



Vanguard-Sentinel Career & Technology Centers

Adult Education Student Policy & Procedures Handbook

2026-2027

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INSTITUTIONAL INFORMATION

MISSION STATEMENT

Vanguard-Sentinel Career & Technology Centers believes 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 a recognized center 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.

ADMISSION

Visit <https://www.vsccl.k12.oh.us/adult-ed/> to register.

APPROVALS & ACCREDITATION

VSCTC has two accredited programs by the Accrediting Commission of Career Schools and Colleges (ACCSC), Advanced EMT and Paramedic. ACCSC is a recognized accrediting agency by the U.S. Department of Education. VSCTC is also accredited by the ODPS Division of EMS and CAAHEP upon the recommendation of CoAEMSP.

INSTITUTIONAL AFFIRMATIVE ACTION/DISABILITY POLICY

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.

EQUAL OPPORTUNITY

VSCTC provides reasonable accommodations to qualified individuals in adult education programs who have provided documentation of a medically diagnosed disability. Post-secondary students with a disability must self-identify, present documentation from a medical provider, request accommodations if needed, and develop a plan with their course instructor and/or program coordinator. Accommodations received in adult education may differ from those received in secondary education.

If any student believes that VSCTC or any of its districts staff has inadequately applied the principle and/or regulation 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., s/he may bring forward a complaint, which will be referred to as a grievance to the Districts Title IX/504 Coordinator. The Title IX/504 Coordinator can be reached at 1306 Cedar Street, Fremont, OH 43420, 419.332.2626 ext. 1007.

JOB PLACEMENT ASSISTANCE

Training in job-seeking skills, resume writing, and interviewing skills are available for all full-time adult education programs upon request. Vanguard-Sentinel Career & Technology Centers and your career technical instructor may be able to assist in job placement should he/she know of local jobs for which you may be qualified.

DISCLAIMER OF EMPLOYMENT GUARANTEE

VSCTC is not responsible for obtaining student employment before or after completion of a course.

POLICIES AND PROCEDURES

ADMISSIONS POLICY

Each year, most Adult Workforce Development classes will run on a cycle in which they are offered 1-3 times per year. Paramedic is our only full-time program over 600 hours, while most other programs are short-term (less than 600 hours). 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

There is no advanced placement for the Adult Workforce Development programs.

Admission is open to anyone 17 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 VSCTC 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 Ohio and our local communities.

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 agencies validate 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.

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 VSCTC 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.

BLENDED/REMOTE LEARNING POLICY

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

FINANCIAL AID

Financial Aid Coordinator: Contact Lorena Mason at lmason@vsctc.org. Office located in Adult Education building.

Financial assistance is available to help pay for tuition, books, tools, supplies, and other educational expenses. Each funding service has different eligibility requirements. The only full-time training program eligible for financial aid is Paramedic. Some short-term (150-599 hr.) programs may be Pell or Ohio Work Ready Grant eligible based on federal and state guidelines upon their release. Federal (PELL, TAA, WIA) and/or VA recipients are required to have 90% attendance with a 74% passage rate or disbursements may be forfeited or delayed. Students must satisfy all financial obligations before a certificate of completion will be issued.

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 or Ohio Work Ready Grant, assuming he/she meets all other eligibility requirements. The EFC is used in the following equation to determine the financial need:

Cost of Attendance	(Tuition, fees, supplies, testing, etc.)
- Family Contribution	(What you and your family are able to contribute toward your educational costs)
= Your Financial Need	(Grant or other resources you can receive)

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 full-time 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.
- 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.
- 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.

Some short-term programs (150-599 hours) may be Pell eligible based on federal and state guidelines upon their release.

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 financial aid application.
- Information submitted on any financial aid application must be accurate and complete.
- Students must provide a copy of their 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 Coordinator to ensure it is valid. In the event the Financial Aid Coordinator has reason to believe that the documentation is not valid or from an unknown entity, the Financial Aid Coordinator will contact the entity directly for verification.
- The student must notify the Financial Aid Coordinator 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.
- Students who withdraw from or fail a course prior to completion will be responsible for paying the amount of the grant back to VSCTC.

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.

DOCUMENTATION FOR STUDENTS FROM FOREIGN COUNTRIES

Students from foreign countries must provide a translation and certification of the high school diploma at the US Citizenship & Immigration Services, AJC Federal Building, 1240 E. 9th Street, Rm 501, Cleveland, OH 44199.

