



Vanguard-Sentinel Career and Technology Centers

Adult Workforce Development

**Student Policy and  
Procedures  
Handbook**

**2020-2021**

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## **INSTITUTIONAL INFORMATION**

### **MISSION STATEMENT**

Vanguard-Sentinel Career & Technology Centers believe in providing the entire adult community with learning processes that focus on essential skills and knowledge for career enhancement and advancement, while supporting productive, successful citizens within our diverse communities.

### **VISION STATEMENT**

Vanguard-Sentinel Career & Technology Centers will be recognized centers of excellence for life-long learning focused on unbiased personal and workforce development through partnerships with business, industry, other post-secondary educational facilities and the surrounding communities.

### **APPROVALS & ACCREDITATION**

Vanguard-Sentinel Career & Technology Centers is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

### **INSTITUTIONAL AFFIRMATIVE ACTION / DISABILITY POLICIES**

Vanguard-Sentinel Career & Technology Centers do not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their course instructor. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file. Copy of 504 Form included in this handbook, page 29.

### **JOB PLACEMENT ASSISTANCE**

Training in job-seeking skills, resume writing, and interviewing skills are available for all full-time adult education programs at no additional cost. Vanguard-Sentinel Career & Technology Centers and your career technical instructor are available for assistance in job placement.

## **POLICIES AND PROCEDURES**

### **ADMISSIONS POLICY**

Each year, most Adult Workforce Development full-time classes are scheduled to begin in August and end in May. Most full-time classes run 25-36 weeks, totaling 600-900 clock hours. (The full-time Paramedic class is an exception to this as it begins in April and runs in excess of 80 weeks, totaling 950 hours). Enrollment for all classes takes place through the first scheduled day of classes. Late enrollment may be accepted for the first 30 calendar days from the beginning of a particular class. When the enrollment for a class reaches a level greater than the maximum class size, a selection process will be used. Selection criteria will include, but not be limited to, assessment of the following applicant background elements:

- a. Previous experience in the field of training
- b. Success level in previous educational endeavors
- c. Individual career goals

Admission is open to anyone 18 years of age or older. Classes are open to all students regardless of race, color, religion, national origin, sex or disability. No residency requirements or educational background are used as a criterion for enrollment into most full-time programs. Adults who have less than a high school diploma or GED are not eligible for financial aid and will be strongly advised to enter the ASPIRE program in order to work towards a GED. ASPIRE classes are free of charge.

The Vanguard-Sentinel Career & Technology Centers programs are organized to ensure the success of the student and to help facilitate the achievement of their goals. Its instructional programs have been developed based on an analysis of the statistics from federal indicators of highest growth/most needed occupational areas in the next decade.

Instruction is based on the selection and implementation of a variety of teaching techniques, which should enable students to achieve the goals and objectives of the program curriculum. Each curriculum has expected learner outcomes based on individual growth and development and shall provide all students with successful experiences.

### **MISREPRESENTATION POLICY**

This statement addresses the U.S. Department Regulatory Citation: 34 CFR § 668.71 through 668.75, Federal Register Pages: 66913, 66958-66960 Regarding the Prohibition of Misrepresentation to Students and Others at Vanguard-Sentinel Career & Technology Centers.

Misrepresentation is defined as any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the U.S Department of Education. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates

- Relationship with the Department of Education: A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

VSCTC employees and its representatives will hold themselves to the highest levels of integrity and will not provide any false, erroneous, or misleading statements to a student or prospective student, to the family of an enrolled or prospective student, or to the U.S. Department of Education. Factual information is presented to prospective students and families regarding educational programs, financial charges, and the employability of its graduates.

Our accrediting agency validates our services and ensures that we do not provide misleading information on any services we provide.

### **COPYRIGHT PROTECTION POLICY**

Unauthorized copying, redistribution or republication of copyrighted or licensed materials is prohibited. Violations of this policy may result in disciplinary action and may also be referred to the appropriate legal authorities and/or other legal action may be pursued.

### **SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).

### **USE OF COPYRIGHTED MATERIALS**

The Federal copyright law (U.S.C. Title 17) governs the duplication, distribution, use and display or performance of all copyrighted materials, which includes printed matter, audiovisual materials, television programs, computer software and content from the Internet. Violation of the law can subject the violator to legal action resulting in the levying of fines and/or compensatory damages as well as criminal penalties.

The VSCTC status as a school district does not provide exemption from the law; public schools are subject to its provisions just as are other agencies, businesses and individuals. It is the intent of VSCTC to promote respect for the rights of copyright owners, knowledge of the copyright laws, education of students in those legal issues, and strict compliance with the copyright laws in all activities of VSCTC.

Therefore, VSCTC has adopted the following policy regarding use of copyrighted materials by Vanguard-Sentinel Career & Technology Centers employees:

1. VSCTC shall abide by all provisions of the copyright laws and VSCTCs Internet Use Policy and Agreement.
2. Copyrighted materials, whether traditional printed material, audiovisual media or computer software, may not be duplicated without prior written permission from the owner or copyright holder unless that duplication falls under the exception in the law for “Fair Use” in instruction or other exceptions in the law.
3. VSCTC does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials or the improper use of commercially duplicated materials.

VSCTC recognizes that there are exceptions to Federal copyright laws that provide some latitude for the use of copyrighted materials for instructional purposes, which fall under the doctrine known as "Fair Use." The District understands the doctrine to have the following components:

1. "Fair Use" presupposes good faith and fair dealing.
2. The courts use the following four criteria to determine "Fair Use:"

The purpose and character of the use - the use of materials for teaching or research is acceptable according to "Fair Use" guidelines. These "Fair use" exemptions do not apply to non-instructional purposes such as reward or motivation; the nature of the copyrighted work - if the material is designed primarily for educational use, it is more likely to fit the "Fair Use" guidelines. Creative materials are less likely to fit the "Fair Use" guidelines than informational materials; The amount of the work used - if only a certain percentage or an insignificant portion of a work is used, "Fair Use" guidelines are more likely to apply; and the effect of the use upon the potential market value of the copyrighted work - if future sales of the work are negatively impacted by the use, "Fair Use" guidelines will probably not apply. This is perhaps the most critical factor in the "Fair Use" analysis.

3. It is the intention of the District that any instructional use of materials under the "Fair Use" exception to the copyright laws be conducted in compliance with these laws, and that permission of the author(s) or copyright owners be sought as necessary. If any faculty, staff or students are unsure if "Fair Use" covers a particular proposed use, it is their responsibility to seek assistance from the Librarian.

#### **DISTANCE LEARNING POLICY**

Typically, all program hours are completed in a typical setting of a classroom, internship or externship by face to face contact. Under certain circumstances, VSCTC could be required to complete classroom hours via Distance Learning for the protection of the students. If this does occur, students will be required to complete their assignments online during the time Distance Learning is required. Students are strongly encouraged to have access to reliable technology including internet connection in order to meet Distance Learning requirements.

