



# **EASTLAND-FAIRFIELD CAREER & TECHNICAL SCHOOLS**

## **CONSUMER INFORMATION HANDBOOK 2018-19**

**Eastland Career Center  
4465 S. Hamilton Road  
Groveport, Ohio 43125-9560**

**Fairfield Career Center  
3985 Coonpath Road NW  
Carroll, Ohio 43112-9720**

**Adult Workforce Development Center  
4300 Amalgamated Place  
Groveport, Ohio 43125-9236**

**1.800.686.3336**



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## CONTACT INFORMATION

To speak with the person designated by the school to provide information on the material presented in the Consumer Handbook, call 888-482-9643. For admission, registration, or program information, ask for Student Services. For financial aid information, ask for the Financial Aid Administrator. For billing questions, ask for the Billing Specialist.

### Financial Aid Employees

Employees designated to assist students requesting aid or information include:

Name	Title	Contact
Robert Thomas	Financial Aid Administrator	<a href="mailto:bthomas@efcts.us">bthomas@efcts.us</a> , 614-836-4541 Ext. 1535
Kimberly Rudolph	Secretary, Student Services	<a href="mailto:krudolph@efcts.us">krudolph@efcts.us</a> , 614-836-4541 Ext. 1537
Lisa Duckworth	Career Counselor	<a href="mailto:lduckworth@efcts.us">lduckworth@efcts.us</a> , 614-836-4541 Ext. 1534

## ADMISSION REQUIREMENTS

The classes of the division of Adult Workforce Development are offered to all students without regard to race, color, national origin, sex, age, or disability. Full-time programs of 670 or more hours in length are offered in a combination of course instruction and related activities (e.g. laboratory activities and/or work-based activities) to develop the competencies required for a specific occupation that leads to a credential. Enrollments for all full-time programs are processed through the Adult Workforce Development Center Student Services Office located at 4300 Amalgamated Place in Groveport. We encourage students to enroll in Adult Basic Education (ABE) classes prior to enrolling in full time programs if they need to improve basic skills.

Following are the requirements for people seeking to enroll in fulltime career development courses.

#### All applicants must:

- be at least 18 years of age and cannot be enrolled in high school; at least 21 years of age for BPOT
- have a high school diploma, or GED certificate; homeschooled students must contact the Student Services Office for instructions on required documentation

### Vaccinations

Eastland Fairfield Career & Technical Schools requires proofs of vaccinations on a program-by-program basis. In general, students enrolling in medical-related programs must produce a negative TB test before the class begins. After the programs begin, medical and dental students are also required to produce vaccination records and proof of Hepatitis B immunity before they visit job shadowing or externship sites. Currently, there are no vaccination requirements for skilled trades programs.

## ADMISSION PROCEDURE

Prospective students that would like to meet or talk with an instructor, the Financial Aid Administrator, or Career Counselor should contact the Student Services Office.

Following is the admission procedure for enrollment in full-time credentialed programs:

1. create a student profile at [www.eastland-fairfield.com](http://www.eastland-fairfield.com) under the Adult Workforce menu
2. submit a registration form along with a \$75 non-refundable registration fee
3. complete a scheduled academic assessment
4. create an Ohio Means Jobs account

5. undergo a BCI background check at the Adult Workforce Development Center located at 4300 Amalgamated Place in Groveport; BPOt registrants will receive separate background check instructions
6. provide a high school diploma or official transcript, or GED certificate
7. provide proof of required vaccinations/immunizations and TB test results (Dental/Medical Assisting only)
8. secure funding/complete payment obligation:
  - a. for Federal Student Aid, file a Free Application for Federal Student Aid (FAFSA), and complete all additional requirements for Title IV funding, including Authorization of the Use of Title IV Funding
  - b. for self-pay, provide down payment for tuition and fees, plus optional school provided books and supplies
  - c. for third party funding sources, provide supporting documentation
9. attend a scheduled orientation

Admission to the BPOt program requires additional procedures. Information is provided by the Student Services Office upon request and at the time of registration.

## **TRANSFER OF CREDIT FOR PREVIOUS EDUCATION AND TRAINING**

A person who plans to enroll in a full-time credentialed program can request that Eastland-Fairfield Career & Technical Schools grant credit for a portion of that program's hours if the person believes that he/she already graduated from a program that provided educational content that is the equivalent of a portion of the Eastland-Fairfield program's course of study.

The person who requests credit for graduating from another program must submit documentation that supports the request to the Secretary of Student Services. The documentation must include a written request for credit and proof that the student was awarded credit for graduating from the prior program. The documentation the person must provide includes a transcript from the school that provided the training, a description of the program that appears in the school's catalog or on its web page, and copies of the diploma, certificate of graduation, and industry certifications the person received.

The Secretary of Student Services will forward the written request and the documentation to the Director of Adult Education. The Director will review the request. Within 14 calendar days of receiving the request, the Director will send a written response to the address that appears on the written request for credit.

If the Secretary of Student Services receives the request for credit after the program begins, the request will be denied.

If the school approves a person's request to accept prior credit the school will pro-rate the program's cost and the financial aid it awards accordingly.

If the request for credit is denied, the requestor can appeal the decision. To appeal, the person must submit a letter of appeal and supporting documentation to the Director of Adult Education. The Director will evaluate the appeal and send a written response within 14 calendar days.

## **PROGRAMS**

Eastland Fairfield Career & Technical School Adult Education offers credentialed programs in the following disciplines. Students enrolled in these programs can apply for Title IV Federal Student Aid, including Pell grants and Stafford Direct Loans. The school also offers other credentialed programs that are not eligible for federal



student aid and short, non-credentialed classes that provide skill enhancement, but which may not lead directly to employment. For current information about costs, placement rates, median student debt and graduation rates please go to the web sites listed below.

<b>Program</b>	<b>Hours</b>	<b>CIP Code</b>	<b>Web site</b>
Basic Peace Officer Training	715 hours	43.0107	<a href="http://www.eastlandfairfield.com/BasicPoliceOfficerTraining.aspx">http://www.eastlandfairfield.com/BasicPoliceOfficerTraining.aspx</a>
CNC Machining	750 hours	48.0510	<a href="http://www.eastlandfairfield.com/CNC.aspx">http://www.eastlandfairfield.com/CNC.aspx</a>
Dental Assisting	900 hours	51.0601	<a href="http://www.eastlandfairfield.com/DentalAssisting1.aspx">http://www.eastlandfairfield.com/DentalAssisting1.aspx</a>
HVAC/R	900 hours	47.0201	<a href="http://www.eastlandfairfield.com/HVAC.aspx">http://www.eastlandfairfield.com/HVAC.aspx</a>
Medical Assisting	900 hours	51.0801	<a href="http://www.eastlandfairfield.com/MedicalAssisting.aspx">http://www.eastlandfairfield.com/MedicalAssisting.aspx</a>
Multicraft Maintenance	900 hours	15.0613	<a href="http://www.eastlandfairfield.com/MulticraftMaintenance.aspx">http://www.eastlandfairfield.com/MulticraftMaintenance.aspx</a>
Welding	680 hours	48.0508	<a href="http://www.eastlandfairfield.com/Welding1.aspx">http://www.eastlandfairfield.com/Welding1.aspx</a>

## **Instructors**

<b>Program</b>	<b>Instructor</b>
Basic Peace Officer Training	Shannon Long, Coordinator
CNC Machining	Jim Newman
Dental Assisting	Nicole Uhl
HVAC/R	Walter Rhodes
Medical Assisting	Jodie Wilson
Multicraft Maintenance	Multiple Instructors
Welding	Walter Walsh

## **Program Books and Supplies, Authorization and Disbursement**

All students can purchase their program’s required books and supplies through the school, or on their own from another source. A list of required books and supplies is provided during the enrollment and registration process. The list is also available on the program web page.

Students requesting school-provided books and supplies must do one of the following prior to the second day of class:

- authorize the use of Title IV funds, including Pell grant or Direct Loan funds, for books and supplies when completing the “Authorization of the Use of Title IV Funding” form
- provide self-payment in full for the school provided books and supplies
- provide documentation of third party funding approval for the use of school provided books and supplies

Students electing to purchase the required books and supplies on their own from another source must obtain them by the fifth day of scheduled class. Self-purchased books must be the edition specified in the school’s list, and supplies must match the criteria stated on the list.

## **PLACEMENT IN EMPLOYMENT**

Employment of program graduates is presented to current and prospective students via the publication of the Department of Education's Gainful Employment applet on the program's web page. The applet is updated annually and it provides the context of the job placement data, including how the data was obtained and when it was obtained.

## **RETENTION OF STUDENTS**

Eastland Fairfield Career and Technical Schools generally provides training programs that last one year or less. The concept of Retention is only relevant if it describes whether students remain enrolled until they graduate from their programs because they do not return for additional training after they complete one year.

## **ACCREDITATION AND AFFILIATION**

Eastland-Fairfield Career & Technical Schools' programs are approved by the Ohio Department of Higher Education. Eastland-Fairfield Career & Technical Schools Adult Workforce Development and each of its programs are accredited by the Council on Occupational Education, Atlanta, GA.

## **FACILITIES**

Eastland Fairfield Career & Technical Schools provides classroom and lab training for full time credentialed programs at four locations listed below. The school also provides ABE and GED training at the two career centers, the administration building and several other locations in the central Ohio area.