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 order to apply for financial aid.

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 the VSCTC Override Policy.

DEPENDENCY OVERRIDE

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 Coordinator and be able to provide necessary documentation. The Financial Aid Coordinator will determine what type of documentation is appropriate for the situation and will make the final determination. All documents will be retained in the student’s file.

VERIFICATION/CORRECTIONS

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 Coordinator sends a letter to the student requesting additional documentation along with the Verification worksheet to be completed and returned. The Financial Aid Coordinator then makes any necessary corrections and submits them electronically to the Department 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 Coordinator 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 may 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 Coordinator 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 Coordinator to discuss your situation and find out what documentation is needed. After reviewing all documentation, the Financial Aid Coordinator 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

PELL Grant – The Federal Pell Grant is based on financial need. This grant is part of the Title IV entitlement of the Higher Education Act of 1965. Since the Federal Pell Grant is an entitlement, it does not have to be repaid, if the student completes their program. The maximum Federal Pell Grant award for the 2026–2027 award year is \$7,395.

Ohio Work Ready Grant (OWRG) – Students may qualify for a grant to be applied toward a short-term certificate program.

Veterans – Veterans may qualify based on term(s) served and other qualifiers. Contact your local veterans office for more information. VSCTC will not impose any penalty, including the assessment of late fees, the denial to access the class, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. The Director will evaluate previous official transcripts and documentation of previous education and training and appropriate what credit will be given towards a VSCTC program.

Opportunities for Ohioans with Disabilities (OOD) – Persons with disabilities may qualify for financial assistance. Contact your nearest OOD office.

OhioMeansJobs – Income status may allow you to qualify for educational assistance.

- Sandusky Co. — 419.332.2169 | Seneca Co. — 419.447.5011 | Ottawa Co. — 419.898.3688

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. Vanguard-Sentinel academic staff communicates progress with students at the completion of each course/module, to evaluate how students are progressing, and to provide advising. Satisfactory Academic Progress is measured at the end of each course/module. The official SAP standard that determines eligibility for Title IV is measured at the midpoint of each program. All periods of enrollment count toward 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 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. The quantitative standard requires students to complete a program within the Maximum Timeframe for their specific program. A student must successfully complete a minimum of 95% of their cumulative attempted clock hours at the end of every evaluation period in order to maintain good academic standing.

The pace of progression is required to ensure that students complete within a reasonable time frame; thus, students are expected to maintain a cumulative 95% attendance rate and to complete a minimum of 95% of the possible clock hours in each payment period. Financial Aid recipients will be officially monitored midway through their program to ensure that they are meeting the 90% required SAP attendance requirement to maintain financial aid.

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.

The maximum time a student will have to complete their program will be in accordance with state and federal program guidelines. Where no such guidelines exist, this decision will rest with the Adult Education Director.

Federal (Pell, TAA, WIA) and/or VA recipients are required to have 90% attendance and a 74% passage rate. Students whose attendance falls below 95% may, upon meeting with the instructor, make-up the absence if assigned classwork and hours are completed within a reasonable amount of time.

Consequences of Failing to Meet Standards of Satisfactory Academic Progress

Financial Aid Warning

If a student does not achieve the required minimum CGPA or if the student fails to achieve the minimum pace of completion percentage, the student will be placed on Financial Aid Warning for the next payment period. Students on Financial Aid Warning status remain eligible to receive Federal Student Aid for the payment period in which they are on warning. Students may not be on Financial Aid Warning for more than one consecutive payment period. The student will be notified through written communication.

Students not meeting SAP standards at the end of the payment period lose eligibility to continue receiving federal student aid, but the student may appeal to preserve his/her financial aid eligibility.

SAP Appeals

A student must complete and submit an appeal to the Adult Education Director or designee within one week of receiving notification that they did not meet the SAP standard at the end of the Financial Aid Warning 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.

The reason for the appeal must be the result of mitigating circumstances, and documentation supporting a claim of mitigating circumstances must be provided in addition to the student's plan for improvement. As part of the appeal, the student must document in writing why they did not meet SAP, and what in their situation has changed that will allow them to meet SAP going forward. Typical student life issues and making the transition to post-secondary education are not considered mitigating circumstances under this policy. Students with a successful appeal will be placed on Financial aid Probation.