## FINANCIAL AID

**Financial Aid Coordinator** Contact Shelly Schultz at 567-201-2856. Office located in Adult Education Building.

<u>FINANCIAL AID ELIGIBLE PROGRAMS</u>	<u>TOTAL HOURS .....</u>	<u>PAYMENT PERIOD IN HOURS</u>
Paramedic	950 hours	475 hours
DMO	900 hours	450 hours
Office Administration	900 hours	450 hours

### HOW ELIGIBILITY IS DETERMINED

Financial assistance is awarded to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. When applying for Federal Student Aid, it is necessary for you to complete the Free Application for Federal Student Aid with information concerning your family's financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face. The information reported is used in a formula established by the U.S. Congress that calculates the 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 the following equation to determine the financial need:

$$\begin{array}{ll} \text{Cost of Attendance} & \text{(Tuition, fees, transportation, personal, etc.)} \\ - \text{Family Contribution} & \text{(What you and your family are able to contribute toward your educational costs)} \\ \hline = \text{Your Financial Need} & \text{(Grant or other resources you can receive)} \end{array}$$

Students will need to add Vanguard-Sentinel Career & Technology Centers School Code to the FAFSA, in order for it to be sent by the Department of Education.

**Vanguard-Sentinel Career & Technology Centers School Code: 031164**

### FOR ALL TITLE IV AID PROGRAMS (PELL GRANT) A STUDENT ENROLLED AT VSCTC MUST:

- Have financial need.
- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.
- Meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Register with the Selective Service if you are a male who is at least 18 and born after 12/31/59.
- Not be incarcerated in a federal or state penal institution.
- Have a high school diploma or G.E.D.
- Have a valid Social Security Number
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Not have been convicted under federal or state law of the sale of or possession of drugs. (You may still be eligible depending on the number of offenses and when they happened.)
- Must provide information in order for school to obtain financial aid history.
- May not have property that is subject to a judgment lien for a debt owed to the United States Government.

**STUDENT RESPONSIBILITIES:** Students who apply for and receive federal financial aid at VSCTC must understand the following:

- Financial aid may be terminated if it is discovered that there was fraud or misrepresentation by the student on any fin. aid application.



- Information submitted on any financial aid application must be accurate and complete.
- Students must provide a copy of high school diploma, transcript or GED certificate to verify they have completed high school. These documents may be verified with the schools by the financial aid officer to ensure it is valid.
- The student must notify the Financial Aid Office if changes are made to any information on a financial aid application.
- The student **cannot** use federal student aid at two schools at the same time.
- Financial aid is not renewable and must be applied for each year.
- The student may not receive federal aid if they currently owe repayment on a Federal Pell Grant or are in default on a Federal student loan.
- The student must have the entire tuition cost accounted for prior to registration.
- The student must abide by all regulations of the U.S. Department of Education. Students must provide all information and documentation requested by the Financial Aid Office.
- Financial aid awards may be changed if estimated dollars are not received from the US Department of Education, if errors in awards were made, or if funding levels are modified.

### **CONFIRMATION OF CITIZENSHIP**

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Aid to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Record (ISIR) and the following will apply:

#### **U.S. Citizen or National:**

- Must correct SSN, name or date of birth if these are in error and re-submit application
- If data still doesn't match student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

#### **Eligible Noncitizen:**

- A-number is sent to DHS for primary verification
- If status is not confirmed an automatic secondary confirmation will be performed by DHS
- School will wait at least five but no more than 15 days for result of secondary confirmation
- If no secondary confirmation the school will begin paper confirmation on form G845
- Form G845 is sent to DHS field office with documentation from student

#### **Students who are required to undergo secondary confirmation will be provided in writing:**

- Explanation of documentation to be submitted
- Deadline for submitting 30 days
- Notice that student may not receive aid for the payment period if deadline is missed
- Statement that eligibility is not decided until student has a chance to submit documentation.

**Citizenship issues must be resolved prior to any aid being disbursed.**

### **DEPENDENCY STATUS**

Some students have supported themselves for several years and their parents are not expected to contribute toward their school expenses. Such students are called "**Independent Students**" and for them, the financial aid process works differently because parental income is not considered. However, if an independent student is married, his or her spouse's income is considered even if they were not married when they filed taxes.

You are considered Independent if you meet any one of the following criteria:

- You have reached the age of 24 prior to January 1st of the upcoming award year.
- You are enrolled in a graduate or professional educational program beyond a Bachelor's Degree.

- You are married as of the date you submitted the FAFSA.
- You have children who receive more than half of their support from you.  
**NOTE: Having a child does not automatically make you independent. You must be providing over 50% of the child's support.**
- You have dependents (**other than your children or spouse**) that live with you and receive more than half of their support from you, now and through the end of the award year.
- Both parents are deceased or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
- You are currently serving on active duty in the U.S. Armed Forces (other than training).
- You are a Veteran of the U.S. Armed Forces.
- You are an emancipated minor.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If you do not meet any of the above criteria, then you are considered a **"Dependent Student"** and your parents must complete part of the FAFSA and provide their financial information.

In some instances, you may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make that decision and circumstances must be in line with VSCTC Override Policy.

#### **DEPENDENCY OVERRIDE POLICY**

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override is reviewed on a case-by-case basis, not for a group of students with similar circumstances.

To receive a Dependency Override the student must make a written request to the Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate for the situation and will make the final determination. All documents will be retained in the students file.

#### **VERIFICATION/CORRECTION POLICIES AND PROCEDURES**

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

If a student files on-line and is flagged for verification the Financial Aid Office sends a letter to the student requesting additional documentation along with the Verification worksheet to be completed and returned. The Financial Aid Office then makes any necessary corrections and submits them electronically to the Dept. of Education.

If a student requests a Financial Aid advisor to assist them in completing the FAFSA then the student is required to bring documentation and complete the Verification worksheet during the meeting. No funds will be disbursed prior to verification being completed.

If a student's award changes as a result of verification/correction, a revised award notification will be sent within two weeks of the completed verification/correction process.

Note: The Financial Aid Office is obligated to address any discrepancies and request documentation to resolve them. In order to be considered for Federal Financial Aid students must submit all requested verification documents completed in full to the Financial Aid & Program Assistant no later than 60 days after the start of class. Due to multiple start dates students will be notified in writing of their deadline. Failure to submit required documentation will result in the loss of eligibility to receive Federal Student Aid.

Once the verification process has been completed, students will be sent an award letter noting any changes resulting from the verification process.

### **PROFESSIONAL JUDGEMENT/SPECIAL CIRCUMSTANCES**

The EFC (Estimated Family Contribution) formula is basically the same for all applicants and prior year income is used in the calculation. The financial aid officer has the authority on a case by case basis to adjust certain data elements for a student with special or unusual circumstances. Some examples would be a layoff, unusually high medical or tuition bills, etc. If you feel that you have a special circumstance, please contact the financial aid office to discuss your situation and find out what documentation is needed. After reviewing all documentation, the financial aid office will make a decision to approve or deny your request and will notify you of the outcome. The decision is final and cannot be appealed to the Federal Department of Education. Please note that the use of professional judgment is allowed but not required of the school.

