E. Prospect Avenue Girard, OH 44420	330-545-2508
Hubbard Public Library	436 W. Liberty Street Hubbard, OH 44425	330-534-3512
Kinsman Public Library	6420 Church Kinsman Kinsman, OH 44428	330-876-2461
Niles Public Library	40 Main Street N Niles, OH 44446	330-652-1704
Warren-Trumbull County Public Library	444 Mahoning Avenue NW Warren, OH 44483	330-399-8807

ADULT CAREER EDUCATION
Mahoning County Career and Technical Center

FINANCIAL AID PROCEDURES
PELL ELIGIBLE PROGRAMS

2011-2012 FINANCIAL AID YEAR
(July 1, 2011 – June 30, 2012)

FINANCIAL AID GENERAL INFORMATION

Adult Education, Mahoning County Career and Technical Center participates in the following U.S. Department of Education student financial aid (SFA) programs:

- ◆ Federal Pell Grants (Title IV)
- ◆ Direct Loans

PELL Grants provide financial aid that does not have to be repaid. They are awarded based on the student's financial need.

Loans are borrowed money that must be repaid with interest.

The information contained in this document was derived from: **The Federal Student Aid Handbook 2010-2011**. The U.S. Department of Education has a toll-free number to answer questions about Federal Student Aid Programs. This number is 1-800-4-Fed-Aid (1-800-433-3243). Information is also available from the Department of Education's World Wide Web site at <http://www.ed.gov>.

In addition to Federal financial aid, the school assists eligible students in applying for aid through Veterans' Training, Bureau Vocational Rehabilitation, and Workforce Investment Act funds.

A self-payment installment plan is available to assist those students paying all or a portion of tuition expense. Application for self-pay is available through the Financial Aid office.

STATEMENT OF PRINCIPLES

1. The primary purpose of the financial aid programs shall be to provide financial assistance to accepted students who, without such aid, would be unable to attend the school.
2. The school recognizes its obligation to assist in realizing the national goal of quality educational opportunity. The school, therefore, works with schools, community groups, and other educational institutions in support of this goal.
3. Parents of dependent adult students are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Independent students, themselves, are expected to contribute from their own assets and earnings including appropriate borrowing against future earnings.
4. 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.
5. Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, the school 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.
6. All documents, correspondence and conversations between and among the aid applicant, his/her family and financial aid officers are confidential and entitled to the protection ordinarily arising from a counseling relationship.

FAFSA APPLICATION PROCESS

Students who wish to apply for Federal student aid for the 2011-2012 school year should complete and submit the 2011-2012 Free Application for Student Aid (FAFSA). Submit a FAFSA:

- ◆ through the internet by using FAFSA on the Web (www.fafsa.ed.gov)
- ◆ by having the school submit an application electronically (contact the Financial Aid office)
- ◆ by completing a paper FAFSA and mailing to the address listed on the application.

A student needs to apply only once each school year for Federal financial aid.

Students who applied for Federal student aid for the 2010-2011 school year, should be able to file a 2011-2012 Renewal Free Application for Federal Student Aid (Renewal FAFSA).

Those who qualify to use the Renewal FAFSA will have fewer questions to answer. Most of the information on the form will be preprinted and will be the same as the information given in 2010-2011 (plus any corrections that were processed). A student will only have to write in some new information and information that has changed since 2010-2011.

For most of the Federal student aid programs, the FAFSA (or Renewal FAFSA) is the only form a student needs to file. To receive a Direct Loan, additional forms will need to be completed. Contact the Financial Aid Administrator for additional information.

Remember, applying for Federal student aid is FREE.

However, to be considered for non-Federal aid, a student may have to fill out additional forms and pay a processing fee.

Read the instructions carefully when completing the FAFSA or the Renewal FAFSA. Most mistakes are made because students do not follow instructions. Pay special attention to any questions on income because most errors occur in this area.