Examples of mitigating circumstances that may impact academic progress include the following:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Financial hardship such as foreclosure or eviction
- Other special circumstances

Financial Aid Probation

Students that do not successfully meet the SAP standard at the end of the Financial Aid Warning period lose eligibility for financial aid. Following a successful SAP appeal, the student will be placed on Financial Aid Probation. Financial Aid Probation can be granted based on a successful appeal if the student does not meet the SAP standards by the end of the subsequent payment period after they were placed on a Financial Aid Warning.

If more than one payment period is needed for the student to meet SAP standards, they can be placed on probation for a longer period with an academic plan. If the student is given an academic plan, their progress is evaluated through the period of the plan to determine if they are meeting the academic plan requirements. If the student is not meeting the SAP standard after the probationary period or fails to meet the requirements of the academic plan, the student is dismissed from the program.

Notifications

All students not meeting SAP standards are notified in writing at the midpoint of the program once SAP is reviewed. At that time, the student is provided with information on what is needed to meet the requirements. Students are given 10 days to submit an appeal once they are placed on Financial Aid Suspension. Students are encouraged to meet with the Program Director for support to ensure standards are met.

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 and will be responsible to pay tuition for the second and subsequent courses. 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, and 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

We do not allow transfer credit or prior learning experience.

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 half of the clock hours.

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

*Successfully completed is defined as having attended 95% of the scheduled clock hours (in accordance with the VSCTC policy); and achieved at least an 80% grade.

The lesser of these policies will be used for financial aid purposes only. The stricter policy will be used to determine program completion at VSCTC.

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 will be sent 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 (LOA) 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. The instructor and student will discuss the impact of the LOA on the student's graduation date. 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 business days, and the student will be 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. At that time, the new expected graduation date will be established. If the student fails to return from an approved LOA, the student will be considered officially withdrawn, and a Return of Title IV calculation will be completed to determine 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 14th 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. If the post-withdrawal disbursement created a credit balance, the student will be notified and will receive a credit of this 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 financial 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 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. He/she will uphold Ohio's ethics laws in regards to such gifts or compensation.
- 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. 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 Coordinator 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 Coordinator. 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 for the primary purpose of receiving 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, the student 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 may 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 Coordinator. Students who have lost their eligibility for financial aid will be notified in writing by the Financial Aid Coordinator.

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 self-pay for the first half of the program. At the end of the first half, 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.

REQUIRED LEVELS OF PERFORMANCE FOR FINANCIAL AID

Federal (PELL, TAA, WIA) and/or VA recipients are required to have 90% attendance with a 74% passage rate, or disbursements may be forfeited or delayed. Students must satisfy all financial obligations before a certificate of completion will be issued.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

In order to be eligible to receive a Certificate of Course Completion (graduation), students need 95% of attendance for the entire program. Students must also have completed all clinical hours and requirements. In the event students have missed class time or clinicals for any reason, these hours and incomplete work must be made up within a reasonable amount of time. Students must also have a final cumulative grade of 80% or higher and pass a final course exam with an 80% or higher.

TUITION PAYMENT & REFUND POLICY

Students are wholly responsible for expenses incurred as a result of their being accepted into an Adult Education class at Vanguard-Sentinel Career & Technology Centers. The Financial Aid Coordinator will help students secure financial aid, if possible.

Fees are subject to change. Consideration in total fees will be given to students depending on if certain fees are not required, must have approval from instructor and reported to Financial Aid Coordinator.

SHORT-TERM PROGRAMS (less than 600 hours)

Payment: Full payment is due by the first-class session if the cost is less than \$200. Make checks payable to Vanguard-Sentinel CTC. MasterCard, VISA or cash are also accepted.

For classes over \$200, a \$200 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 \$200 payment may be divided into equal monthly payments for the duration of the course. Approval of all payment plans will be made by the Adult Education Director or their designee.

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 PROGRAMS (600 hours or more)

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

A student accepted into a full-time program will be required to make a \$200, non-refundable, deposit to hold a place in the class. This \$200 will be applied to books/supplies/testing first and then tuition. For those students receiving grant monies that cover the full tuition, the \$200 deposit will be refunded after the school has received the grant monies.

A total of \$200 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 \$200 payment may be divided into equal monthly payments. 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 or their designee.