### **TYPES OF FINANCIAL AID**

#### **Federal Pell Grant Program**

The Pell Grant is awarded with no repayment expected. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. To apply for a Federal Pell Grant, a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed online at [www.fafsa.gov](http://www.fafsa.gov). After the FAFSA has been processed by the US Department of Education, a Student Aid Report (SAR) will be issued. This report will contain a number referred to as the EFC (Expected Family Contribution). The school uses this number to determine the amount of the student's award.

#### **Federal Pell Grant Lifetime Eligibility**

Effective in 2012, The U.S. Department of Education established a regulation that limits a student to six years (12 full-time semesters) of total Pell Grant Lifetime Eligibility. A student can find his/her lifetime eligibility used for the Federal Pell Grant by going to [www.nslds.ed.gov](http://www.nslds.ed.gov) and creating a student account. NSLDS, the National Student Loan Data System, tracks Pell Grants, loan usage, and overpayment status. Students who have received the Federal Pell Grant and/or federal student loans may view their history and lender details at this website:

[https://www.nslds.ed.gov/nslds/nslds\\_SA/](https://www.nslds.ed.gov/nslds/nslds_SA/)

#### **Federal Student Loans**

VSCTC *does not* participate in the Federal Student Loan program.

#### **Federal Student Loan Deferment or Forbearance**

Students attending at least half time may be eligible for a deferment or forbearance on their Federal Student Loans. For more information go to: [studentaid.ed.gov](http://studentaid.ed.gov) >How to Repay Your Loans>Deferment and Forbearance.

## SATISFACTORY ACADEMIC PROGRESS

### **Process Overview & Responsibilities**

#### **Qualitative Standard (GPA)**

Vanguard-Sentinel Career & Technology Centers students are required to meet academic standards to remain in good academic standing, as well as to maintain eligibility for institutional, State of Ohio, and Federal Title IV Financial Aid. Academic standards are reviewed at the end of 300 and 600-hour scheduled periods, along with the end of course evaluation (900 or 950-hours). In addition, the official standard that determines eligibility for Title IV is at the end of the payment period for that course. Payment period for both Office Administration and DMO will be at the scheduled 450-hour payment period and the Paramedic program will be at the scheduled 475-hour payment period. All periods of enrollment count toward the satisfactory progress including periods when the student does not receive financial aid.

Students must maintain a cumulative grade point average of 74% at the end of each evaluation period to be considered to be making satisfactory academic progress. Grading policy is as follows:

900 and 950 clock hour certificate post-secondary	A Superior 93-100% B Good 84-92% C Passing 74-83% D-F Failure 0-73%
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#### **Quantitative Standard (Completion & Pace)**

The second standard, quantitative standard, measures a student's progressive academic progress by their cumulative completion percentage. A student must successfully complete a minimum of 90% of their cumulative attempted clock hours at the end of every evaluation period in order to maintain good academic standing.

The maximum time a student will have to complete their program is 110% of the normal time frame required for graduation.

The pace of progression is required to ensure that students complete within the 110% maximum time frame; thus, students are expected to maintain a cumulative 90.00% attendance rate and to complete a minimum of 90.00% of the possible clock hours in each payment period. Financial Aid recipients will be officially monitored at the end of each payment period to ensure that they are meeting the 90% required SAP attendance requirement.

Failure to meet any of the standards of satisfactory academic progress may result in a student being placed on financial aid warning or financial aid suspension.

### ***Consequences of failing to meet Standards of Satisfactory Academic Progress***

#### **Financial Aid Warning**

A student will be placed on academic warning when any one of their qualitative and/or quantitative elements fall below the standards of satisfactory academic progress. The student will be notified by Vanguard-Sentinel Career & Technology Centers, (see catalog and student handbook) as well as through a formal, written communication, sent to the student's home address. Financial aid warning is just that, a warning, notifying the student that their grades and/or completion percentage are below School standards, and they must improve in order to continue at Vanguard-Sentinel Career & Technology Centers.

Financial aid warning may also be assigned to students who, although meet the cumulative qualitative and/or quantitative elements of satisfactory academic progress, have had an individual evaluation period where their grade point average is below 74% (C), and/or their completion percentage falls below 90%.

### **Financial Aid Suspension**

Those students who fall in the academic warning status at the official 450-hour or 475-hour for Paramedic program evaluation increment and whose cumulative grade point average and/or completion percentage is still below the requisite level for their classification will be subject to financial aid suspension. Students who fall under financial aid suspension will not be eligible for Federal Title IV Financial Aid as long as they are on financial aid suspension. The student will be notified of their financial aid suspension through a formal, written communication, sent to the student's home address.

### **Appeals of Financial Aid Suspension**

A student must complete and submit an appeal to the Adult Education Director or designee within one week of receipt of the suspension letter. The appeal must describe in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress standards. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. A review will be convened by the Adult Education Director or designee to consider the appeal. Appeals will be reviewed on an individual basis. Students will be notified in writing of appeals decisions within two weeks. The decision of the Adult Education Director or designee will be final.

### **Minimum Progress within a Program**

Some non-Title IV eligible programs at Vanguard-Sentinel have set stricter minimum progress standards. These program minimum progress standards may include grades. However, minimum progress standards may also include other non-academic standards (e.g., fitness, professional behavior). A student's failure to meet these stricter progress standards does not preclude the student from being eligible to register for another program at the school.

### **Treatment of Nonpunitive Grades, Repeated Courses, Pass/Fail Courses, Withdrawals and Incompletes**

Incompletes/Remedial: Noncredit, remedial courses, and incompletes do not apply at this school. Therefore, these items have no effect upon the school's satisfactory academic progress standards. A student may repeat a course they failed or did not complete. However, students repeating a course must complete the program within the maximum time frame allowed. The repeat grade will supersede the previous grade when determining SAP. Student will not receive financial aid for repeated coursework.

If a withdrawn student is permitted to return to school, the school will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal.

### **Changing of Programs of Study**

A student transferring from one program to another must withdraw from one program first and can then enroll in the second program after meeting all admissions requirements. Courses that apply to the second program will be recorded and will be counted toward the maximum timeframe eligibility but will not be included in the calculation of the student's GPA.

### **Treatment of Remedial, Enrichment & English as a Second Language Courses**

#### **Policies**

The Vanguard-Sentinel Career & Technology Centers offers ASPIRE and ESOL classes to any post-secondary student who wishes to enhance their skills in math, reading or English for speakers of other languages.

These courses are held on the Vanguard-Sentinel campuses both during morning and evening hours and are free. These courses do not count towards certificate requirements.