FAFSA Application Process – Continued

When applying, certain records must be available. These records are listed on the application. All records and other materials used in completing the application should be saved. These materials may be needed later to prove that the information reported is correct. This process is called **verification**. All documents required for verification must be on file in the Mahoning County Career and Technical Center financial aid office.

If verification is required, and documents are not provided, a student will not receive aid from the SFA programs, and might not receive aid from other sources. Fifteen working days are given to provide verification documentation. Make a photocopy of the application (or print out a copy of the FAFSA Express or FAFSA on the Web application) before it is submitted. A copy of the data submitted should be kept for personal records. Be certain to keep all documents. Check that the reported information is accurate.

Apply as soon **AFTER** January 1, 2011, as possible (application cannot be made before this date). It is easier to complete the application with the 2010 tax return, so consider completing the tax return as early as possible. Do not sign, date or send an application before January 1, 2011.

Re-application must be made each year for Federal aid. If changing schools, financial aid does not automatically transfer with the student. Check with the new school to find out what steps must be taken to continue receiving aid.

Following application, data will be processed when received by the processing system. A Student Aid Report (SAR) will be received in the mail approximately three (3) weeks after mailing in the paper FAFSA or the signature page that can be printed from FAFSA on the Web. The SAR will report the information from the application and, if there are no questions or problems with your application, the SAR will report Expected Family Contribution (EFC), the number used in determining a student's eligibility for Federal student aid. The results will also be sent to the schools listed on the application if the schools can receive the information electronically.

When the SAR is received, review it carefully to make certain it is correct. If any changes are necessary, the school can submit the corrections. If the student applied by using FAFSA on the Web, corrections can be made online using the student's PIN number to access the application.

STUDENT ELIGIBILITY

To receive aid from major student aid programs, a student must:

- ✓ Have financial need
- ✓ Have a high school diploma or a General Education Development (G.E.D.) Certificate.
- ✓ Be enrolled or accepted for enrollment as a full-time student working toward a certificate.
- ✓ Be a U.S. Citizen or eligible Non-citizen.
- ✓ Have a valid Social Security Number.
- ✓ Make satisfactory academic progress.
- ✓ Sign a statement of educational purpose and a certification statement on overpayment and default (both found on Free Application for Federal Student Aid (FAFSA).
- ✓ Register with the Selective Service (males only).

Financial Need

Aid from most major programs is awarded on the basis of financial need with the exception of unsubsidized Stafford Loans. When applying for federal student aid, the information reported is used in a formula established by the U.S. Congress that calculates Expected Family Contribution (EFC), (an amount a student and his/her family are expected to contribute toward education). If the EFC is below a certain amount, a student will be eligible for a Federal Pell Grant, assuming he/she meets all other eligibility requirements. The EFC is used in an equation to determine financial need:

$$\begin{array}{r}
 \text{Cost of Attendance (COA)} \\
 - \text{Expected Family Contribution (EFC)} \\
 \hline
 = \text{Financial Aid}
 \end{array}$$

The school's Financial Aid Officer (FAO) calculates cost of attendance (COA). Cost of attendance includes: tuition and fees; books/supplies; transportation; room and board; personal expenses; dependent daycare. The amount a student and his/her family are expected to contribute toward that cost is subtracted from COA. If there is anything left over, a student is considered to have financial need. In determining need for aid from the Student Financial Aid Programs, the FAO must first consider other aid that a student might receive.

The financial aid administrator puts together a financial aid package that comes as close as possible to meeting a student's need. However, the amount awarded may fall short of the total program costs. The balance of costs are the student's responsibility.

A publication called the **EFC Formula Book**, which describes how a student's EFC is calculated may be requested by writing to: Federal Student Aid Information Center, P.O. Box 84, Washington, D.C. 20044.

DEPENDENCY STATUS

When applying for Federal student aid, answers to certain questions will determine whether a student is considered dependent upon his/her parents. If dependent, a student must report parents' income and assets as well as his/her own. If independent a student must report only his/her own income and assets (and those of a spouse if married).