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 \$200 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:

Time Attended	Amount Charged (varies by program cost)
1 st to 3 rd day of program	Per hour fee per program, plus 100% of books, supplies and fees
4 th 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:

Time Attended	Amount Charged (varies by program cost)
1 st to 3 rd day of class	Per hour fee per program, plus 100% of books, supplies and fees
4 th 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, PRC, TAA, WIA, or any Title IV grants will be adhered to. If a student is a "no-show" for orientation/class, 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 refunded to the paying individual/agency. All refunds to students, employers, or PELL will be made within 45 days of the date of withdrawal/termination/cancellation. A Change of Status form will be completed for all students upon notification of course/program withdrawal, and a copy of this form will be distributed to the Financial Aid Coordinator for any student receiving financial aid. Students receiving financial aid who withdraw from or fail a program will be responsible for paying the amount of the grant back to VSCTC.

Failure to repay any owed amount of grant dollars may result in action by the Auditor of State for collection of said monies. The effect of course withdrawals, course incompleteness, and course failure is the inability to graduate/complete the program. Students will be notified as soon as possible if they are not going to meet the original expected graduation date. Students who withdraw from or fail a program and wish to return to the same program in the future will need to begin the program over from the start, with the only exception being Paramedic. Paramedic students may rejoin a new class at the end of the 100 level or 200 level courses. Students will be charged tuition for their second and subsequent times through the program.

CANCELLATION POLICY

An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation 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.

An applicant requesting cancellation within three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant.

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 EDUCATION PROGRAMS

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 or their designee.

Any remaining balance owed after making the initial \$200 payment may be divided into equal monthly payments for the duration of the course.

If student fails to meet payment plan conditions, the student will receive written notification within 5 calendar days after payment was due. This written notification will serve as a reminder. If student still does not make payment within 30 calendar days after the written notification, the student will not be permitted to attend class. This may result in being permanently dropped from the class.

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.

STUDENT CODE OF CONDUCT

VSCTC strives to provide students with the opportunity and motivation to learn. Students attending our school have the right to expect educational opportunities free from disruption. This implies an obligation to be aware of the rights of others, to be responsible for maintaining acceptable behavior while attending school and all school related activities, and to be responsible for the consequences of their actions.

VSCTC will not tolerate any form of violence, disruptive, inappropriate or criminal behavior. A violation of any rule may result in disciplinary action up to and including removal from the program. Discipline will be administered in a fair and just manner.

This code of student conduct sets down those guidelines that the school expects its citizens to follow. All students must adhere to this code of conduct. These guidelines are in force during any school-related activity, on or off campus, or while the student is on an externship for their program.

The Board of Education has “Zero Tolerance” for violent, disruptive, inappropriate or criminal behavior by its students.

VSCTC recognizes the basic Constitutional Rights of all its students. It is emphasized to students that responsibilities accompany their rights. The administration reserves the right to review and adjust disciplinary actions on a case-by-case base. The following shall be sufficient grounds for disciplinary action against any student(s) found to be in violation of any action(s) listed below at school or school related function.

If the following code of conduct and/or security policies are violated the student may be processed for suspension and/or termination. The infraction may also result in prosecution by the law. Students, who are terminated may not be on school property, participate or attend any school functions, contests, or be present at activities on property controlled by the school or school officials.

SECTION I

Rule 1 - Misconduct Off School Property: Student shall not engage in misconduct (1) that is off of district property but that is connected to activities or incidents that have occurred on district property and (2) misconduct by a student, that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee

Rule 2 - Disruption/Major Disruption: A student’s behavior shall not cause or contribute to the disruption of any class, program, activity, function or service approved by the VSCTC Board of Education. A disturbance determined by the administration to be major may result in termination.

Rule 3 - Vandalism/Damage: A student shall not vandalize or cause damage to public or private property. This includes defacement.

Rule 4 - Inciting a Fight/Fighting: A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students or visitors while under the jurisdiction of the school. A student shall not endanger another one’s well-being. Depending on the severity, the student may be terminated.

Rule 5 - Tobacco/Electronic Cigarettes: A student shall not be permitted to possess, sell, smoke or use tobacco or smoking devices in any form in the school buildings or on school property, before, during or after school.