The VSCTC Financial Aid Office does not take any of the aforementioned course(s) into consideration when determining SAP.

### **Treatment of Transfer Hours**

The issue of “student transfer” needs to be addressed by the Vanguard-Sentinel Career & Technology Centers Director.

All accepted transfer hours will be counted towards the maximum timeframe but will not be included in the calculation of the student’s GPA. All accepted transfer hours will be treated as hours attempted and completed.

### **DISBURSEMENT OF FUNDS**

All financial aid funds are disbursed by the Treasurer’s Office in conjunction with the Financial Aid office. Funds will be disbursed as follows:

- First Disbursement - Requires student to have attended the first 30 days.
- Second Disbursement – Student must be meeting the SAP policy and successfully completed 450 or 475 clock hours, and 26 weeks in the payment period.

\*Successfully completed is defined as having attended 90% of the scheduled clock hours (in accordance with the excused absence policy); and achieved at least an 74% grade.

### **FINANCIAL AID NOTIFICATION**

Written notification will be sent to the student after the official registration process has taken place and once classes are in progress.

### **CREDIT BALANCES**

A Federal Student Aid (FSA) credit balance occurs whenever the school credits FSA program funds to a student’s account and the total amount of those FSA funds exceeds the student’s allowable charges. If a student has an FSA credit balance after the Return of Title IV calculation and the institution’s refund policy has been applied to the account, the school will issue a refund to the student. A refund check will be mailed directly to the student as soon as possible but no later than 14 days after the determination of the credit balance. Please refer to the Return to Title IV Policy for additional information.

### **LEAVE OF ABSENCE POLICY**

Vanguard-Sentinel Career & Technology Centers allows students with extenuating circumstances to take a leave of absence (LOA). The school may grant a leave of absence of up to 180 days in any \*12-month period, during which time the student is not considered to be withdrawn. No Return of Title IV calculation is required at this time. While on a LOA, no additional institutional charges will be generated, the student’s financial need may not increase, and therefore, the student is not eligible for any additional federal student aid.

Prior to a LOA, a student must meet with their program coordinator to see if a LOA is possible. The LOA will only be acceptable in the event of unforeseen circumstances arise, such as medical reasons affecting the student or member of student’s immediate family, military service requirements, or jury duty. The student must submit a Leave of Absence Form along with written, signed, and dated letter, stating the circumstances for the request and any other documentation. A decision regarding the request will be made within five school days and the student is notified in writing. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student’s request for a leave of absence if the institution documents its decision and collects supporting documentation at a later date.

Before returning from a leave of absence, the student must meet with the program coordinator to devise a plan of completion. If the student fails to return from an approved LOA, he/she will be considered officially withdrawn, and a Return of Title IV calculation will be done of tuition owed or refund due to student based on the student's last day of attendance.

\*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993, if the combined leave of absence does not exceed 180 days within the 12-month period.

### **SUSPENSION**

A student who withdraws from classes will also be suspended from receiving financial aid for the remainder of the program year. Students who owe an overpayment of federal funds are ineligible for further financial aid at any college or university in the country until the overpayment is paid in full or payment arrangements are made with the U.S. Department of Education.

### **RETURN TO TITLE IV POLICY**

Vanguard-Sentinel Career & Technology Centers return unearned funds received from Federal student assistance programs to the proper program accounts in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965. The responsibility of returning unearned funds is held both by Vanguard-Sentinel Career & Technology Centers and the student.

A R2T4 is completed by Vanguard-Sentinel Career & Technology Centers when a student withdraws either as an official withdrawal or an unofficial withdrawal, or the school dismisses the student. An official withdrawal happens when a student notifies the school either verbally or in writing of their decision to withdraw. The date of determination of withdrawal is the date the student withdraws from the program. An unofficial withdrawal occurs when a student stops attending for 14 consecutive days. The date of determination of withdrawal will be the 14<sup>th</sup> day the student stops attending class.

If a student withdraws from VSCTC, the student may be required to return a portion of the federal funds awarded. The amount of clock hours the student is scheduled to complete in the payment period as of their last day of attendance while receiving assistance from Federal Title IV programs will determine the amount of federal aid to be returned.

- If the student withdraws from a program prior to being scheduled to complete 60% of the clock hours in the payment period, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the payment period remaining. The student's last day of attendance will serve as the "withdrawal date" for both official and unofficial withdrawals when calculating the return of Title IV Funds formula.
- If the student remains enrolled and attends class beyond the 60% of the scheduled clock hours in the payment period in which aid is received, all federal aid is considered earned and not subject to this policy.

Return of Federal Title IV funds will be distributed according to statutory regulations. For calculation purposes, VSCTC utilizes the Return of Title IV Funds software provided by the U.S. Department of Education. The Return of Title IV Funds calculation determines the percentage of financial aid students have earned for the payment period. This is based on the number of clock hours scheduled in the payment period. For example, if the student was scheduled to complete 20% of the clock hours in the payment period as of the student's last day of attendance, they earn 20% of the federal funds that they were originally scheduled to receive.

Vanguard-Sentinel Career & Technology Centers must return funds, based on calculations, up to the total Pell Grant disbursed (Direct Loans are not currently offered). The return of the Title IV funding will be made as soon as possible, but must be received by the U.S. Department of Education no later than 45 days after determining the student withdrawn.

Once Vanguard-Sentinel Career & Technology Centers has determined that a student has withdrawn, a Return of Title IV Funds calculation will be performed as soon as possible but no later than 30 days. The institution will notify the student in writing of their revised eligibility after the Return of Title IV Funds calculation is completed. If the student owes unpaid tuition and fees, the student will receive an invoice from Vanguard-Sentinel Career & Technology Centers.

### **POST-WITHDRAWAL DISBURSEMENT**

If the student did not receive all the funds earned, they may be due a post-withdrawal disbursement. The post-withdrawal disbursement of grant funds must be disbursed within 45 days. The funds will automatically be posted to the student's account. If there is still a balance due, the student will receive an invoice from VSCTC in the mail. If the post-withdrawal disbursement created a credit balance, the student will be notified and will receive a check in the mail of this credit balance amount within 14 days of the disbursement.

### **OVERPAYMENTS**

If a student receives an overpayment of federal funds, the school will attempt to adjust any remaining disbursements to the student. If that is not feasible, the student will be required to repay the overpayment amount. Students who do not repay the overpayment amount will be referred to the U.S. Department of Education and will be ineligible for future federal financial aid.

### **REFERRAL OF FRAUD CASES**

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education. If the student received federal financial aid because he/she reported incorrect information, the student will have to repay any portion of aid they should not have received. Also, any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment or both.