### **Eastland Career Center, 4465 S. Hamilton Road, Groveport, Ohio**

- Basic Peace Officer Training lab and classroom
- CNC lab and classroom
- Welding lab and classroom
- Assessment testing lab
- ESL classrooms
- Adult Education office

### **Fairfield Career Center, 3985 Coonpath Road, Carroll, Ohio**

- Dental Assisting lab and classroom
- Medical assisting lab and classroom
- Computer lab
- Adult Education office

### **Adult Workforce Development Center, 4300 Amalgamated Place, Groveport, Ohio**

- ABE/GED computer labs and classrooms
- Student Services office
- Financial Aid office
- Career Counselor office
- Computer lab
- Adult Education office

## **RECOGNITION OF CONSTITUTION DAY**

Provisions of the Consolidation of Appropriations Act of 2005 require that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. The school provides events and information recognizing Constitution Day annually on September 17. However, when September 17 falls on a Saturday, Sunday, or holiday, the commemoration of Constitution Day shall be held during the preceding or following week

## **DISABILITY SERVICES**

Students with disabilities may experience challenges in several areas, including:

- learning class materials and technical skills
- studying in ways that enable them to understand and remember information and procedures
- demonstrating knowledge and competencies on classroom tests or certification exams

Our career counselor works with students who request help, whether or not the students' disabilities were diagnosed during previous secondary or post-secondary enrollments, or whether they can furnish an Individualized Education Program (IEP) from another school. The counselor helps students identify and develop learning techniques that best suit their learning styles. The counselor also helps students obtain skills, tools, and accommodations that moderate learning and testing challenges, including securing accommodations approved by agencies or boards that control certification testing. All students are advised of our counseling services during orientation and enrollment meetings. At all of these points, students that might benefit from these counseling services are encouraged to contact the career counselor as soon as they identify their need for the services.

## **SELF PAY OPTIONS**

Students who are not eligible for financial aid can make monthly payments to cover the costs of tuition, books, supplies and lab fees. The school accepts Visa/Master Card, cash, check or money order. The final payment must be received by the halfway point of the class. Make checks and money orders payable to: Eastland-Fairfield Career & Technical Schools

## **FEDERAL FINANCIAL AID**

Eastland Fairfield Career & Technical Schools is eligible to participate in student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended. This includes eligibility to participate in the Federal Pell Grant Program and the Federal Direct Loan Program.

### **Authorization of Title IV Funding to Pay for Tuition and Fees**

Students who choose to use Title IV funding such as Pell Grants or Direct Loans to pay for tuition and fees must authorize the use of those funds by signing the Authorization of the Use of Title IV Funding form presented to them during their enrollment and registration activities.

### **Financial Aid Statement of Philosophy**

The school's philosophy is that financial aid enables students with financial need to participate in an educational experience that leads to a career.

Following are the statements that guide the operations of the Eastland Fairfield Career and Technical Schools' student aid programs:

1. The primary purpose of student financial aid is to provide assistance to qualified students who would be unable to attend this school without such aid. Students and their parents and/or spouse are expected to take primary responsibility for the financing of the student's education. Therefore, any aid the student may receive from our institution should be regarded as supplemental to that which can be provided by student and his/her parents and/or spouse.
2. The school also believes in the principles of student self-investment. Students are expected to save and provide a portion of their earnings for their educational expenses.
3. The Office of Student Financial Aid provides counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational expenses. The school follows the Family Educational Rights and Privacy Act (FERPA) regulations regarding access to student education records.
4. This program admits students of any race, color, nationality and ethnic origin and does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, age, gender, religion, disability, political affiliation or belief, genetic information, veteran or citizenship status in the administration of its educational policies, admission policies, grant and loan programs and other school administration programs.

## **Financial Aid Statement of Principles**

Following are the guiding principles of the Eastland Fairfield Career and Technical Schools' financial aid program:

1. The primary purpose of our financial aid programs shall be to provide financial assistance to our students who, without such aid would be unable to attend our school.
2. We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. We, therefore, work with schools, community groups and other educational institutions in support of this goal.
3. We shall publish budgets that state total student expenses realistically; including where applicable, maintenance at home, commuting expenses, personal expenses and necessary travel.
4. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.
5. Financial aid will be offered only after determining that the resources of the family are insufficient to meet the student's educational expenses, the amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.
6. The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with least ability to pay.
7. Students who are enrolled in programs that cross the federal student aid award year on June 30 may be required to file a second FAFSA for the following award year beginning July 1.
8. Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and encourage the student and others to respect the confidentiality of this information.

9. All documents, correspondence and conversations between and among the aid applicant, his family, and the financial aid officer are confidential and entitled to the protection ordinarily arising from a counseling relationship.

## **Financial Aid Code of Conduct**

Eastland Fairfield Career & Technical Schools' officers, agents, and financial aid professionals will act, speak, and behave with students, co-workers and the public in manners that exemplify the school's policies of inclusion, fairness, and honesty. We shall:

- Refrain from taking actions, making decisions, or providing advice for personal benefit or gain
- Refrain from taking actions that we believe are contrary to laws, financial aid regulations, or the best interests of the students and parents we serve
- Ensure that we provide data and information to students, parents, agencies and financial aid systems that is timely, accurate, and complete
- Make all decisions that affect the award or disbursement of financial aid and educational benefits objectively, without bias, per the current guidelines and regulations of the departments and agencies that provide the aid
- Not maintain a preferred lender list, decline to steer borrowers to private lenders, and refuse a private lender's proposal to share revenues or provide funding in exchange for certifying the lender's student loans
- Advise our institution of any relationship that exists with an entity that is involved with financial aid, or decisions we make regarding such an entity that can affect the ability of our institution to offer financial aid
- Refrain from soliciting or accepting anything of other than normal value for the making, holding, consolidating or processing of aid, unless it is provided by a government entity like the Department of Education or an institution of higher education for serving on an advisory board or as part of a training activity
- Provide clear, accurate, and unbiased counsel to students and parents so they know:
  - the amount of debt they are incurring
  - the entities that service borrowers
  - the typical repayment plans, options and amounts for the loans they request
  - their obligations to repay, their consequences for non-payment, and their options when repayment causes unsustainable hardship

## **Financial Aid Confidentiality Policy**

Student financial aid records are considered confidential and hence are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid awards. Students who apply for food stamps or other aid awards, depending on the agency involved, may be required to request such release of information in writing prior to the financial aid office releasing it.

## **Financial Aid Eligibility**

Eastland-Fairfield Career & Technical Schools offer students four forms of Federal Student Aid that are provided by the Title IV federal student aid program:

- Pell Grants

- Undergraduate Subsidized Direct Loan
- Undergraduate Unsubsidized Direct Loans
- Parent PLUS Direct loans

Grants do not have to be repaid, but all Federal loans must be repaid, even if the student fails the class or does not complete the class.

### **Determining Financial Aid Eligibility**

Financial assistance is awarded to bridge the gap or to supplement the amount a student and the student's family are reasonably able to contribute to educational expenses. A Federally approved system of "need analysis" is used to calculate eligibility for a Pell Grant award. To evaluate need, students must complete the Free Application for Federal Student Aid (FAFSA), providing information that can include student and parental income, assets, family size, and family members in college. Eligible students must also sign a Statement of Educational Purpose on the Free Application for Federal Student Aid.

### **Other Eligibility Requirements**

In addition to need, students must meet several other eligibility factors. Student must be:

- U.S. citizens, permanent residents, or in the United States for other than temporary purposes
- Enrolled in a course that is at least 600 clock hours for a Pell Grant
- Attending at least halftime, or for 12 hours per week, for Pell Grant
- An undergraduate who has not earned a Bachelor's Degree for a Pell Grant
- Making satisfactory progress in a Title IV-eligible program
- Registered for the draft with Selective Service if you are a male who is between the ages of 18–25 years old
- A recipient of a high school diploma or GED
- A recipient of a valid Social Security Number

An eligible student must NOT be:

- In default on a Federal Loan received at any school, and not owe a refund on a Federal, or State Grant at any institution
- Currently enrolled in high school
- Incarcerated in a Federal or State penal institution or have a drug conviction
- An owner of property subject to a judgment lien for any debt owed to the United States Government

### **FAFSA Filing Information**

Fulltime, job skill training courses over 600 hours are eligible for federal student aid. Students interested in these classes should submit a Free Application for Federal Student Aid (FAFSA). As the name states, the application does not cost anything and no student who submits a FAFSA is under an obligation to Eastland Fairfield Career & Technical Schools or Federal Student Aid agencies. Avoid FAFSA-related websites that request payment. Make sure your FAFSA web site is [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

It is the student's responsibility to file a FAFSA. Students who complete a FAFSA will receive a SAR (Student Aid Report) that includes important personal information regarding Pell grant eligibility and access to federal student loans. The school also receives an aid report and it cannot determine an award without this

information. You do not need to speak with the Financial Aid Office before you begin, but please read the following instructions carefully.

1. Request an FSA ID online at <https://fsaid.ed.gov>

The FSA ID enables you to sign your FAFSA electronically.

2. Complete a FAFSA on-line at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/).

For assistance completing the FAFSA:

- Call the Department of Education at 800-433-3243
- Come to Student Services at 4300 Amalgamated Place in Groveport, Ohio
- Call Financial Aid at 614-836-4541 or 888-482-9643

Students who provide an-email address when filing a FAFSA will receive an email that enables them to print their SAR online.

Independent students must obtain an FSA ID to electronically sign the application, then fill out the FAFSA using data from the required tax return or from W-2 forms received for wages earned. If the student or a parent of a dependent student did not earn any income during the year required by the FAFSA, it is appropriate to enter zeroes for financial questions. A parent of a dependent student must also obtain an FSA ID so that the he or she can electronically sign the student's application. When filling out the application, dependent students must use their tax returns and their parent's returns to answer FAFSA questions.

## **Student Dependency Status**

Student dependency status determines how much a student can borrow from the federal Direct Unsubsidized loan program. Therefore, status is important and federal student aid has very strict rules regarding dependency. Students are only Independent if they can answer Yes to one of the following questions:

- Are you married?
- At the beginning of the current federal school year, will you be working on a master's or doctorate degree program?
- Are you currently serving on active duty in the U.S. armed forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?)
- Are you a veteran of the U.S. armed forces?
- Do you have children who will receive more than half of their support from you during the current federal school year?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through the end of the federal school year?
- At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?

- At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Parents, as discussed above, are the natural or adoptive mother or father or a legal guardian required by the court to use his/her funds for your support.