Rule 6 - Disrespect/Insubordination/Failure to Comply: A student shall not fail to comply with reasonable requests of administrators, faculty, substitutes, or any other authorized school personnel, during the time when the student is under the jurisdiction of the school. Depending on the severity of the act, the student may be terminated. A student providing false information during the time he/she is being questioned regarding an incident will be viewed as insubordination.

Rule 7 - Harassment/Hazing: A student shall not threaten, act to participate in any act that degrades, disgraces or tends to endanger the well-being of a student or employee of the school. Such acts are viewed as hazing or harassment. Some possible acts of the above would include: written or oral innuendoes; jokes; insults; disparaging remarks of gender, origin, religious beliefs, physical stature and disabilities; suggestive gestures; and unwanted bodily contact. Acts such as posting slurs on websites where students congregate or on web logs. Sending abusive or threatening text or instant messages. Using camera phones to embarrass or endanger the well-being of another. Using websites to circulate gossip and rumors to other students. Cyber-bullying. Dating violence is a form of harassment, intimidation and/or bullying. If such behavior occurs at school it will be subject to punishment. If any person believes that he/she is a victim of such acts, the person should report the incident to school administrators. Any case of harassment or bullying needs to be reported to the adult administrator immediately. If You SEE Something, SAY Something! Call or Text 844-723-3764 to anonymously share information with school officials and law enforcement about threats to student safety!

Rule 8 - Profanity: A student shall not use profanity or obscene language or gestures, written or oral, in communication with any faculty member, student, authorized school personnel or visitor.

Rule 9 - Forgery/False Reporting: A student shall not forge, alter, or misuse school records or forms. Submitting any forged or altered document or form to school personnel is a violation of this rule.

Rule 10 - Cheating/Plagiarizing: A student shall not present someone else's work as one's own work in order to obtain a grade or credit. No student shall permit or allow another student to copy his or her work. This act is considered to be plagiarizing and cheating.

Rule 11 - Computer Policy: A student shall not use a school computer to access the Internet without signing the school's "Acceptable Computer Use Policy". In addition, each student must abide by the classroom rules established by each teacher in the usage of the computer.

Rule 12 - Extortion: A student shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student or school employee. Such an act is extortion.

Rule 13 - Gang Activities: A student shall not engage in gang-related activities including but not limited to: writing in gang language or symbols on notebooks/book covers/papers; showing colors/wearing gang apparel; initiations; intimidation and recognizing other gang members.

Rule 14 - Aiding/Abetting: A student shall not aid or abet another student that is acting in violation of any rule stated in the code of conduct. The students in violation of this rule will be subject to the same discipline.

Rule 15 - Dress Code: A student shall not violate the dress code standards stated in the student catalog.

Rule 16 - Classroom Rules/School Rules: It is the student's responsibility to know and understand the classroom rules (classroom plans) presented by his/her instructor. In some instances, the classroom rules may be more demanding than the school rules. All students are to adhere to classroom rules.

Rule 17 - Electronic Devices/Cell Phones/Tablets/Laptops/iPods/MP3 Players/Any Form of Transmitting Devices: Are NOT permitted during class time. Any such device used during class will be Section IV — Institutional Policies and Procedures – Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics 35 confiscated and returned at the end of the day on the first offense. On a second offense the device will not be permitted in the school building for the remaining length of the program.

Students using electronic devices on school property and who are in violation of school policy by doing so do not hold any legitimate expectation of privacy with regard to the contents of the device. Any electronic device (i.e. cell phone, iPod, MP3 player, camera or recording device) may be searched by school officials when confiscated in association with a violation of school policy. All functional parts of the device, including the battery and SIM, card must be turned over along with the device.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting...etc.) may constitute a crime under State and/or Federal Law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Rule 18 - Unauthorized Recording: A student shall not record, videotape or photograph on school property or at a school function without permission from the administration.

Rule 19 - Gambling: Students shall not engage in card playing or promote games of chance, placing of bets, or risk anything of value, on school grounds or at school-sponsored or related functions.

Rule 20 - Unauthorized or Unsupervised Areas: Students may not be in areas for which they have not been authorized or areas that are unsupervised.

Rule 21 - Trespassing: A student shall not be on school property without proper school personnel authorization. A student who has been terminated, suspended out of school, or on removal from school or activity shall not enter onto school property. Such an act would be trespassing.

Rule 22 - Repeated Offender: A student shall not be a repeated offender of the rules of student catalog.