### **CODE OF CONDUCT FOR VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS FINANCIAL AID PROFESSIONALS**

VSCTC financial aid professionals are expected to maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, VSCTC financial aid professionals should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

*Adapted from National Association of Financial Aid Administrator's (NASFAA) Professional Code of Conduct*



## **UNUSUAL ENROLLMENT HISTORY POLICY**

The U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program. They have done this by identifying financial aid students with unusual enrollment histories. If a student has received Pell Grant funding while attending multiple institutions during the last four academic years, the student may be flagged for unusual enrollment history (UEH). While most students have legitimate reasons for unusual enrollment histories, other students enroll in school just long enough to receive cash refunds of federal student aid. These students will often leave school, after receiving their financial aid refund, and repeat the process again by enrolling at another school.

Students with unusual enrollment histories will be flagged by the central processor on their Student Aid Report (SAR) as having either a possible or questionable enrollment pattern problem. Once identified as having a UEH flag, the Financial Aid Coordinator is required to review the student's enrollment information and determine if academic credit was earned during the last four award years. Students with UEH flags will be required to provide the Financial Aid Office with their official signed academic transcripts from each college from which financial aid was received in the past four award years. As part of the review process, the Financial Aid Coordinator has the authority to request missing official academic transcripts from the student. The Financial Aid Coordinator is able to determine if academic records are missing by reviewing data from the National Student Loan Data System (NSLDS).

Students will be ineligible for financial aid until all required transcripts are received by the Financial Aid Office. Once all required academic transcripts are received, the Financial Aid Coordinator will review the student's enrollment and financial aid records to determine if academic credit was earned. Records may be reviewed from previously attended schools.

**Academic Credit Earned:** If the school determines that academic credit was earned, and the student is not enrolling just to receive a financial aid refund, no further action is required. The student becomes eligible for financial aid.

**Academic Credit Not Earned:** If the school determines that the student did not earn academic credit at a previously attended institution, the student will be required to provide additional documentation before eligibility for financial aid can be determined. If Academic Credit was not earned, students will be asked to provide documentation explaining why they failed to earn academic credit. Documentation provided by the student must support the following:

1. The reason(s) why the student was unable to earn passing grades; and
2. That the student did not enroll solely for the purpose of receiving a credit balance of financial aid.

Students may include personal and academic reasons to explain their failure to earn academic credit. Personal reasons include: illness, a family emergency, a death in the family, changes in living status, and military obligations. Academic reasons may include unexpected academic challenges, or a determination that the academic program did not meet the student's needs.

The documentation provided when academic credit is not earned will be reviewed by a committee consisting of the Director, the Lead Program Coordinator, and the Financial Aid & Program Assistant. Students who have lost their eligibility for financial aid will be notified in writing by the Financial Aid Office.

**Regaining Title IV Eligibility:** If a student is denied Title IV aid for Unusual Enrollment History, the student may attend a fulltime program without receiving Title IV aid and pay out-of-pocket for the first payment period. At the end of the first payment period, if the student is meeting the requirements of Satisfactory Academic Progress, the student could then be considered for Title IV Eligibility for the remaining program hours.

## TUITION PAYMENT & REFUND POLICY

### TUITION PAYMENT

Students are wholly responsible for expenses incurred as a result of their being accepted into an Adult Workforce Development (AWD) class at Vanguard-Sentinel Career & Technology Centers. The financial aid officer will help student's secure financial aid, if possible.

### SHORT-TERM (PART-TIME) CLASS – (less than 600 hours of class time)

**Payment:** Full payment is due by the first class session if the cost is less than \$100. Make checks payable to Vanguard-Sentinel. MasterCard, VISA or cash are also accepted.

For classes over \$100, a \$100 non-refundable deposit is due by the first class session and a Student Payment Plan form must be completed for the remaining balance. Any balance after the \$100 payment may be divided into two equal payments, with the first payment due at the completion of the 1/3 point of the class and the final payment due at the completion of the 2/3 point of the class. Approval of all payment plans will be made by the Adult Education Director.

Special Note: For those programs with an externship component – all student tuition and fees must be paid in full *prior* to student being assigned to an externship site. NO EXCEPTIONS!

Students who are receiving tuition payment assistance through an employer or other agency must submit a company purchase order, a tuition voucher or letter of authorization with the amount being paid by the employer or agency listed. This document is submitted when registering for class. Copies of the tuition payment assistance for short-term (part-time) classes will ultimately be on file with the Assistant Treasurer.

**Payment Plans:** See Payment Plan Conditions section for complete information.

**Refunds:** Refer to refund/withdrawal policy.

### FULL-TIME CLASS – (600 hours of class time or more)

**Payment:** MasterCard, VISA, check and/or cash are accepted forms of payment.

A student accepted into a full-time class will be required to make a \$100, non-refundable, deposit to hold a place in the class. This \$100 will be applied to the program tuition. For those students receiving grant monies that cover the full tuition, the \$100 deposit will be refunded after the school has received the grant monies.

A total of \$100 is due by the start of the first class session and a Student Payment Plan form must be completed for the remaining balance if this amount is still owed after PELL or other grant amount is determined. Any balance after the \$100 payment may be divided into two equal payments, with the first payment due at the 1/3<sup>rd</sup> program hours point of the class and the final payment due at the 2/3<sup>rd</sup> program hours point of the class. This applies to students where grant monies do not fully cover the tuition. Approval of all payment plans will be made by the Adult Education Director.

Special Note: For those programs with an externship component – all student tuition and fees must be paid in full *prior* to student being assigned to an externship site. NO EXCEPTIONS!

Students who are receiving tuition payment assistance through an employer or other agency must submit a company purchase order, tuition voucher or letter of authorization with the amount being paid by the employer or agency. This document is required to be submitted when registering for class. Copies of the tuition payment assistance for full-time classes will ultimately be on file with the Assistant Treasurer.

## **REFUND/WITHDRAWAL POLICY**

All Programs: If a student withdraws before the first class meeting, no tuition will be charged. However, the \$100 deposit will not be refunded.

### **For programs 600 hours or more:**

If student withdraws after enrolling in class based on the number of class hours attended as per the following schedule:

<b>Time Attended</b>	<b>Amount Charged (varies by program cost)</b>
1 <sup>st</sup> to 3 <sup>rd</sup> day of program	Per hour fee per program, plus 100% of books, supplies and fees
4 <sup>th</sup> day of program to 30 class hours	25% of tuition for period, plus 100% of books, supplies and fees
31-60 Class Hours	50% of tuition for period, plus 100% of books, supplies and fees
61-90 Class Hours	75% of tuition for period, plus 100% of books, supplies and fees
Over 90 Class Hours	100% of tuition for period, plus 100% of books, supplies and fees

Books and/or supplies may be returned for credit if unused, per approval of the Program Coordinator. If a balance remains on the student account, the student is required to pay in full.

### **For programs less than 600 hours:**

If student withdraws after enrolling in class based on the number of class days attended as per the following schedule:

<b>Time Attended</b>	<b>Amount Charged (varies by program cost)</b>
1 <sup>st</sup> to 3 <sup>rd</sup> day of class	Per hour fee per program, plus 100% of books, supplies and fees
4 <sup>th</sup> day of class and beyond	100% of tuition for period, plus 100% of books, supplies and fees

Books and/or supplies may be returned for credit if unused, per approval of the Program Coordinator. If a balance remains on the student account, the student is required to pay in full.