Students who cannot answer Yes to one of these questions may apply for the parental income and expenses requirement be waived because of unusual circumstances. A student who makes this request may be asked for rent receipts, canceled checks, copies of utility bills, third party letters, or any other forms of documentation the financial aid officer feels is appropriate.

Only the Financial Aid Office can determine if particular circumstances warrant adjusting a student's dependency status.

## Cost of Attendance

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

Schools that can offer Pell Grants and Direct Loans also use the Cost of Attendance budget to determine the student's family's need for assistance. The Cost of Attendance sets a limit on the total aid that a student may receive from Stafford Direct and PLUS loans, and is one of the basic components of the calculation that determines Pell Grant eligibility.

The Cost of Attendance budget in the following example was developed for a recent Eastland Fairfield Career and Technical School program. Costs for Personal Expenses and Room and Board are determined by adjusting estimates made by the Bureau of Labor Statistics and the Department of Education. Each year these estimates are increased or decreased by the annual rate of inflation. Dependent Care costs are derived from studies done for the bi-annual Ohio Job and Family Services Ohio Child Care Market Survey. Transportation costs are estimated using average distances students travel and the latest mileage reimbursement figure published by the IRS.

Tuition & Fees	\$4,918.00
Books & Supplies	482.00
Personal Expenses	1,614.00
Dependent Care	3,342.00
Room & Board	5,148.00
Transportation	<u>2,860.00</u>
Total	\$18,364.00



# TYPES OF FEDERAL, STATE, AND LOCAL STUDENT AID

## Pell grant

A Federal 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 his/her Adult Workforce Development program. Student must complete the FAFSA (Free Application for Federal Student Aid) form.

## Direct Student Loans

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department), though the entity you deal with, your loan servicer, can be a private business.

With Direct Loans, you

- Borrow directly from the federal government and have a single contact—your loan servicer—for everything related to repayment, even if you receive Direct Loans at different schools.
- Have online access to your Direct Loan account information via your servicer's website.
- Can choose from several repayment plans that are designed to meet the needs of almost any borrower, and you can switch repayment plans if your needs change.

Student and parents of students can apply for three types of federal student loans, including Subsidized, Unsubsidized, and Parent PLUS loans. Each of these loans has a fixed interest rate and can be re-paid over ten years. The amounts that students can borrow are determined by their dependency status. Student borrowers are not required to undergo a credit check. Parent borrowers must apply for PLUS loans and their credit is checked during that process. Students whose parents are turned down for PLUS loans might be able to borrow more money than their dependency status normally permits. Interest rates for all Federal loans are set each spring for new loans being made in the upcoming award year. The rates are tied to financial markets and the rates are fixed for the life of the loan.

### Subsidized Federal Direct Loan

A subsidized Federal Stafford Loan is available to an eligible student with financial need. Need is determined by subtracting the student's Estimated Family Contribution from the program's Cost of Attendance, which includes tuition, fees, books, transportation, room and board and other expenses. The student does not incur interest on the loan while in school. Interest does not begin until the student graduates or leaves the program. The student is allowed a six month grace period after leaving school before repayment must begin.

### Unsubsidized Federal Direct Loan

An unsubsidized Federal Stafford Loan is not based on need. All students may apply for this loan by submitting a FAFSA. The loan amount is based on student's grade level and the cost of attending school. The borrower can pay interest during school, grace and deferment periods, or the interest can be accrued and added to the loan principal.

### Federal PLUS Loan

The Federal PLUS loan is a Parent Loan for Undergraduate Students. It can be used to meet the FAFSA's Expected Family Contribution. The loan is not based on need, but the borrower must be creditworthy. The

amount of a PLUS loan cannot exceed the student's Cost of Attendance minus other financial aid. Repayment must begin as soon as loan funds are disbursed.

## **Applying For Federal Loans**

To use Federal Student Loans to pay tuition costs or to obtain money for education-related living expenses, students must visit [www.studentloans.gov](http://www.studentloans.gov) to complete a Master Promissory Note and Entrance Counseling for federal loans. At the web site, students must login using a Federal Student Aid ID.

Students receive an Award Letter that informs them of the amounts that they can borrow to pay tuition costs and a Request for Living Expense form that explains how much they can borrow for educational expenses not included in tuition and fees.

### **Applying for a Federal Student Aid ID**

1. Go To <https://fsaid.ed.gov>
2. Under the tab Create An FSA ID, enter your email address, a username and password and hit continue  
Remember the email address you provide. If you forget your username or password, information will be emailed to this address.

### **Completing a Master Promissory Note**

Following are the steps to fill out a Master Promissory Note:

1. Go to [www.studentloans.gov](http://www.studentloans.gov) and login using an FSA ID.
2. Select "Complete Direct Subsidized/Unsubsidized Loan Master Promissory Note".
3. Choose "Subsidized/Unsubsidized" then fill out the required information on the next page and click continue.
4. Provide two personal references. These references are NOT co-signers for your loan. They should be close relatives or friends who can be contacted if you move or change telephone numbers.
5. Read sections C, D, E, and G of the terms and conditions, select that you have read them, and click continue.
6. Review your information, then enter your name at the bottom to sign the MPN.
7. Review your MPN before submitting and clicking continue.
8. You can download and print your MPN.

### **Completing Entrance Counseling**

1. Log in to [www.StudentLoans.gov](http://www.StudentLoans.gov) using your FSA ID
2. Select "Complete Entrance Counseling"

You will be able to:

1. See your federal student loan information available in the National Student Loan Data System (NSLDS)
2. Notify schools of counseling completion
3. View proof of counseling completion

### **Completing Entrance Counseling for PLUS loans**

Parents borrowing a Direct PLUS Loan to pay for their child's education are not required to complete entrance counseling, but they can complete the counseling voluntarily to learn more about their loans. Counseling

demos are available for Parent PLUS and undergraduate borrowers under Getting Loans at [www.studentloans.gov](http://www.studentloans.gov) .

### **Completing Exit Counseling**

Prior to graduating or leaving school, Direct Loan borrowers must complete exit counseling. Direct Loan Exit Counseling explains your rights and responsibilities as a Direct Loan borrower.

1. Log in to [www.studentLoans.gov](http://www.studentLoans.gov) using your FSA ID
2. Select "Complete Exit Counseling"

### **National Student Loan Data System**

During the loan application process and student orientation meetings, students and parents that borrow a Direct Loan from the Department of Education are informed that the loan will be submitted to the National Student Loan Data System (NSLDS) and that authorized entities such as loan servicers will be able to access their NSLDS records.

### **Loan Disbursement Disclosure**

Prior to the disbursements of payments from Federal Direct Loans, the school will disclose to the borrower the amount of the loan disbursement and the borrower's options to cancel the disbursement.

### **Preferred Lenders**

Eastland Fairfield Career and Technical Schools does not have or maintain a list of preferred lenders.

### **Opportunities for Ohioans with Disabilities (OOD) Funds**

OOD is a government agency that can provide educational assistance if the student is eligible based on the rules and regulations set up by this agency. They assist people who have been injured mentally and/or physically that cannot perform specific jobs any longer and must be retrained for a new job. The Bureau of Vocational Rehabilitation (BVR) service handles educational benefits under OOD. The contact number for OOD and BVR is 800-282-4536. The Columbus BVR office handles Franklin, Fairfield, and Delaware county residents. Residents of other central and southern Ohio counties that frequently consider EFCTS programs are handled by the Wheelersburg BVR office.

### **Job & Family Services and Workforce Innovation and Opportunity Act (WIOA) Funding**

WIOA-funded programs support employment and training services to eligible adults and youth, including dislocated workers. WIOA offers two levels of services: career services and training services. Career services include outreach, job search, computer and other job search aids, placement assistance, labor market information, comprehensive assessments, development of individual employment plans, vocational counseling and career planning. Training Services are available for those who have been unable or are unlikely to find employment through career services alone. Customers are linked to educational opportunities in their communities, including both occupational and basic skills training.

Adults over the age of 18 who are eligible to work in the United States are eligible to apply for WIOA benefits, as are dislocated workers and youths between 14 and 24 year old. Youths must meet several requirements that are listed on the Ohio Job and Family Services web page <http://jfs.ohio.gov/owd/WIOA/index.stm>. To see if you qualify, contact a Workforce Innovation and Opportunity Act consultant. Our financial aid officer may assist you.

## Ohio Education and Training Program (ETV)

The **Ohio Education and Training Voucher Program** is a federally-funded, state-administered program designed to help youth who were in foster care. Students may receive up to \$5,000 a year for qualified school related expenses. Funding is limited and available on a first-come, first-served basis to eligible students. Applicants must complete the ETV application which includes documentation each semester that is sent directly from the school to ETV confirming enrollment, the cost of attendance (COA) and unmet need.

- You must be a current or former foster student who:
  - was in foster care on your 18th birthday and aged out at that time.  
OR
  - was adopted from foster care with the adoption finalized AFTER your 16th birthday.  
OR
  - will have your foster care case closed between the ages of 18 and 21.
- You must be a U.S. citizen or qualified non-citizen.
- Your personal assets (bank account, car, home, etc.) are worth less than \$10,000.
- You must be at least 18 but younger than 20 to apply for the first time. You may reapply for ETV funds, if you have a current grant, up to the age of 23.
- You must have been accepted into or be enrolled in a degree, certificate or other accredited program at a college, university, technical, vocational school. To remain eligible for ETV funding, you must show progress toward a degree or certificate.

Interested students can begin the application process online or download an application. The web site is <http://www.fc2sprograms.org/ohio/>.

## Veterans Affairs Benefits (VA)

The VA provides several forms of educational benefits available for eligible veterans and dependents of veterans who were injured or deceased in a war. If you are not sure you are eligible for Veterans Affairs (VA) Benefits assistance, please call 1-888-442-4551.

In support of the principles of the Federal Executive Order 13607, Eastland Fairfield Career and Technical Schools commits to provide the Federal Student Aid Shopping Sheet to Service Members, Veterans, Spouses, and other family members. The shopping sheet is presented to prospective students when they receive their Preliminary Award Letter from the Financial Aid Office during their registration.