Students are classified as dependent or independent because federal student aid programs are based on the idea that students (and their parents or spouse, if applicable) have the primary responsibility for paying for their post-secondary education. Students who have access to parental support (dependent students) should not receive need-based federal funds at the expense of students who do not have such access (independent students).

A student is considered dependent if **all** of the following apply: he/she is under age 24, not married, and has no dependent children. Unusual circumstances will be considered on an individual basis.

A student is considered independent if **at least one** of the following statements applies to the student:

- ◆ born before January 1, 1988
- ◆ married
- ◆ enrolled in a graduate or professional educational program (beyond a bachelor's degree)
- ◆ have legal dependents other than a spouse
- ◆ an orphan or ward of the court (or were a ward of the court until age 18)
- ◆ a veteran of the U.S. Armed Forces. ("Veteran" includes a student who attended a U.S. military academy who was released under a condition other than dishonorable)

If a student under age 24 believes he/she may qualify as an independent student, the school will ask for written proof before applying for or changing the status of an application for federal student aid. If there are unusual circumstances that might classify a student as independent, even though none of the above criteria apply, the student must prove independence by providing any additional documentation requested by the financial aid officer. The required documentation must be submitted to the financial aid officer within 15 working days of the request. The financial aid officer will notify the student of his/her status within 10 working days.

CONFIDENTIALITY

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 from 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 must request in writing a release of financial aid information.

REFUNDS AND CANCELLATIONS

Programs that are 600 hours or more in length are considered full-time programs. Upon written notification of withdrawal, students will be refunded the full amount **less a \$15.00 withdrawal fee up to the first class session. During the first week of class**, upon written notification of withdrawal, 90% of the tuition will be refunded. **During the second week of class**, upon written notification of withdrawal, 50% of the tuition will be refunded. **There will be no tuition refunded after the first day of the third week of class.**

PACE OF INSTRUCTION

Since program start dates occur only once a year, students are expected to start and complete a program within the scheduled time. Therefore the maximum timeframe and pace of instruction is 100% of the scheduled hours. If a student withdraws from a program, he/she will need to wait until the next academic year to restart the program.

SATISFACTORY PROGRESS

A student's academic and attendance progress in a program is reviewed at the point when the student's scheduled clock hours for the payment period have elapsed. This will determine a student's eligibility for a subsequent Title IV payment. (Ex: a 900 hour program has 2 payment periods of 450 hours each.)

A student not meeting SAP at the end of 450 scheduled hours will receive a warning notice. Failure to correct the SAP status will result in a student probation notice at the end of the following payment period. In order for a student to be eligible for the next payment, the Financial Aid Office will determine that the student has successfully completed both the clock hours and the weeks of instructional time required for that period. Satisfactory academic progress is determined by both attendance criteria (90%) and academic criteria (71%). Students must qualify both quantitative (attendance) and qualitative (academically) in order to maintain eligibility.

STUDENT WITHDRAWAL

Students may withdraw from a training program by notifying the Financial Aid office or the program instructor **in writing**. The last date of attendance will be the official date of withdrawal. It is the student's financial responsibility to pay any remaining account balance after the eligible PELL Grant funds have been applied to the account.

AID DISBURSEMENT

Aid is applied to the student's account as it is received to cover books, tuition and supplies. Any remaining credit balance is paid to the student. When all aid is credited the same day, PELL Grant funds are considered to be credited first. Total aid received from all sources cannot exceed program Cost of Attendance (COA). (See COA, p. V). Aid is disbursed upon verification of student attendance in class and completion of all necessary verification documentation if required. Aid will be disbursed in two (2) equal installments – one (1) installment each payment period.