When a student withdraws for any reason all regulations regarding grants such as PELL, TAA, WIA or any Title IV grants are adhered to. If a student is a "no-show" the above directives for refunds will apply. If there is overpayment on any student account, the overage amount will be refunded according to the rules of the grant or paying agency, or by student's class completion date. All refunds to students, employers or PELL will be made within 45 days of the date of determination of withdrawal/termination.

## **CANCELLATION POLICY**

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.

**PAYMENT PLAN CONDITIONS FOR ALL ADULT WORKFORCE DEVELOPMENT CLASSES**

Students must sign the plan and should secure payment with a credit card. Approval of all payment plans will be made by the Adult Education Director.

Any remaining balance owed after making the initial \$100 payment may be divided into two equal payments, with the first payment due at the completion of the 1/3<sup>rd</sup> point of the class and the final payment due at the completion of the 2/3<sup>rd</sup> point of the class.

If student fails to meet payment plan conditions, the student will receive a letter hand delivered or certified mailed within 7 calendar days after payment was due. This letter will serve as a reminder. If student still does not make payment within 7 calendar days after the letter, the student will not be permitted to attend class. This may result in being permanently dropped from the class in order to follow the attendance policy.

Payment plans are only applicable while you are attending class. If you withdraw before the completion of the program, the amount owed will be determined according to the Refund/Withdrawal policy. The balance owed will be due within 15 calendar days of withdrawal from class.

## **NOTICE to Vanguard-Sentinel Career and Technology Centers Students Receiving Title IV Federal Financial Aid (PELL and Federal Direct Student Loans)**

### **DRUG CONVICTION CONSEQUENCES**

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid.

A student is ineligible for federal student financial aid for one year from the date of the first conviction for the first offense for possession of illegal drugs and for two years from the second conviction for possession of illegal drugs and for three or more convictions for possession of illegal drugs indefinitely. A student is ineligible for federal student financial aid for two years from the date of the first conviction for sale of illegal drugs and for an indefinite period from the date of the second or more offenses. If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends (i.e. for a 1<sup>st</sup> or 2<sup>nd</sup> offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make the student ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following three (3) options: 1) having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; 2) successfully completing an approved rehabilitation program (as described below, which includes passing two unannounced drug tests from such a program); or 3) completing two unannounced drug tests which are part of an approved rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the school that they have successfully completed the rehabilitation program. If the school has conflicting information, it must be resolved before re-access to federal financial aid is available.

#### ***Standards for a qualified drug rehabilitation program***

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

**I have received and read this notice:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Financial Aid Coordinator Initials: \_\_\_\_\_

Vanguard-Sentinel Career & Technology Centers

1306 Cedar Street Fremont, OH 43420

419.334.6901

## **GENERAL POLICIES**

### **DISCLAIMER OF EMPLOYMENT GUARANTEE**

VSCTC is not responsible for obtaining employment for the student before or after completing the course.

### **EMPLOYMENT VERIFICATION**

Upon completion of a VSCTC program, students will complete program exit paperwork, including: a course evaluation form, HEI documentation, confirm contact information, and any current employment information. VSCTC staff members will work with students to complete employment verification information in compliance with the Accrediting Commission of Career Schools and Colleges (ACCSC).

### **CERTIFICATE OF COMPLETION**

A Career Passport will be presented to full-time students attending 90% of scheduled class time. Upon graduation, students who successfully complete the program will be awarded a certificate of completion. No certificate will be issued to any student who does not meet requirements.

### **MAKE-UP WORK**

In the event of an extended absence, make-up work will be assigned with a schedule of due dates. It is the student's responsibility to submit the make-up work according to the schedule. Online or email submission will be arranged if the student is unable to physically attend class due to their extended absence.

### **GROUNDS FOR CANCELLATION/TERMINATION BY THE SCHOOL**

VSCTC reserves the rights to cancel, discontinue, postpone or combine courses, due to insufficient enrollment. Attempts are made to contact all students whose courses have been canceled. In the event a class is canceled, a full refund will be given.

### **Student Conduct**

Adult students are expected to conduct themselves as adults and it is expected that there will be no disruptive behavior during classes or school related activities. Any student found to be disruptive or causing an interruption in the normal class operations will be advised to cease immediately and may be permanently removed with no refund. If behavior persists, the Director will be asked to intervene.

### **Student Actions That Will Result in Dismissal**

- a. Repeated incidents of disruptive behavior, including cell phone use
- b. Theft of school property
- c. Assault on any member of the faculty, staff, or fellow student
- d. Hazing, threatening or harassing
- e. Fighting
- f. Purposeful damage to school or customer property
- g. Violating confidentiality codes as it applies to your program
- h. Use of alcohol, illegal drugs or being under the influence of either while involved in school related activities
- i. Use of dangerous weapons
- j. Misuse of electronic, information/communication systems
- k. Inability to perform assigned tasks at a clinical site
- l. Smoking (reference policy)

## **PROCEDURES FOR CANCELLATION/TERMINATION BY THE STUDENT**

In the event an enrolled student chooses to withdraw from any program at Vanguard-Sentinel Career & Technology Centers, they should immediately notify the course instructor.

The program instructor should fill out the “Student Voluntary Withdrawal Form” for each student who withdraws, and acquire student signature. The original of this document will be kept in the students file, with a copy sent to the financial aid officer. The date on this withdrawal form is the official withdrawal date.

## **PROGRAM CREDITS**

A student who voluntarily withdraws may be readmitted in the following program year. The student may re-enroll for the complete program or may re-enter at the point of withdrawal, based on the recommendation of the instructor and Director of Adult Workforce Development. If a program has a waiting list, the student will be placed on that waiting list just as any other student would be. Students cannot receive Pell for 2 years for the same program and may need to pay the entire tuition over. Students must complete the entire program on 1 year of Pell. Students completing a full-time program with 90% attendance will receive a “Career Passport”. Students having previous training/expertise in their chosen program area can submit previous training documentation. This record will be evaluated by the Director and the program instructor. The student’s program training hours, as well as the cost of attendance, may be shortened according to this evaluation.

## **REPEATED CLASSES & RE-ENROLLMENT GUIDELINES FOR ALL PROGRAMS**

VSCTC’s policy of allowing students to re-enroll in the same program where they were voluntarily or non-voluntarily withdrawn is limited to the academic year following the withdrawal.