### Post 9/11 Chapter 33

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

### Montgomery GI Bill - Active Duty (MBIB)

The MGIB program provides up to 36 months of education benefits. The benefit may be used for degree and certificate programs. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30.

### Montgomery GI Bill - Selected Reserve (MGIB-SR)

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs.

## **Veterans Educational Assistance Program (VEAP)**

VEAP is available if you first entered active duty between January 1, 1977 and June 30, 1985 and you elected to make contributions from your military pay to participate in this education benefit program. Your contributions are matched on a \$2 for \$1 basis by the government. This benefit may be used for degree and certificate programs.

## **Survivors' and Dependents' Educational Assistance Program (DEA)**

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service related condition. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs.

## **RIGHTS AND RESPONSIBILITIES FOR RECEIVING FINANCIAL AID**

As recipients of Federal Student Aid, students have certain rights they should exercise and certain responsibilities they must meet. Knowing them puts students in a better position to make decisions about educational goals, and how to achieve them.

### **STUDENT RIGHTS**

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

### **STUDENT RESPONSIBILITIES**

- You must complete all application forms accurately and submit them on time to the right place.

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

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

Eastland Fairfield Career and Technical School has established a policy for the release of student and/or graduation information to comply with FERPA regulations and guidelines.

FERPA is the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA gives custodial and noncustodial parents certain rights with respect to their children's education records. Schools that receive funding under any program administered by the Department of Education must follow FERPA's rules.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe 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 setting forth his or her view about the contested information.

### **Education Records**

All rights under FERPA transfer from the parent to the student when he or she reaches 18 years of age or attends a postsecondary institution and becomes an "eligible student." In general, upon the transfer of rights to a student, FERPA prohibits the access and release of an "eligible student's" educational records without the student's written consent. An "education record" contains information directly related to a student that is maintained by an educational agency, or institution, or by a party acting for the agency or institution.

### **Disclosure of Personally Identifiable Information**

FERPA does permit a school to disclose personally identifiable information from an "eligible student's" education record to his or her parents if the student is a "dependent student" as defined in Section 152 of the Internal Revenue Code. Therefore, generally, the school may disclose the student's education records to both

parents, if either parent claimed the student as a dependent on the parent's most recent income tax statement.

In addition, schools may disclose records, without consent, to these parties or under these conditions (34 § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Authorized representatives for audit or evaluation purposes;
- Appropriate parties in connection with the student's financial aid;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Appropriate officials in connection with health and safety emergencies;
- State and local authorities, within a justice system, pursuant to specific State law.

### **School Officials Defined**

Eastland Fairfield Career and Technical Schools defines the following personnel as school officials:

- Director
- Financial Aid Administrator
- Fiscal Specialist or Billing Specialist
- Program Instructor or Coordinator
- Secretary

Eastland Fairfield Career and Technical Schools will only release information from a student education record as FERPA permits unless the student has signed a release that names the people who can receive the information.

Note that FERPA rules permit Eastland Fairfield Career and Technical Schools to disclose, "directory" information such as student's name, address, email, program of study, honors and awards, and dates of attendance. Also note that information an official obtains through personal knowledge or observation, or hears orally from others, is not protected under FERPA. However the school will not disclose these types of unprotected information unless the student consents.

To authorize Eastland Fairfield Career and Technical Schools to release records to parents, grandparents, spouses, guardians, or others, you must enter their names, addresses, and telephone numbers on the schools' FERPA release form. You must also sign and date the form. If you choose to rescind this authorization, you must do so in writing and send the request to the school services office at 4300 Amalgamated Place, Groveport, Ohio, 43125.

Copies of the FERPA Release Form are distributed when class starts. To obtain a copy of the form, contact the Financial Aid Administrator or Student Services at 614-836-4541 or visit the Adult Workforce Development Center, 4300 Amalgamated Place, Groveport, Ohio.

# STUDENT RIGHT TO KNOW COMPLETION, GRADUATION AND RETENTION

## IPEDS

Eastland Fairfield Career & Technical Schools completes three surveys for IPEDS each year. Data from these surveys are available in College Navigator function of NCES at <http://goo.gl/C5VPLX>.

The Integrated Postsecondary Education Data System (IPEDS) is the core postsecondary education data collection system for the National Center for Education Statistics (NCES). IPEDS is built around a series of interrelated surveys that collect data in such areas as enrollments, program completions, faculty, staff, finances, and academic libraries.

The completion of all IPEDS surveys, in a timely and accurate manner, is mandatory for all institutions that participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended.

The collection and reporting of racial/ethnic data are mandatory for all institutions that receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

The reporting of racial/ethnic and gender data for institutional staff on the Human Resources component is also mandated by P.L. 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts O, P, and Q), in odd-numbered years (i.e., 2007-08, 2009-10, etc.), for institutions with fifteen (15) or more full-time employees.

## Gainful Employment

To meet reporting requirements for programs that lead to gainful employment, the school posts links to data on these programs' tuition, fees, costs, graduation rates, and placement rates on the web pages for the programs on the school's web site. In addition, the school also posts information about the length of time it takes students to complete the programs, the kinds of occupations that program graduates enter and the typical amounts of loans and grants that students in the programs receive.

### Gainful Employment placement reporting methodology

Eastland Fairfield Career & Technical Schools Gainful Employment Disclosure placement data is compiled from data for students enrolled in programs before or after July 1 who completed their programs before the following June 30.

Students in the reporting group who withdrew or did not complete their program before June 30 were not included in the Gainful Employment placement data.

To compile placement data, school administrators and instructors called completers within 180 days of graduation, using telephone records students entered in their registration profiles. Student placement data was recorded as:

1. Employed Related and Not pursuing additional education
2. Employed Related and pursuing related education
3. Employed non-related and Not pursuing additional education
4. Not working and pursuing related education
5. Not working and pursuing non-related education



6. Not working but actively seeking employment

7. Unknown

Students were considered placed if they were in groups 1, 2, and 3 when contacted. The length of their employment was not recorded.

Students in groups 1, 2, 3, 4, 5, and 6 were considered respondents when computing the survey's response rate.

## **DISBURSEMENT OF FINANCIAL AID FUNDING**

Eastland Fairfield Career and Technical School disburses federal student aid in the form of Pell Grants and Direct Student Loans to eligible students after the program begins and when each student has completed half of the program's hours. In each disbursement, the school makes available half of the Pell grant award and half of the loan funds a student requests from federal student aid. Typically, the first disbursement takes place within 30 to 40 days of the start of the class. That is within the first federally required payment period. Most Title IV-eligible classes are 600 hours or 900 hours so students must complete 300 hours or 450 hours before the school makes the second disbursement of federal aid in the mandated second payment period.

### **Disbursement Dates**

The actual date of each disbursement is determined by the dates on which the school Treasurer processes bills and payments. When possible, these dates are the 10<sup>th</sup> and the 25<sup>th</sup> of each month. If those dates fall on weekends or holidays, the disbursements take place on the weekday closest to, but prior to, the 10<sup>th</sup> or the 25<sup>th</sup> of the month.

### **Requirements for Receiving a Disbursement**

Students must be enrolled in Title IV-eligible programs to receive federal student aid. After aid amounts have been determined, students must complete, sign and submit all the federal aid and registration paperwork before federal aid is disbursed. This can include:

- a registration form and fee
- an online student profile
- inoculation documentation
- a background check
- proof of completion of high school , GED, or homeschool programs,
- worksheets and IRS tax transcripts if your FAFSA information has been selected for Verification (see the Consumer Handbook section on Verification for more information)

### **Earning Disbursed Federal Student Aid**

Generally, students earn their aid as they attend school, although half of federal student aid funds are disbursed early in the class, and some students who withdraw from school might be eligible to receive a post-withdrawal disbursement of funds. But even though half of the available federal student aid is disbursed within 30 days, the student has not earned the disbursed amount until the student completes at least 60% of the first payment period.

## **Grades and Attendance**

Also, in order to continue to receive Financial Aid funds, students must be making "reasonable academic progress" in accordance with the school's Grading and Attendance policy. Please read the section of the Consumer Handbook that explains Satisfactory Academic Progress for more information about the Eastland Fairfield Career and Technical School policies regarding grades, attendance, and graduation.

## **How Funds Are Disbursed**

Funds are disbursed from federal sources by the school's Treasurer's office using information created by the Financial Aid Administrator and the school's Billing Specialist. Prior to the disbursement, the Administrator creates Pell Grants and Direct Loans in the federal Common Origination Document web site and determines when the Treasurer should request the funds. When funds are going to be requested, the Billing Specialist determines how much of the student's disbursement should be applied to bills that the student owes the school. The disbursed financial aid the school receives is applied to the student's tuition account. If funds remain after paying the tuition account, that amount is mailed to the student.

## **WITHDRAWAL AND THE RETURN OF UNEARNED FUNDS**

When a student withdraws or is terminated, the school will calculate the amount of funds due to be returned to the Federal financial aid programs. Federal student aid regulations are the first things to be considered in the calculations. After the Federal calculation, the school's refund policy will be used to determine how to handle the funds that are to be returned to the U.S. Department of Education.

### **Return of Title IV Policy and Calculations**

Students who are eligible to receive Pell Grants or Stafford Loans earn these funds by continuing their enrollment. When a student withdraws, or is withdrawn by Eastland-Fairfield Career & Technical Schools, the school uses the current payment period to determine the percentage of class hours the student was enrolled. The amount of aid the student has earned is calculated per the Federal Return of Title IV Funds policy.

Students who are enrolled at least 60% of the scheduled hours in a payment period earn 100% of the grant or loan funds awarded or requested for that period. If a withdrawn student was enrolled for less than 60% of the scheduled hours in the payment period, the school will pro-rate the amount of the student's aid by the percentage of enrollment.

For example, if the student withdraws after having been enrolled for 250 hours of a 450 hour payment period, the school will divide the hours enrolled by hours of the payment period. In this example, the student was enrolled for 55.55% of the period's scheduled hours. The school will use this percent when calculating how much aid the student has earned.