Rule 23 - Inappropriate Display of Affection: Students shall refrain from displays of affection. Students are not to hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.

Rule 24 - Fraternizing with High School: Students shall not fraternize with high school students and/or staff. Active disciplinary action, including recommendation for termination, will be taken toward a student who violates the above rules.

SECTION II

Zero tolerance is maintained by the District. A student who is violation of the following rules will be terminated. Grounds for termination may include but are not limited to:

Rule 1 - Theft: A student shall not steal, conspire to steal or benefit from the theft of any item or have unauthorized possession of any item.

Rule 2 - Drugs: A student shall not use/consume, have evidence of consumption/use, possess, distribute, and offer to sell or conceal any drug, narcotic, mind-altering substance, look-alike drug or paraphernalia.

Rule 3 - Alcohol: A student shall not possess, use/consume, have evidence of consumption/use, transmit, sell or conceal any alcoholic beverage.

Rule 4 - False Fire Alarm/Setting a Fire: A student shall not set off a false fire alarm or defibrillator or set a fire on school property.

Rule 5 - Explosive Devices or Bomb Threats: A student shall not be in possession of, set off or threaten to set off an explosive device; i.e. bomb, firecracker, etc. Ammunition of any kind is considered an explosive device and is prohibited on school property.

Rule 6 - Knives and Other Weapons: A student shall not possess, use, transmit or conceal a knife or any object that might be considered a dangerous weapon or instrument of violence, including look-alike weapons. "Knife" refers to any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material that is designed or can be used for cutting, slicing, piercing or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocketknives, and switchblades.

Rule 7 - Firearms: Any student who brings a firearm on school property or to any school-sponsored activity will be terminated. A firearm, under the federal law, is defined as:

1. Any weapon (including a starter gun) which will, is designed to or may be readily converted to expel a projectile by action of an explosive;
2. The frame or revolver of any such weapon;
3. Any firearm muffler or firearm silencer; or any destructive device, which includes, but is not limited to, any explosive, incendiary, poisonous gas or other device similar to the devices described above.

Rule 8 - Other Violent Acts: Students shall not commit or be involved in violent acts that occur at or on school property or any other school program or activity. The acts included are those that (1) would be criminal offenses, and (2) result in serious physical harm to persons or property.

Rule 9 - Laws: A student's conduct shall not violate federal, state or local laws. A student who violates certain school rules should, therefore, understand that charges may be filed at any time during the disciplinary process. This shall include all above mentioned rules in Section II including but not limited to underage drinking and any sexual or lewd acts committed on campus or campus activities.

GENERAL POLICIES

EMPLOYMENT VERIFICATION

Upon completion of a VSCTC program, students will complete program exit paperwork, including: a course evaluation form, HEI documentation, confirmation of contact information, and any current employment information. VSCTC staff members will work with students to complete employment verification information in compliance with our accrediting bodies.

CAREER PASSPORT/CERTIFICATE OF COMPLETION

A Career Passport will be presented to full-time students who have met all requirements of the program. 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 of their program.

MAKE-UP WORK

Because 95% of hours must be met, students should contact the instructor regarding make-up work/hours for any absences. In the event of an extended absence, make-up work may be assigned with a schedule of due dates. Online or email submission may be arranged if the student is unable to physically attend class due to their extended absence.

LOW ENROLLMENT CANCELLATION

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 issued.

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.

CANCELLATION POLICY

An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation 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.

An applicant requesting cancellation within three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant.

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.

REPEATED CLASSES

Students who withdraw from or fail a program and wish to return to the same program in the future will need to begin the program over from the start, with the only exception being Paramedic. Paramedic students may rejoin a new class at the end of the 100 level or 200 level courses. Students will be charged tuition for their second and sub-sequent times through the program.

CHEATING

Cheating will not be tolerated by VSTC. Measures have been taken to secure our network and browsers. Cell phones will be collected for all testing and returned after testing has been completed by all students. Students will be given a warning for the first incident of cheating and may be removed from the program for any subsequent cheating incidents.

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

VSCTC provides reasonable accommodations to qualified individuals in adult education programs who have provided documentation of a medically diagnosed disability. Post-secondary students with a disability must self-identify, present documentation from a medical provider, request accommodations if needed, and develop a plan with their course instructor and/or program coordinator. Accommodations received in adult education may differ from those received in secondary education.