1. Re-enrollment is a privilege and the individual must comply with all current rules and regulations of any program whether they were in force the previous year or not.
2. Consideration will be given to the reason the individual dropped but re-enrollment is subject to approval, first by the program instructor, then the Director and finally the Superintendent.
3. The individual must make contact with the program instructor at least 60 days prior to class start date to request re-enrollment.
4. The individual is required to meet with the program instructor and is required to attend the program orientation for the upcoming year if there is one.
5. Any specialty area choice would be limited to the availability at the time of initial contact. It is hoped that the individual could go into the same area of study but it is not guaranteed.
6. All outstanding fees must be paid prior to the 1<sup>st</sup> day of class (if an individual dropped owing \$2000 that amount would be due upon re-entry to a program). If program textbooks have changed, the individual is responsible for any new textbook costs in addition to fees outstanding for the previous year.
7. An individual may be **denied** re-enrollment for the following:
  - Failure to pay tuition or fees
  - Inability to perform duties at the assigned clinical site
  - Failure to abide by policies and rules of VSCTC or the program’s policies and rules
  - NON-Voluntary dismissal from any VSCTC program
  - Failing a drug screen
  - Criminal record that contains a conviction which would prohibit the individual being employed in the career they are training for
  - Falsification of information provided to VSCTC
8. PELL Grants: When an individual re-enrolls, PELL eligibility will be handled on an individual basis by the financial aid office. Availability of PELL to the individual will depend on several factors, including whether the individual re-enrolls in a different PELL year, whether PELL funds were initially received by the school, and whether there was an overpayment of PELL that had to be returned to the government.

## **BOARD POLICY**

Students are responsible to all VSCTC Board policies as listed in the VSCTC Policy Manual. The Vanguard-Sentinel Career & Technology Centers admit students without regard to sex, race, creed, national origin or handicap, but may limit admission to the space and facilities available.

## **CIVIL RIGHTS**

The Vanguard-Sentinel Career & Technology Centers do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

## **EQUAL OPPORTUNITY**

If any student or staff believes that Vanguard-Sentinel Career & Technology Centers or any of the district's staff has inadequately applied the principles and/or regulations of (1) Title VI (race, color, national origin) of the Civil Rights Act of 1964, (2) Title IX (sexual discrimination) of the Educational Amendment Act of 1972, (3) Section 504 (disability) of the Rehabilitation Act of 1973, and/or (4) the Age Discrimination Act of 1975, as amended, 20 U.S.C. etc. Seq., he/she may bring forward a complaint, which shall be referred to as a grievance to the Districts Title IX/504 Coordinator, who may be reached at 419.334.6901 ext. 2710.

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

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

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

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



**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.**

## **VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS POLICIES/PROCEDURES UNDER FERPA FOR POSTSECONDARY STUDENTS**

### **STUDENT RECORDS ACCESS**

All students shall have the right to review their records. Access must be provided within 45 days after the request. All materials in the cumulative folder and intended for school use shall be available. The Adult Education Director/designee shall be present during any review of student records. Parents of dependent students may be allowed access to student records, but only if the student signs a release form giving them permission.

### **REQUEST FOR AMENDMENT AND FURTHER APPEAL**

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Adult Education Student Services Officer/Designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the Adult Education Student Services Officer/Designee may be appealed to the Director of Adult Education within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Director of Adult Education. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance.

### **POLICIES**

#### **Smoking**

Smoking by students, employees and visitors is not permitted in the building or on the grounds, whatsoever. First offense – verbal warning, staff member will document warning; Second offense – written warning that includes notification should there be a third offense, he/she will be dismissed; Third offense – dismissal including responsibility for any financial obligations.

#### **Drug Impairment**

If an adult student comes to class smelling of alcohol, has impaired motor abilities, and/or is sleepy, such student should not operate school equipment, or participate in class activities. All such incidents should be immediately reported to the building supervisor. The student may be removed from the building and authorities may be called.

#### **Drugs and Alcohol**

Narcotics in any form and/or alcoholic beverages are not permitted, at any time, at Vanguard-Sentinel Career & Technology Centers.

#### **Physical Violence and Verbal Abuse**

Incidents of physical or verbal abuse between students and/or student and instructor will not be tolerated. Such acts will be reviewed on an individual basis and may result in expulsion from the program, arrest or other consequences.

#### **School Closings/Delays**

For school closings and delays, listen to the local radio stations or watch the local TV channels for closing announcements. Full-time students will be notified of closings and delays via their personal phone through the schools Instant Alert System.

#### **Telephone**

A pay telephone is not available for use. Check with your instructor to make local calls only. Emergency messages received by the school will be relayed to you by a member of the office staff or custodial staff.

**Parking**

Designated parking for students is strictly enforced. Your instructor will inform you of the designated area. To use the handicap spaces, you must display a handicap sticker on your vehicle.

**Change of Address/Phone**

If you have an address or telephone number change, please notify your instructor and the Adult Workforce Development office, ASAP.

**Breaks**

Breaks are to be taken in the lounge or cafeteria where food and beverages are permitted.

**Food and Beverages**

Food and beverages are not allowed outside the lounge. This rule is enforced to protect equipment and keep the school clean.

**Adults at the Career Center**

Between 7 a.m.-4 p.m., students must adhere to the high school policies. These policy highlights include: NO hats, NO shirts with vulgar language or profanity, and NO smoking permitted in the building or on the grounds.

**Visitors**

Any person not enrolled in a course is considered a visitor. Please inform your instructor of a visitor coming with you. All visitors should report to the office upon entering the building. In an emergency situation, the office will then contact the student and have him/her report to the office.

**Security**

Any problems or concerns should be directed to the Adult Education Director.

**Cell Phones**

Cell phones must be turned off and put away during class time.

**Medications**

Students are encouraged to share with their instructor if they are taking medications that might affect their behavior.

**Children**

Adult classrooms are not intended for children and childcare is not available at the Vanguard-Sentinel Career & Technology Centers. Please make arrangements prior to the start of classes.

**Dangerous Weapons**

Students are prohibited from bringing, possessing or using a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings, possesses or uses a firearm on school property, in a school vehicle or to any school-sponsored activity, the student may be subject for permanent removal from class with no refund.

Students are also prohibited from bringing, possessing or using knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings, possesses or uses a knife on school property, in a school vehicle or to any school-sponsored activity, the student may be subject for permanent removal from class with no refund.

Students who bring, possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to

permanent removal from class with no refund.

### **Misuse of Electronic, Information/Communication Systems**

Vandalism of computer equipment, unauthorized access to information or school records, invasion of computer privacy, copyright violations, plagiarism, hacking and/or other tampering with hardware or software is prohibited. The use of a computer which in any way violates the student code of conduct is prohibited. Use of devices that would disrupt computer or video equipment functions is prohibited.

### **Fire, Tornado and Lockdown Drills**

Fire, tornado and lockdown drills are held at irregular intervals throughout the school year. The students shall follow the directions of their instructor or any employee during a drill or actual emergency. In addition, procedures are posted in each classroom and lab.