### **Order of the Return of Title IV Funds**

If the school disburses grant and loan funds to a student who subsequently withdraws before earning the amount that was disbursed, the overpayment that has been received will be returned in the following order, according to the regulations of Federal Student Aid:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Parent Loans to Undergraduate Students (PLUS)
4. Federal Pell Grant

Within 30 days of determining that a student has withdrawn, the Financial Aid Office will notify the student of the amount to be repaid. The student has 30 calendar days from the date the notification is mailed to repay the amount owed or to request funds that could have been disbursed but which were not.

## **LEAVE OF ABSENCE POLICY**

Students who must leave for a long period should withdraw and re-enroll later. When requesting a Leave of Absence (LOA) for extended jury duty or military duty, the student must bring the jury duty or active duty papers to the Student Services Office for verification.

On rare occasions, the school may grant an LOA for medical reasons or, at the discretion of the Adult Director, for extenuating circumstances. The student may be granted an LOA for up to 180 days in any 12-month period during which the student is not considered to have withdrawn. A student granted an LOA that meets the criteria of Federal Student Aid regulations is not considered to have withdrawn, and no Return of Title IV calculation is required. Upon the student's return from the LOA, he or she continues to earn the Federal Student Aid previously awarded for the period. However, Eastland-Fairfield Career & Technical Schools reserves the right to extend an LOA beyond the 180 days within a 12-month period. This approved absence will affect Federal Student Aid. Contact the Financial Aid Administrator for further explanation.

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.

## **WITHDRAWAL POLICY**

Withdrawal is defined as the student voluntarily ceasing enrollment in any program. Withdrawal can occur at any time after the student begins training and prior to the final day of the program. Students planning to withdraw must notify the Adult Workforce Development office by filling out a Withdrawal Form. Instructors have Withdrawal Forms and students can request a copy from them, from the Adult Office in the building, or from Student Services. Non-attendance does not constitute an official withdrawal.

If the student is incapacitated because of health or other reasonable concerns, a verbal notice will be considered. An unofficial or involuntary withdrawal occurs when a student does not attend school for five (5) consecutive days and does not notify the school of his/her intention to return. The date of determination that the student has withdrawn will be the 6th day of absence. When the school discovers that a student's absences have caused an involuntary withdrawal, a return calculation will be performed based upon the student's last date of attendance. If it is determined that a return is due the Federal Student Aid programs, the return will be completed within 45 days. **Withdrawing students who have borrowed Federal Stafford loan money must arrange a loan exit interview with the financial aid officer.**

## **APPEALS**

Students can appeal disciplinary actions, involuntary withdrawal from a program. To begin the Appeals process, a student must submit a letter of appeal and any supporting documentation to the Adult Director. The documentation should describe any undue hardship or circumstances which the student believes caused his/her failure to meet SAP standards. A review board convened by the Adult Director will consider the appeal and deliver a determination of the appeal within two weeks of meeting. Cases will be reviewed on an individual basis and the student will be notified of his/her outcome by certified mail.

If the student's appeal is successful, the student must demonstrate he/she is academically or motivationally prepared to continue the program of study. This may be accomplished by completing work that is missing or by making up class hours the student missed. The review board will determine the actions the student must take to be reinstated.

If the appeal of a student who was receiving Financial Aid is granted, aid that was lost will be reinstated if Federal guidelines permit the aid to be distributed.

## REFUNDS

Eastland-Fairfield Career & Technical Schools reserves the right to cancel or delay the opening of any credentialed program. Reasons for cancellation or delay might include, but are not limited to, the number of students who have completed the registration requirements, and/or concerns regarding illness, safety, equipment, or construction, among other extenuating circumstances. When the Adult Workforce Development Director decides that a program will be cancelled or postponed, the school will make every effort to notify registered students. If Eastland-Fairfield Career & Technical Schools cancels a credentialed program the school will refund all monies received by the school for the cost of the program. If the start of the program is delayed and the student would like to withdraw, the school will refund all monies received by the school for the cost of the program.

The amount charged for withdrawal from a full-time credentialed program is determined by the number of scheduled days enrolled. After the tenth day that the class was scheduled to meet, students owe 100% of the tuition and fees, plus the cost of books and supplies received from the school. Prior to the eleventh day of scheduled class, the amount owed is shown in the following table.

Scheduled Days Enrolled	Program Cost Owed
1 Day	No cost
2-5 days	Books and supplies received from school
6-10 days	50% of tuition and fees, plus books and supplies received from school
11 days or more	100% of tuition and fees, plus books and supplies received from school

Refunds of payments received by cash, check or money order will be paid by mailed check, to the payer of said payment. Payments made by Visa or MasterCard will be refunded to the same Visa or MasterCard account. Refunds will be processed within 45 days of withdrawal notification

## SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress (SAP) policy is an incentive for all students to achieve attendance and grade point average (GPA) goals throughout the class, ensuring that they learn marketable skills and work habits before graduating. SAP attendance and GPA guidelines apply to all students enrolled in a full-time credentialed program of at least 600 hours. In order to achieve the SAP policy requirements for each payment period, each student must: **(1) maintain at least a C average (2.0 GPA); and (2) be credited with at least a 90% attendance rate.**

Please note that ALL students receiving financial aid, and those who want a Certificate of Completion from Eastland-Fairfield Career & Technical Schools, must maintain the SAP policy requirements. At the time of the review process any student who is not in compliance with the SAP standards is no longer eligible to receive Title IV assistance. Also note that the school must contact the VA if the attendance of a student who is receiving veteran benefits falls below 90%. Changes in VA benefits are determined by the U.S. Department of Veterans Affairs. **Failure to meet academic progress could result in non-participation in shadowing experience, exclusion from externships, loss of financial aid disbursements, or ultimately, dismissal from the program.**

## **SAP Review Process**

Each full-time credentialed program is divided into Federal Student Aid payment periods. Typically, each payment period equals half of the program's length. The Financial Aid Administrator evaluates student academic progress at the end of each payment period. This evaluation is the official SAP policy review of student performance for grades, attendance, and pace of completion. Pace of completion will be determined by dividing the cumulative number of hours a student has successfully completed by the cumulative number of hours the student has attempted.

The instructor will report students' attendance and grades to the Financial Aid Administrator and the Career Counselor during each payment period. They will review student progress to determine whether students are on pace for meeting SAP standards. Instructors will be informed of students who are not meeting SAP standards so that instructors can initiate discussions with those students. This discussion with the student can be considered the verbal warning that is step one of the Professional Conduct and Attendance process.

## **Appeal**

Students who lose their Federal Student Aid eligibility because they do not meet the SAP requirements at the time of review can appeal to the Adult Director, who will make the final determination. These students will be notified by the Financial Aid Administrator and the Career Counselor. The written appeal must be filed within one week of notification of the loss of Federal Student Aid eligibility. During the appeals process, the Adult Director will review previous Professional Conduct and Attendance documentation. If the appeal is successful the student will be placed on Financial Aid Probation and will be eligible to receive Title IV assistance.

## **Payment Periods**

All full-time programs are divided into two equal payment periods. To encourage students to remain focused on their work, we review their SAP scores each payment period. For example, a 900 hour program is divided into two payment periods of 450 hours. A 600 hour program is divided into two 300 hour grading periods.

## **Timeframe for completing a class**

Students must complete their program within 111.11% of the normal length of that program.

For example:

- When attending a 900 hour program that covers 36 weeks, a student must complete all work, including an externship, within 3 days of the final scheduled class date.
- When attending a 600 hour program that cover 25 weeks, a student must complete all work, including an externship, within 2 days of the final scheduled class date.

## **Behavior**

In addition, SAP guidelines require that students behave appropriately in class. A student's behavior is inappropriate if it disrupts the learning environment, the instructor, or other students or staff members. The school treats students who exhibit such behavior the same as it does students who have failed to meet SAP Attendance or GPA guidelines.

Please note that severely inappropriate behavior is grounds for immediate involuntary Withdrawal from a program. Eastland-Fairfield Career & Technical School's Adult Director will determine when student behavior warrants involuntary Withdrawal.

## PROFESSIONAL CONDUCT AND ATTENDANCE PROCESS

Eastland Fairfield Career and Technical School instructors use the following procedures when student behavior, attendance, or grades does not meet instructors' classroom standards or the school's Satisfactory Academic Progress policy:

1. In the first step of the Professional Conduct and Attendance process, the instructor will meet privately with the student to discuss the behavior, grade, or attendance issue that student needs to improve. The instructor will place a note in the student's file that includes the date of the meeting and the issue that were discussed.
2. If the instructor determines that the issue discussed during the first meeting has not improved, the instructor will fill out a Professional Conduct and Attendance form. The instructor will state the reason that the Professional Conduct and Attendance process must move forward. These can include a description of repeated inappropriate behavior, the dates that the student has missed class, or the grades that prevent the student from maintaining a C average.

On the form, the instructor will list goals the student must meet, the way that improvement will be measured, and the date by which the student must meet those goals or face disciplinary action.

Before presenting the form to the student, the instructor will send the form to the Adult Director to ensure that the Director knows that the required improvement has not occurred. The Director will sign the form and send it back to the instructor, indicating the instructor should formally meet with the student to deliver the form.

3. At the instructor's discretion, the instructor will meet with the student alone, or with the student and other administrative staff, such as the school counselor or the financial aid administrator.

During the second meeting, the instructor or other staff member will state:

- a review of the first meeting's discussion
- evidence of student's failure to improve behavior, attendance, or grades
- the date by which improvement must take place
- the way in which required improvement will be measured

Finally, the instructor or administrator will inform the student that a mandatory meeting with the Adult Director will be required if the improvement goals are not met by the specified date.

The student and the instructor will sign the form. The instructor will send the form to the Adult Director, who will sign the form and send it back to the instructor. The white copy will be sent to Student Services to be placed in the student's file, the yellow copy is retained by the instructor, and the pink copy is given to the student.