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.

PROBATION & TERMINATION

If a student falls below the 95% attendance or assignment levels, they are put on probationary notice for a period of not more than 100 hours. Probationary periods can begin at any time the instructor becomes aware of a problem and is not based on the satisfactory progress increment, although a report will be generated to remind students of their progress. During the probationary period, the student may make an appeal in writing and/or complete work to the satisfaction of the instructor to be reinstated as making "satisfactory progress" once again. If a student does not complete requirements within a reasonable period of time, they will be terminated from the program and any Federal (PELL, TAA, WIA) and/or VA funding will be withheld. Documentation must be submitted in writing to appeal probationary status. Students may appeal for the following reasons:

- a. Personal injury or illness to themselves or close family
- b. Unusual change in circumstance such as, but not limited to: job loss, divorce, death/illness of an immediate family member, etc.

Students may continue in the program during the probationary period. In order to complete the program, they must have shown improvement and be making satisfactory progress at the end of the probationary period. If a student does not complete requirements in the 100-hour timeframe, they will be terminated from the program. Vanguard-Sentinel Career & Technology Centers satisfactory progress policy is to be in effect for all full-time, federally funded program enrollees. For those students receiving federal financial aid, eligibility will be reinstated with their successful completion of reinstatement requirements. Those students will be paid for the payment period when they gain satisfactory progress, but not until they meet the standard and documentation is collected. This could result in a student having to

arrange payment due to lost funding. Please see the financial aid officer if you are on probationary status. See the full Satisfactory Academic Progress Policy for more information.

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. Parents of minors, other than emancipated youth, may be allowed access to student records.

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 Program Coordinator, 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 Program Coordinator 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

Smoke-Free Campus

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 of next steps; Third offense – dismissal including responsibility for any financial obligations.

Drug Impairment

If it is suspected that a student is under the influence of drugs or 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 instructor and Program Coordinator. 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.

Weather Cancellation

In case of inclement weather or other related emergencies, follow the communication protocols established by the instructor/coordinator at orientation for announcements pertaining to VSCTC. When VSCTC is closed for high school students, Adult Ed classes may or may not be held that day depending on timing and ongoing road/weather conditions. It is possible for one Center to be closed for the day but not necessarily the other.

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 placard in your vehicle.

Change of Address/Phone

If you have an address or telephone number change, please update your profile in Achademix as soon as possible.

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. Visitors are not permitted in class without the approval of the instructor and Program Coordinator.

Cell Phones/Electronic Devices

Cell phones and other electronic devices with WIFI capability must be turned off and put away during class unless given permission otherwise by the instructor. Cell phones will be collected for all testing and returned after testing has been completed by all students.

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 at any school-sponsored activity, the student may be subject for permanent removal from class/school with no refund and legal charges.

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

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/school with no refund and legal charges.

Misuse of Electronics, 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. Video recording of VSCTC staff or students is strictly prohibited without their written permission.

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 investigate any records it suspects as misrepresenting the student's prior educational history.

Attendance

To receive a Certificate of Completion, remain eligible for federal financial aid and veterans educational benefits, full-time students need 95% attendance for the entire program. The exception to this guideline is: Students whose attendance falls below 95% may upon meeting with the instructor, make-up the absence if assigned class work and hours are completed within a reasonable amount of time. This attendance exception will be documented in the student file.

Payment for Classes

Full payment for part-time classes (less than 600 hrs. of class time) is due by the first class session if the cost is less than \$200. Make checks payable to Vanguard-Sentinel Career & Technology Centers. MasterCard, VISA, check or cash are also accepted.

For classes over \$200, a \$200 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 \$200 payment may be divided into monthly payments for the duration of the course.

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.

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.

STUDENT GRIEVANCE INFORMATION

Grievance Procedure

Students with conflict must follow the grievance or appeal process to achieve a determination of the incident. It is hoped that all students meet with their instructor before filing a grievance if it pertains to classroom, student or instructor situations. If after not meeting a solution, the next step would be following the chain of command as outlined in this section. Students filing an appeal of dismissal will direct their appeal to the Program Coordinator.

Students filing a grievance or appeal must do so by writing within two weeks of the incident. All grievances must state the exact nature of the grievance or appeal including rationale if the grievance or appeal pertains to dismissal from the program. An unsigned or late submittal will not be accepted.