FEDERAL POLICY FOR RETURNING TITLE IV FUNDS

The school will use the Federal policy for Returning Title IV funds to determine whether any money needs to be returned or disbursed. The school will use the “Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program” worksheet. The following is a breakdown of that procedure:

- Divide clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the period. After at least 60% has been completed, 100% of Title IV aid is earned. The 60% threshold cannot be reached by rounding up.
- If 60% or less of the hours are completed, proceed with the following calculation:
 1. Multiply the percentage determined by the above calculation by the Total Title IV aid disbursed and that could have been disbursed for the period..
 2. Determine if the amount represents a post-withdrawal disbursement or Title IV aid to be returned.
- Post withdrawal disbursements:
 1. Must be made from available grant funds.
 2. Must be disbursed within 90 days of the school’s determination that the student withdrew.
 3. Must be credited to the student’s account for outstanding current period charges. (May include minor prior academic year charges.)
- Any remaining post-withdrawal disbursement must be offered to the student within 30 days of the school’s determination that the student withdrew. The school will identify type and amount of funds, explain the option to accept/decline all or part of the funds, and advise that a response from the student must be received within 14 days of the school’s determination of withdrawal. If a response is received late from the student, the school may or may not disburse the remaining funds. If the school opts not to disburse funds because of the student’s late response, the school must send a notice (in writing or electronically) of the outcome of request.

Amount of Unearned Title IV Aid Due from School

The school returns the lesser of institutional costs x percentage unearned Title IV Aid and the amount of Title IV Aid to be returned. Institutional costs are educational expenses such as: Tuition and fees, room and board, books, supplies, equipment, etc. that students must purchase from the school. If the school must return unearned aid, funds received for unsubsidized and subsidized Direct Stafford Loans are returned prior to any Pell grant funds.

DIRECT LOAN APPLICATION PROCESS

The William D. Ford Federal Direct Loan Program is part of the Federal Student Aid program of the U. S. Department of Education. These are low-interest loans that help students pay the cost of attending a post-secondary school.

Direct loans may pay only for education costs not covered by other sources of financial aid. Because this is not free money, you should research cost-free options such as grants, scholarships, and Federal Work-Study programs before accepting an education loan.

You may qualify for a Direct loan if: 1.) you are a U.S. citizen, national, or eligible non-citizen, and provide your valid social security number; 2.) you are enrolled at least half-time at an eligible institution, and maintain satisfactory academic progress (as determined by your school); 3.) you are not in default on any federal education loan unless satisfactory arrangements to repay have been made; 4.) you do not owe a refund on any Title IV grant.

Stipulations

There are two types of Direct loans: subsidized and unsubsidized. Your school determines which ones and how much you are eligible to receive.

Subsidized Direct Loan

This loan is based on financial need as determined by the school. It is interest-free for the borrower while the student is enrolled at least half-time at an eligible institution; student is in grace period – the six months after graduation or withdrawal from school. Interest is paid by the Department of Education (ED) under these circumstances.

Unsubsidized Direct Loan

This loan is not based on financial need and is for students who do not qualify for the Subsidized Direct loan, or need to cover additional education costs. Stipulations include: interest accrues immediately on borrower's account; the borrower has the option of repaying the interest while in school.

Direct Loan Application Process

Students applying for a Federal Direct loan must complete the following steps:

1. Complete and submit a FAFSA. You may obtain a Free Application for Federal Student Aid (FAFSA) from the financial aid office at the school you will be attending, or you may complete a FAFSA online at www.fafsa.ed.gov.
2. School determines and certifies eligibility. Upon acceptance for admission, your school's financial aid office determines your need for different types of financial aid using information from the FAFSA and other submitted forms.

Federal Direct Loan Application Process – Continued

3. Obtain a MPN from the Adult Career Education Office or apply online at www.studentloans.gov or www.direct.ed.gov. The Master Promissory Note (MPN) is a contract that legally obligates you to repay your Direct loan. It is important that you complete and thoroughly understand the paperwork, and that you agree with the terms of the loan as described in the MPN packet. Keep a copy of all paperwork for your records.
4. Student returns completed MPN to the Financial Aid office or completes the application online at www.studentloans.gov.
5. Notice of loan guarantee sent, loan disbursed. After the loan is guaranteed, A Notice of Guaranty and Disclosure will include all loan information such as amount of the loan, interest rate, origination fee, and an anticipated disbursement schedule. If money remains after the bills are paid, the school will credit the difference to the student.
6. Students are required to attend entrance and exit counseling sessions for loan repayment regarding their responsibility.