4. If the student does not meet the improvement goals by the date listed on the Professional Conduct and Attendance form, the instructor will contact the Adult Director and schedule the time and date for the student's mandatory meeting with the Director.

At the meeting with the Adult Director, the student will be asked to present reasons why the Director should not withdraw the student from class for failing to meet Professional Conduct and Attendance requirements.

## VERIFICATION POLICIES AND PROCEDURES

Eastland Fairfield Career & Technical Schools is responsible for verifying the accuracy of the financial data used in the FAFSA process to calculate a student's expected family contribution (EFC). When the Department of Education selects a student's FAFSA for verification, an asterisk is printed next to the student's EFC on the SAR, ISIR, or other Need Analysis document. The school monitors the delivery of these documents and contacts students who have been selected. The school may also select a student for verification if it determines that the student's registration information conflicts with information reported on the FAFSA.

The school must have written policies about:

- The time period in which students must submit verification documentation
- The consequences for failing to submit the documents on time
- The method used to notify students if their EFC and Title IV aid amounts change
- The procedures the school or the student will follow to correct FAFSA data
- The procedure the school follows to refer a student to the Office of the Inspector General (OIG)

### Notification of Selection for Verification

During or after the registration process, the school will notify students selected for verification. Student Services will either send notification letters to the students, or deliver the letters when the students appear in the Student Services office to register for a program. In either case, the students are given a verification worksheet which students must complete and return with documentation that supports information in the FAFSA and on the worksheet.

### Verification Requirements

1. Applicants selected for verification **must** submit the required documentation to Student Services or Financial Aid within 30 days of paying the program registration fee. Because of the effect verification can have on students' Pell awards and Loan amounts, they **should** provide documentation before the program begins or within 14 days of the program's start.
2. Applicants who fail to submit the required documentation within 30 days of registering may forfeit aid which would have been awarded for the program's first payment period.
3. Students who forfeit their disbursements because they do not submit required verification documents must pay cash to cover the cost of the first payment period. The amounts that will not be covered by the forfeited financial aid disbursement will appear in the student's revised Award Letter.

### Verification Correction Procedure

The following procedure will be used to correct FAFSA information if verification finds errors in the FAFSA information.

1. Upon receipt of the verification documentation, the Financial Aid officer or Student Services will compare the information in the documents with the applicant's original FAFSA.
2. If information on tax transcripts, verification worksheets, or other required documentation, does not match the information that students or parents entered on the FAFSA,
  - a. a school official will use information from the verification documents to correct the FAFSA, or
  - b. the student may come to Student Services to make corrections under the guidance of the school's Student Services or Financial Aid Offices.

If verification changes an applicant's award, the Financial Aid Administrator will present the student a revised award letter which explains the changes within 14 days of the date the FAFSA was corrected.

## **Effect of Verification on Federal Student Aid Disbursements**

### **Pell**

The school may make one interim disbursement of Pell funds before it completes a student's verification. However, FAFSA corrections caused by the verification process can alter the EFC calculation, causing the Pell award amount to increase or decrease. Therefore, it is better to complete verification prior to the first Pell disbursement so the re-calculation of the EFC does not force the school or the student to return an unearned amount of Pell. The school cannot make the student's second Pell disbursement until verification is complete.

### **Direct Loans**

The school may originate a Direct Subsidized loan before completing verification, but it cannot disburse subsidized loan funds until verification is complete. The school may disburse Direct Unsubsidized and PLUS loan funds prior to completing verification. However, the school must carefully consider the amount of unsubsidized aid it should disburse, knowing that the Subsidized and Unsubsidized loan amounts might have to be adjusted if the Pell award has been changed after the EFC is recalculated.

## **Effect of Verification on Professional Judgment**

The school must complete verification for a selected student before the Financial Aid Officer can make a professional judgment to adjust values used to calculate the EFC.

## **FAFSA Elements That Must Be Verified**

In the current award year, students selected for verification will be assigned to one or more groups. The group assignments dictate what the school must verify. The table below lists the verification elements by group. In addition, the school may choose to verify other application items, requiring any reasonable documentation, in accordance with consistently applied institutional policies. The school will decide what needs to be verified and what constitutes acceptable documentation.



Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	<p><b>Tax Filers</b></p> <ul style="list-style-type: none"> <li>Adjusted Gross Income</li> <li>U.S. Income Tax Paid</li> <li>Untaxed Portions of Individual Retirement Account (IRA) Distributions</li> <li>Untaxed Portions of Pensions</li> <li>IRA Deductions and Payments</li> <li>Tax Exempt Interest Income</li> <li>Education Tax Credits</li> </ul> <p><b>Nontax Filers</b></p> <ul style="list-style-type: none"> <li>Income Earned from Work</li> </ul> <p><b>Tax Filers and Nontax Filers</b></p> <ul style="list-style-type: none"> <li>Number of Household Members</li> <li>Number in College</li> </ul>
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	<ul style="list-style-type: none"> <li>High School Completion Status</li> <li>Identity/Statement of Educational Purpose</li> </ul>
V5	Aggregate Verification Group	<p><b>Tax Filers</b></p> <ul style="list-style-type: none"> <li>Adjusted Gross Income</li> <li>U.S. Income Tax Paid</li> <li>Untaxed Portions of IRA Distributions</li> <li>Untaxed Portions of Pensions</li> <li>IRA Deductions and Payments</li> <li>Tax Exempt Interest Income</li> <li>Education Tax Credits</li> </ul> <p><b>Nontax Filers</b></p> <ul style="list-style-type: none"> <li>Income earned from work</li> </ul> <p><b>Tax Filers and Nontax Filers</b></p> <ul style="list-style-type: none"> <li>Number of Household Members</li> <li>Number in College</li> <li>High School Completion Status</li> <li>Identity/Statement of Educational Purpose</li> </ul>
V6	Reserved	N/A

## Verification Worksheet

All students selected must fill out a verification worksheet the school provides. The worksheet is self-explanatory and the items to be filled out might be highlighted.

The worksheet includes a statement of identity and a statement of educational purpose. The statement of educational purpose certifies that the student will only use federal student aid for educational purposes and for the cost of attending the school for the current school year.

The student must sign the identity and educational purpose statements in the presence of a school staff member at Student Services. To properly do this, students should appear at the Student Services office and present a valid, government-issued photo identification (ID) such as a passport or a driver's license or other state-issued ID, then sign the statements. The school will maintain an annotated copy of the student ID that includes the date it was received and the name of the person who received it.

## **Students Who Cannot Appear to Sign Worksheet Statements**

Students who are unable to appear at the school must sign and submit notarized, signed statements of identity and educational purpose and a copy of a valid ID. The statement must be signed by a notary public who has confirmed that the student appeared with the identity-confirming ID and signed the documents.

## **Data Retrieval Tool**

The FAFSA Data Retrieval Tool will not be available until October 2017.

## **Non-filers of Federal Income Taxes**

Non-filers of Federal income tax returns must sign the verification worksheet, certifying their non-filer status and they must list all the sources and amounts of income they earned from work. They must also provide any W-2 forms they received for earning that income. If the school has reason to believe that the student or the parent of a dependent student could have been required to file a return, the school might require a letter from the IRS, or a copy of the applicable tax provision, or other documentation that supports the claim that the person was not required to file a return.

## **Untaxed Income**

Students and parents of dependent students who must enter financial information on the FAFSA must report untaxed income received or paid during 2014, including:

- Payments to tax-deferred pension and retirement savings
- Child support received
- Housing, food, and other living allowances paid to members of the military, clergy, and others
- Non-education benefits for veterans, including disability, death pension, dependency and indemnity compensation, and/or VA educational work-study allowances
- Money paid or received on the student's behalf that is not reported elsewhere in the verification worksheet, such as payments for rent or utility bills, or gifts of cash and gift cards, or distributions from a 529 plan that is not owned by the student or the student's parents

## **Other Required Verification Information**

Students or parents of dependent students might also be required to provide information on household members.

## **Referral of Suspected Fraud to the Office of Inspector General**

If the school suspects that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, it will report these suspicions and provide any evidence to the Office of Inspector General. The school will alert the OIG by calling the US Department of Education regional office hotline in Chicago on 312-730-1630. The school will follow instructions received from the regional office and transmit its information to the OIG via email and/or the web at [oig.hotline@ed.gov](mailto:oig.hotline@ed.gov) or <http://www2.ed.gov/about/offices/list/oig/hotline.html> .

## **ZERO INCOME**

Occasionally a FAFSA applicant reports no income. This can occur when the family has tax write-offs that produce a negative Adjusted Gross Income or when the applicant neglects to report untaxed assistance. Reporting zero income on a FAFSA may increase the odds of being selected for verification. If a student who

reports zero income is not selected, the school will require that the student fill out a Zero Income statement that provides information about the student's means of support. The school might use the Zero Income statement information to perform a professional judgment (PJ) that adjusts FAFSA income items so they reflect family income that doesn't appear on the federal tax return.

Note that any cash support students receive is untaxed income and it must be reported unless the support is provided by a parent of a dependent student. In-kind help from a friend or relative is not cash so it is not considered untaxed income. In-kind help can include food or shelter the student receives without paying for it. The rule of thumb for determining whether support is cash or in-kind is this: if someone pays a cost the student is obligated to pay, the payment is cash support. The school can account for the value of in-kind support by adjusting the room and board component of the cost of attendance (COA).

### **Zero Income Procedure**

When the school receives a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) that indicates that an Independent student had zero income to declare for the previous year, the school will follow these procedures.

1. The Student Services office will deliver a Zero Income statement to the student during the student's visit to register for the class,
2. Or registration

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

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

### **Referring Suspected Fraud**

If the school suspects that a student, employee, or other individual has misreported information or has altered documentation to fraudulently obtain federal funds, the employee of the school who uncovers the fraud will report his or her suspicions to the Office of the Inspector General, and will provide any evidence of the fraud at that time.