### **Student Fraud**

Vanguard-Sentinel Career & Technology Centers take matters of falsification or omission of information on the admission application seriously. Falsification or omission of any admission-related data includes, but is not limited to, high schools attended, college or universities attended, and GPAs or ACT/SAT scores submitted. If any falsification or omission of information on the admission application is discovered during the admission process, the application, at the sole option of the School, may be considered null and void, and may be rejected. If any falsification or omission of information on the admission application is discovered after admission has been granted, that granting of admission, at the sole option of Vanguard-Sentinel, may be immediately rescinded, and the applicant's student status may be terminated. Moreover, Vanguard-Sentinel reserves the right to follow up on any records it suspects as misrepresenting the student's prior educational history.

### **Student Grievance/Complaint Procedure**

Students are encouraged to report all concerns, questions, complaints and problems in writing using the complaint form. The steps a student must follow to file a grievance is to 1. Discuss the issue/complaint with the Program Coordinator. Then if not resolved, 2. Discuss the issue/complaint with the Adult Education Director and/or the Title VI, Title IX, Section 504 Coordinator. If still not resolved, 3. The grievance will be presented to the Superintendent for a decision.

If the grievance is not satisfactorily settled by the Superintendent, the complaint is to be forwarded to the: U.S. Department of Education, Team Leader, Office of Civil Rights, 600 Superior Avenue East, Suite 750-Bank One Centre, Cleveland, Ohio 44104-2611.

Finally, if a student does not feel that VSCTC has adequately addressed a complaint or concern after the Superintendent has made a decision, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form.

**Students failing to comply with the above school policies will be referred to the Adult Education Director for further action with possible dismissal from class. No tuition will be refunded.**



Vanguard-Sentinel Career & Technology Centers  
 1306 Cedar Street  
 Fremont, OH 43420  
 419.334.6901

## STUDENT GRIEVANCE/COMPLAINT FORM

STUDENT NAME	DATE
ADDRESS (number, street, city, state, zip code)	PHONE#  E-MAIL ADDRESS
DATES OF ATTENDANCE	
PROGRAM NAME	
GRADUATION DATE (or anticipated graduation date)	
<p><b>NATURE OF COMPLAINT</b> (Please use an additional sheet of paper to specifically describe your grievance).</p> <p><i>IN DESCRIBING YOUR COMPLAINT, PLEASE INCLUDE THE FOLLOWING INFORMATION:</i></p> <ol style="list-style-type: none"> <li>1) NATURE OF INCIDENT</li> <li>2) DATE INCIDENT OCCURRED</li> <li>3) WHO WAS PRESENT</li> <li>4) PERSON(S) AT SCHOOL YOU HAVE CONTACTED REGARDING THE COMPLAINT</li> <li>5) PROPOSED SOLUTION (IF ANY) OF SCHOOL PERSONNEL</li> <li>6) YOUR PROPOSED SOLUTION/EXPECTATION THAT WILL RESOLVE THE COMPLAINT</li> </ol> <p style="text-align: center;"><b>PLEASE ATTACH COPIES OF ANY DOCUMENTATION YOU FEEL IS PERTINENT TO YOUR GRIEVANCE.</b></p> <p style="text-align: center;">The Grievance/Complaint Officer can be reached at Vanguard-Sentinel Career &amp; Technology Centers,        1306 Cedar Street, Fremont, OH 43420, 567.201.2940.</p>	
<p><b>STUDENT COMPLAINT PROCEDURE</b></p> <p>Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct inquiries to:</p> <p style="text-align: center;"><b>Accrediting Commission of Career Schools &amp; Colleges   2101 Wilson Boulevard, Suite 302   Arlington, VA 22201        (703) 247-4212   <a href="http://www.accsc.org">www.accsc.org</a></b></p> <p style="text-align: center;">A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting        Rosemary Krieger, Director at 567.201.2940 or online at <a href="http://www.accsc.org">www.accsc.org</a>.</p>	



Vanguard-Sentinel Adult Career & Technology Centers  
 Fremont – 419.334.6901  
 Tiffin – 419.448.1212  
 www.vsctc.org

### SECTION 504 INFORMATION

Review Date \_\_\_\_\_

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please Circle:

**IEP:**    yes    no      **Current within 5 years:**    yes    no      **504 Plan:**    yes    no

1. Current Concern: A Section 504 eligible student exhibits a physical or mental impairment that substantially limits one or more life activities.

a. The suspected physical or mental impairment is in the area of:

\_\_\_\_\_

\_\_\_\_\_

b. Perception of limitation in Major Life Activity:

Use this tool to comment as to the extent to which the physical or mental impairment presents substantial limitation of major life activity. The rating may be based upon information provided in interview, existing evaluation or observation.

- Standards for defining a substantial limitation
- ✓ Normal Expectation: Student participation and/or function is within normal expectations when compared to non-disabled peers.
  - ✓ Accessible Functioning: Some limitation of participation or functioning but student is able to meet expectations of non-disabled peers with differentiation and/or typical accommodations.
  - ✓ Substantial limitation: The condition prevents the individual from participating in or functioning at expectation of non-disabled peers.

Major Life Activity Area:	Comments:
Learning	
Social/Emotional/Behavior	
Communication	
Health	
Physical: Motor Movement	

- c. Are the student's activities on a chronic or intermittent basis?  
 \_\_\_\_Chronic \_\_\_\_ Intermittent disruption of activity

Describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. If data available, list academic achievement scores:

	State Tested	District Assessment	Other Tests
Reading	Test/Date		
Math	Test/Date		
Writing	Test/Date		

3. List any past modifications in instruction or behavior management (e.g. tutoring, Title 1: instructional modifications; IEP; 504)

Instructional/Behavioral Intervention	Date Begun	Outcome

Summary: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section 504 Considerations of Area(s) of Major Life Activities:**

The student is suspected of having a physical or mental impairment that may substantially limit one or more major life activities when compared to the average student.

**Circle Response:** YES NO

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Qualifications of professional who evaluated student:

**Circle Response:**

- Physician
- Licensed School or other Psychologist
- Learning Disability Specialist
- Speech or Language Pathologist
- Licensed Psychiatrist
- Licensed Independent Social Worker
- Professional Clinical Counselor

Specific  
Diagnosis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of  
Accommodations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rationale for  
Accommodations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## LEAVE OF ABSENCE FORM

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Vanguard-Sentinel Career & Technology Centers allow students with extenuating circumstances to take a leave of absence of up to 180 days in any 12-month period, during which time the student is not considered to be withdrawn. The LOA will only be acceptable in the event of unforeseen circumstances. Please review the LOA Policy in the student handbook to ensure acceptable.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program: \_\_\_\_\_

Reason for requesting leave:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beginning date of leave (first date of absence): \_\_\_\_\_

Date of scheduled reinstatement: \_\_\_\_\_

Actual date of reinstatement: \_\_\_\_\_

Revised projected end date: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Instructor's signature: \_\_\_\_\_

Director's signature: \_\_\_\_\_

Financial Aid Coordinator's Signature: \_\_\_\_\_