The grievance, if not solved at the initial level with the instructor, will be brought before the Program Coordinator for review and determination. If the student does not feel that resolution has been reached, the next steps will include the Assistant Director of Adult Education, the Executive Director, and the Superintendent, in ascending order.

Chain of Command

Superintendent, Greg Edinger
Executive Director, Elissa Heal
Assistant Director of Adult Education, Laura Bryant
Program Coordinator, Sharon A. Devine
Lead Instructor/Fire Commander
Student

Conflict Resolution

Students will find the very nature of the Public Safety Programs difficult at times due to the high level of emotions experienced while in this field. These emotions can also be found in the classroom between students, instructors or adjunct faculty as well as while in the clinical setting. It is the goal to provide students with the necessary tools to handle conflict appropriately while in these given situations. If a student finds that the situation involves acts that are deemed offensive or derogatory based upon gender, sexual preference, ethnic background, race, religion or disability, Vanguard-Sentinel Career & Technology Centers will make sure the situation is resolved appropriately.

The following procedures outline situations for the classroom and clinical rotations:

Classroom Conflicts-Student conflicts are expected to be handled between the parties involved. If after the situation cannot be resolved, the Instructor or Program Coordinator should be advised. The situation will utilize the policies found within the content of this handbook and Vanguard-Sentinel Career & Technology Centers District policies. Students should use the Chain of Command found in the “**Grievance Procedure**” while trying to resolve classroom conflicts.

Clinical Rotation Conflicts-Any conflict that occurred during clinical rotations must be reported to the Lead Instructor and Program Coordinator immediately by both the student and the Clinical Preceptor.

While the student is in the clinical rotation, the conflict must be reported to the Clinical Preceptor. The Clinical preceptor is the immediate supervisor of students in clinical rotations and will have ultimate decision-making authority. It is understood that students will come to the clinical rotation with varying protocols, treatment modalities and patient care approaches. The Clinical preceptor should take these ideas into consideration as long as they are not contrary to patient care and could harm the patient.

Students must understand that they are under the direct authority of a Clinical Preceptor while performing any skill during clinical rotations. All conflicts must be handled professionally while following the Chain of Command. This command structure varies from the grievance policy due to the nature of additional parties involved with the student.

Chain of Command (Clinical Rotations)

Program Coordinator
Course Instructor
Clinical Supervisor/Charge Nurse/Station Supervisor or Captain
Assigned Preceptor
Involved Parties

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)	
NATURE OF COMPLAINT (Please use an additional sheet of paper to specifically describe your grievance). <i>IN DESCRIBING YOUR COMPLAINT, PLEASE INCLUDE THE FOLLOWING INFORMATION:</i> 1) NATURE OF INCIDENT 2) DATE INCIDENT OCCURRED 3) WHO WAS PRESENT 4) PERSON(S) AT SCHOOL YOU HAVE CONTACTED REGARDING THE COMPLAINT 5) PROPOSED SOLUTION (IF ANY) OF SCHOOL PERSONNEL 6) YOUR PROPOSED SOLUTION/EXPECTATION THAT WILL RESOLVE THE COMPLAINT PLEASE ATTACH COPIES OF ANY DOCUMENTATION YOU FEEL IS PERTINENT TO YOUR GRIEVANCE. The Grievance/Complaint Officer can be reached at Vanguard-Sentinel Career & Technology Centers, 1306 Cedar Street, Fremont, OH 43420, 567.201.2940	
STUDENT COMPLAINT PROCEDURE 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: Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 www.accsc.org A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting 567.201.2940 or online at www.accsc.org	

SECTION 504 INFORMATION

Review Date _____

Student _____ 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: _____



Vanguard-Sentinel Career & Technology Centers

STUDENT LEAVE OF ABSENCE FORM

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 Leave of Absence (LOA) Form will only be acceptable in the event of unforeseen circumstances. Please review the LOA Policy in the Student Handbook.

Date: _____

Student Name: _____

Address: _____

Phone Number: _____

Program: _____

Reason for Requesting LOA: _____

Beginning Date of LOA (First Date of Absence): _____

Date of Scheduled Reinstatement: _____

Actual Date of Reinstatement: _____

Revised Projected End Date: _____

Student Signature: _____

Instructor Signature: _____

Director Signature: _____

Financial Aid Coordinator Signature: _____