## **CONFIRMATION OF CITIZENSHIP**

All students applying for Federal student aid must be able confirm their citizenship status with the Social Security Administration. The confirmation process is normally done when the student submits the Free Application for Federal Student Aid (FAFSA) 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 SAR/ISIR.

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

1. Applicants whose SAR/ISIR contains a "C" code (comment) that the Federal processor could not confirm the applicant's citizenship, must submit documentation to the Financial aid office substantiating his or her claim to be a citizen or eligible non-citizen. A student claiming to be an eligible non-citizen must submit a SAR/ISIR with an A-number for eligible non-citizens assigned by Immigration and Naturalization Service.

2. Applicants whose citizenship status cannot be confirmed will not receive Federal student aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the first payment period.
3. If a student fails to submit citizenship documentation prior to the end of the first payment period, the student will lose the financial aid disbursement scheduled for that particular payment period.
4. In any event, the institution will not make a determination that a student is not an eligible non-citizen until the student has had an opportunity to submit documentation confirming his or her citizenship.

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

This institution strongly opposes discrimination against any group or individual because of age, race, creed, sex, ethnic background or social status. An abiding respect for the dignity and worth of the individual in an academic community is the basic democratic principle underscoring this policy.

This School does not discriminate on the basis of handicap provided such handicap does not impair the individual's successful completion of course or the ability to fulfill the job function for which training is being sought.

This institution is firmly committed to equality of opportunity for the fundamental reason that every individual is valuable. The individual's value inheres in the fact that she/he is a living human being with potentialities to be realized. Beyond that, the individual has the right to strive for those conditions, learning and work that are necessary and appropriate to the achievement of one's optimal development as a person and to one's optimum usefulness within society.

## **CRIME AWARENESS AND CAMPUS SECURITY INFORMATION**

### **Campus Security Procedures**

The victim of a crime should notify the authority in charge at the appropriate building that will contact the appropriate law enforcement agency regarding the crime. If the need should arise, a counselor is available to speak with victims on an individual basis.

The proper authority is Angela Ward, Director of Adult Workforce Development.

### **Building Security**

Following is a list of the schools and buildings in the Eastland Fairfield Career and Technical School District and the companies the district utilizes to secure these facilities. All of the companies can access 911. Periodically, throughout the year, general safety programs and fire drills are conducted to keep students and staff on the alert in the event of an emergency.

Eastland Career Center and Adult Workforce Development Center – Affiliated Central Security Systems, Burglary & Fire Protection

Fairfield Career Center -- Nationwide Monitoring Security System, Burglary Protection; and Secure-tel, Fire Protection.

The above-mentioned systems are equipped with motion detectors and door contacts.

The security personnel maintain contact with the following:

Eastland Career Center and the Adult Workforce Development Center -- Groveport Police Department for theft, burglary, assault, etc.; and Madison Twp. Fire Department for fire, rescue, and medical emergencies.

Fairfield Career Center -- Fairfield County Sheriff's Department for burglary, theft, assault, etc.; Greenfield Twp. Fire Department for fire, rescue, and medical emergencies.

## **Video Surveillance**

The Eastland Fairfield Career & Technical Schools Board of Education has authorized the installation of video cameras at various locations around the Eastland Career Center, the Fairfield Career Center, and the Adult Workforce Development Center. If a student's actions, as recorded, are determined to be in violation of the Code of Conduct, the tape/disk may be submitted to law enforcement agencies and may be used as evidence of the misbehavior in determining disciplinary consequences. Tapes/disks are considered part of a student's record and will be viewed only in accordance with Federal law.

## **Campus Safety and Security Surveys**

Eastland Fairfield Career and Technical School annually reports campus crime statistics and fire statistics as required by the Higher Education Act of 1965, and reauthorized in 2007. The school's Campus Safety Security Administrator reports crime data via a web-based system provided by the Department of Education. The survey is available to the general public at <http://ope.ed.gov/security>. Copies of the report used to complete the survey are available by request.

The Annual Security Report (ASR) required by the Jeanne Clery Act is published by October 1 on the school web site at <http://www.eastlandfairfield.com/Default.aspx>. The school notifies each prospective and current student and staff member of the security report's publication by including the report's electronic address, a brief description of the report's contents, and a statement that the school will provide a paper copy of the report on request. In addition to statistics, the ASR includes statements of the school's policies regarding the reporting of criminal actions or other emergencies that occur on the school campus and related geography, policy statements that describe the school's programs to promote awareness of dating violence, domestic violence, sexual assault, and stalking, and statements of policies regarding drug and alcohol abuse education.

## **DRUG AND ALCOHOL POLICY**

Substance abuse poses a threat to all of us in virtually every aspect of our lives—including school and the workplace. It is up to us, individually and collectively, to address the threat. As responsible individuals, each of us is obligated to provide for our own physical, mental, and emotional health. Our school has a vital interest in insuring safe, healthful, and efficient working conditions and learning environment for our employees and students. For these reasons, we have established as a condition of employment and/or enrollment in our training program, a drug-free policy.

All students and staff are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on school property or while participating in a school activity. Students or employees who violate this policy are subject to disciplinary action up to and including expulsion or termination from employment.

The National Institute on Drug Abuse, (<https://www.drugabuse.gov/>) says that most drugs of abuse can alter a person's thinking and judgment, leading to health risks, including addiction, drugged driving and infectious disease. And most drugs could potentially harm an unborn baby. Even legal, over-the-counter drugs can be abused and can pose short term dangerous effects, at least.

The initial decision to take drugs may be voluntary, but repeated drug use can lead to brain changes that challenge an addicted person's self-control and interfere with the ability to resist intense urges to take drugs. These brain changes can be persistent and people in recovery from drug use disorders are at increased risk for returning to drug use even after years of not taking the drug. Long-term use also causes changes in brain

chemical systems and circuits, affecting functions that include learning, judgment, decision-making, stress, memory, and behavior.

People who suffer from addiction often have one or more accompanying medical issues, which may include lung or cardiovascular disease, stroke, cancer, and mental disorders. Imaging scans, chest X-rays, and blood tests show the damaging effects of long-term drug abuse throughout the body. For example, research has shown that tobacco smoke causes cancer of the mouth, throat, larynx, blood, lungs, stomach, pancreas, kidney, bladder, and cervix. In addition, some drugs of abuse, such as inhalants, are toxic to nerve cells and may damage or destroy them either in the brain or the peripheral nervous system.

Numerous legal sanctions listed in local, state and federal laws can be used to punish violators of drug laws. Penalties range from suspension, revocation and denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole. Property may be seized or hours of community service may be mandated. A list of drug-related sanctions appears in Appendix A.

There are many drug or alcohol counseling treatment and rehabilitation counselors in our area. The Ohio Behavioral Health Directory maintained by the Ohio Department of Mental Health & Addiction Services at <https://prod.ada.ohio.gov/directory/> is an excellent public resource for finding local treatment providers. The National Institute on Drug Abuse, The National Institute on Alcohol Abuse and Alcoholism, and the Substance Abuse and Mental Health Services Administration, provide free information, including publications and multimedia presentations about drug and alcohol addiction and abuse. These institutes are part of the National Institute of Health and SAMHSA is an agency within the U.S. Department of Health and Human Services. Their web sites are <https://www.drugabuse.gov/> , <https://www.niaaa.nih.gov/> , <https://www.samhsa.gov/>.

## **APPENDIX A DRUG AND ALCOHOL POLICY**

In accordance with the Drug-Free Schools and Communities Act Amendment to the Higher Education Act of 1965, a student shall not possess, use or appear to have used, or conceal any narcotic drug, anabolic steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine tablets, counterfeit drug, poisonous intoxicant, and intoxicating and/or alcoholic substance of any kinds, at any time while on school grounds or at any school event, activity, or function off school grounds, or prior to coming to school.

Following suspension, each student may be referred to an appropriate community rehabilitation agency. Every effort should be made encourage the student to seek professional help.

### **Federal Penalties for Illegal Possession of a Controlled Substance**

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

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

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

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

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

- a) 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams.
- b) 2<sup>nd</sup> conviction and the amount of crack possessed exceeds 3 grams

c) 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

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

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

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

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

21.U.S.C.884a

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

21.U.S.C.853a

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

18.U.C.933(g)

Ineligible to receive or purchase a firearm.

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

## **State Penalties for Possession, Use and Distribution of Illicit Drugs**

In addition to the laws described below, the Ohio Revised Code includes drug-related offenses regarding permitting drug abuse, drug paraphernalia, deception to obtain drugs, drug documents, intoxicants, and more.

### **Corrupting Another with Drugs**

ORC. 2925.02

No person shall knowingly use force, threat or deception to administer or induce or cause another to use a controlled substance; to use a controlled substance to cause serious physical harm, or to cause another to become drug dependent. Further consideration is given when these actions involve a juvenile who is at least two years younger than the offender. Corrupting another with drugs is a felony of the second degree.

Corrupting another with drugs in the vicinity of a school is first degree felony. The penalty can include a mandatory prison sentence prescribed for a first degree felony. The court can also impose upon the offender the mandatory fines for the offense.

### **Trafficking and Aggravated Trafficking in Drugs**

ORC. 2925.03

No person shall knowingly sell or offer to sell a controlled substance or a controlled substance analog. If the drug involved in the violation is any compound, mixture, preparation, or substance included in schedule I or schedule II, with the exception of marijuana, cocaine, L.S.D., heroin, hashish, and controlled substance analogs, whoever violates this law is guilty of aggravated trafficking in drugs, a felony of the fourth degree. If the violation occurs in the vicinity of a school, or in the vicinity of a juvenile, it is a felony of the third degree. If the amount of the drug involved is five times, fifty times, or 100 times the bulk amount, the degree of the felony rises to third, second or first degree.

The penalty imposed for the offense may be a presumption of a prison term or a mandatory prison term prescribed for the degree of the felony.

If the controlled substance is one of the exceptions listed above, the offense might be determined by other measurements of the drugs involved and can also range from fourth to first degree felony with the presumption of a prison term or a mandatory prison term included as punishment.