FSA Student Loan Ombudsman

If after pursuing resolution of complaints regarding student loans with either the student loan lender or school, the FSA Student Loan Ombudsman's Office is available to student loan borrowers for further inquiry.

Contact Information:

Via e-mail:	fsaombudsmanoffice@ed.gov
Via on-line assistance:	http://www.ombudsman.ed.gov
Via telephone:	877-557-2575 (toll free) 202-377-3800
Via fax:	202-275-0549
Via mail:	U.S. Department of Education FSA Ombudsman 830 First Street, N.E. Washington, D.C. 20202-5144

STUDENT RIGHTS AND RESPONSIBILITIES

As a recipient of Federal Student Aid, a student has certain rights he/she should exercise, and certain responsibilities that must be met. Knowing what they are will enable the student to make better decisions about educational goals and how to best achieve them.

Student Rights:

1. The right to know what financial aid programs are available at the school.
2. The right to know the deadlines for submitting applications for each of the financial aid programs available.
3. The right to know how financial aid will be distributed, how decisions on the distribution are made and the basis for these decisions.
4. The right to know how financial need was determined. This includes how costs for tuition and fees, books and supplies, and miscellaneous expenses are considered.
5. The right to know what resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of need.
6. The right to know how financial needs (determined by the institution) will be met.
7. The right to request an explanation of the various programs in the student aid package.
8. The right to know the school's refund policy.
9. The right to know how the school determines whether a student is making satisfactory progress and what happens if he/she is not.

Student Rights and Responsibilities – Continued

Student Responsibilities:

1. All application forms must be completed accurately and submitted on time to the Financial Aid Office.
2. Correct information must be provided. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense, which could result in indictment under the U.S. Criminal Code.
3. All documentation, verification, corrections and/or new information requested by either the financial aid office or the agency to which you submitted an application must be provided in writing.
4. A student is responsible for reading and understanding all forms that are to be signed and for keeping copies of them.
5. Responsibility must be accepted for all agreements that are signed.
6. Be aware of and comply with the deadlines for application or reapplication for aid.
7. Be aware of the school's refund procedures.
8. Carefully consider the information which the school provides about its program and performance to prospective students before deciding to attend.
9. Attend entrance and exit meetings pertaining to financial aid.
10. Promptly respond to requests made by the financial aid office.

REFERENCE INFORMATION

Source: **The Federal Student Aid Handbook** (2010-2011) from the U.S. Department of Education

For answers to questions about financial student aid, call the school's financial aid administrator or The Federal Student Aid Information Center between 8:00 a.m. midnight (Eastern Time) Monday through Friday: Toll-Free **1-800-4-FED-AID (1-800-433-3243)**. Counselors at this number can:

- ◆ assist in completing the FAFSA
- ◆ indicate whether a school participates in the Federal student aid programs and provide the school's student loan default rate
- ◆ explain Federal student aid eligibility requirement
- ◆ explain the process of determining financial need and awarding aid
- ◆ send Federal student aid publications to you
- ◆ find out if a student's Federal student financial aid application has been processed
- ◆ request a copy of a student's Student Aid Report (SAR)
- ◆ provide notification of a change in address
- ◆ have a student's application information sent to a specific school

Information may also be requested by writing to the Federal Student Aid Information Center at the following address:

**Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044**

INTERNET ADDRESSES FOR FINANCIAL AID ASSISTANCE:

FAFSA on the Web: www.fafsa.ed.gov

Assistance in completing the FAFSA: www.ed.gov/prog_info/SFA/FAFSA

Financial Aid information from the U.S. Department of Education: www.ed.gov/studentaid or from www.students.gov

Title IV School Codes list: www.ed.gov/offices/OPE/t4_codes.html