### **Illegal Manufacture and Cultivation of Drugs**

#### ORC. 2925.04

No person shall knowingly cultivate marihuana or knowingly manufacture or otherwise engage in any part of the production of a controlled substance. If the drug is any compound, mixture, preparation, or substance included in schedule I or II, with the exception of methamphetamine or marihuana, illegal manufacture of drugs is a felony of the second degree, and, the court shall impose as a mandatory prison term one of the prison terms prescribed for a felony of the second degree.

If the offense was committed in the vicinity of a juvenile or in the vicinity of a school, it is a felony of the first degree, and the court shall impose as a mandatory prison term one of the prison terms prescribed for a felony of the first degree.

### **Possession of Controlled Substances**

#### ORC. 2925.11

No person shall knowingly obtain, possess, or use a controlled substance or a controlled substance analog. If the drug involved in the violation is a compound, mixture, preparation, or substance included in schedule I or II, with the exception of marihuana, cocaine, L.S.D., heroin, hashish, and controlled substance analogs, whoever violates division (A) of this section is guilty of aggravated possession of drugs.

Penalties depend on the amount of the substance possessed, and they range from fifth to first degree felony and there is a presumption of a prison term or a mandatory prison term can be assigned. In addition, the court can impose mandatory fines for the offense.

### **Possession of Drug Abuse Instruments**

#### ORC. 2925.12

No person shall knowingly make, obtain, possess, or use any instrument, article, or thing the customary and primary purpose of which is for the administration or use of a dangerous drug, other than marihuana, when the instrument involved is a hypodermic or syringe, whether or not of crude or extemporized manufacture or assembly, and the instrument, article, or thing involved has been used by the offender to unlawfully administer or use a dangerous drug, other than marihuana, or to prepare a dangerous drug, other than marihuana, for unlawful administration or use.

Whoever violates this section is guilty of possessing drug abuse instruments, a misdemeanor of the second degree. If the offender previously has been convicted of a drug abuse offense, a violation of this section is a misdemeanor of the first degree.

### **HEALTH RISKS ASSOCIATED WITH ALCOHOL**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember



information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

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

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

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

## **CIVIL AND CRIMINAL PENALTIES FOR VIOLATING 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 copyright 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 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 cost and attorney’s fees. For details, see Title 7, United States Code, Sections 504 and 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*.

Due to copyright rules and regulations regarding the use of media downloaded from the Internet, students are not permitted to download, store, or share any copyrighted material. This includes but not limited to: MP3’s, WMV’s, AVI’s, and MIDI’s. Some examples of the copyrighted materials found in the above mentioned formats are used for movies, CD’s songs, and TV shows.

This does not mean that all media found on the Internet cannot be used in school projects. If a website states that the content presented on that website can be used for public or private use, then a student may use material from the website. As always, any material used in student work, that is not his or her own work, must be cited appropriately.

### **Peer to Peer File Sharing**

The Digital Millennium Copyright ACT (DMCA) recognizes that digital transmission of electronic files makes it easy to inappropriately share copyrighted material. In 2008 the Higher Education Opportunity Act required that schools address unauthorized file sharing on school networks. To combat this Eastland Fairfield Career & Technical Schools utilizes firewall rules and content blocks at various levels of the network security system that prevent access to, download from, and upload to, known file-sharing sites.

During new student orientation, the school informs attendees of the penalties associated with copyright infringement and inappropriate peer to peer file sharing. In orientation sessions documents are distributed stating the consumer handbook that describes copyright rules and penalties is available via the school web site’s Financial Aid page. Students must also sign the school Network Internet Usage Agreement that defines the sanctions students will receive for abusing their network privileges and violating copyright rules.

# GRIEVANCE AND ANTI-HARASSMENT PROCEDURES

## Preamble

Any student who believes that the Eastland-Fairfield Career & Technical Schools or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, (race, color, national origin,) Title IX of the Education Amendment Act of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability) or the Age Discrimination Act of 1975, as amended, 20, U.S.C. etc. Seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, may file a complaint, which shall be referred to as a formal discrimination/harassment complaint. This is in accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) guidelines.

It is recommended that the grievant attempt to resolve the alleged discrimination or harassment complaint informally at the Director/Supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination/harassment complaint cannot be resolved informally, the following procedure shall be followed.

## Procedure

### Step 1

An alleged formal discrimination/harassment complaint shall be made to the Director or immediate Supervisor within ten (10) working days of the date the incident occurred. A formal conference will be arranged to discuss the alleged discrimination/harassment and determine a reasonable situation. Nevertheless, a copy of the discrimination/harassment complaint must be forwarded to the District's Title IX/504 Coordinator.

- The written complaint will include the date, time, a description of the incident, and the name of the person or persons involved.
- Within three (3) working days of the written complaint, the Director will request a meeting with the person or persons allegedly involved in the discrimination/harassment of the complaint to inform them about the filing of the complaint. The person against whom the discrimination/harassment complaint has been filed will have seven (7) working days to submit a written response to the complaint.
- Upon receipt of the response, the Director will review the reports, conduct any further inquiry as necessary, and issue a written decision to all parties involved within ten (10) working days.

### Step 2

If the issue is not resolved at Step 1, the decision may be appealed to the Title IX or 504 Coordinator, within five (5) working days. A conference/investigation will be held with involved personnel in the alleged act of discrimination/harassment. (Both of these titles include Title VI.)

Title IX Coordinator/504 Coordinator  
Caroline Davis, Assistant Superintendent  
4300 Amalgamated Place  
Groveport, OH 43125  
614-836-4530

### Step 3

If the issue is not resolved at Step 2, the decision may be appealed in writing to the District's Superintendent within five (5) working days.

- The request will contain a concise statement of the incident that resulted in the complaint.
- The Superintendent will schedule a hearing within five (5) working days after receiving the written request.
- After the hearing has taken place, the Superintendent will schedule a hearing within five (5) working days. A copy of the decision will be sent to all parties involved including the District's Title IX/504 Coordinator.

### Step 4

If the issue is not resolved at Step 3, the decision may be appealed in writing to the District's Board of Education within ten (10) working days.

- The appeal will be placed on the agenda for the next regular meeting of the Board. The appeal may be heard in either open or closed session at the request of the complainant.
- The complainant submitting the appeal shall be entitled to representation if desired. Such action shall be based upon information presented orally and in writing by the appellant and any other information provided by the Director, the District's Title IX/504 Coordinator, and/or Superintendent.
- Copies of the final disposition shall be sent to the complainant who submitted the appeal, the Superintendent, Director, and the District's Title IX/504 Coordinator.

### Step 5

If the alleged issue is not resolved at Step 4, the decision, at any time during the process may be forwarded to the Office for Civil Rights. Parent(s) or guardian(s) do not have to be present at the informal complaint meeting with the Director/Supervisor. However, the parent(s) or guardian(s) must be present at all levels of the formal alleged discrimination process for youth under the age of 18 years.

Office for Civil Rights	Caroline Davis
Bank One Center	Assistant Superintendent
600 Superior Avenue, East Suite 750	4300 Amalgamated Place
Cleveland, OH 44114-2611	Groveport, OH 43125
216-522-4970	614-836-4541

### Due Process

All students are subject to the same rules and procedures. Due process may include notification of charges, conference with administration to discuss the incident with opportunity for student explanation, decision on the facts, and an appeals process described below.

### Appeal

Students, who believe their rights have been violated on the basis of race, color, national origin, or for any other reason through the action taken by school authorities, shall have the right to an appeal. The student shall make the appeal with the level of authority directly over the area/person that the alleged violation occurred as follows: 1) meeting with director; 2) meeting with superintendent.

Eastland-Fairfield Career & Technical Schools Adult Workforce Development is accredited by the Ohio Department of Higher Education and the Commission of the Council on Occupational Education. Students may contact these agencies at:

Ohio Department of Higher Education

25 South Front Street

Columbus, OH 43215

Telephone 614-466-6600

Fax 614-466-5866

<https://www.ohiohighered.org/>

Council on Occupational Education

7840 Roswell Road

Building 300, suite 325

Atlanta, GA 30350

Telephone 800-917-2081

Fax 770-396-3790

<http://www.council.org/>

## **Complaints**

Students who have complaints or concerns about their program, instructor(s), and/or administration should take the following steps:

1. Discuss the concern and try to resolve with the instructor.
2. If not resolved at the instructor level, contact and discuss the concern with the Career Counselor.
3. If the concern is still unresolved, contact and discuss with the Adult Workforce Development Director.

## **Anti-Harassment Procedures**

It is a violation of anti-harassment procedures for any student or staff member to make any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors:

## **Sexual Harassment**

- A. Verbal: The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the District, or by third parties.
- B. Non-Verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the District, or by third parties.

- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow student, staff member, or other persons associated with the District, or by third parties.

### **Race, Color, National Origin, and Disability Harassment**

- A. Verbal: Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow student, staff member, or other persons associated with the District, or by third parties.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the District, or by third parties.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow student, staff member, or other person associated with the District, or by third parties.

### **Recourse**

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District, or by third parties should promptly take the following steps:

- A. If the alleged harasser is a student, staff member, third parties, or other persons associated with the particular school in the District other than the Director, the affected student should, as soon as possible after the incident, contact the Director. The Director must immediately send to the Title IX Coordinator a copy of the alleged harassment complaint.
- B. If the alleged harasser is the Director, the affected student should, as soon as possible after the incident, contact the District's Title IX Coordinator or if the student is disabled their Section 504 Coordinator.

The student or parents/guardians may make contact either by a written report or by telephone or personal visit. During the contact, the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each complaint received by the Director as mentioned above, shall be investigated in a timely and confidential manner. While a charge is under the investigation, no information is to be released to anyone, who is not involved with the investigation, except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual, racial, or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (if under 18 years of age, may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, discrimination for filing a complaint or assisting in an investigation.

The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsible, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, staff members, or others associated with the District.