



# **Consumer Information Guide**

## **2018-2019**

Revised 8/29/18

# Pontotoc Technology Center School District #14

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Contents can also be viewed at: [www.pontotoctech.edu](http://www.pontotoctech.edu) under the Information Center

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**JULY**

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**AUGUST**

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**SEPTEMBER**

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**OCTOBER**

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**NOVEMBER**

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**DECEMBER**

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30	31					

2018 First Semester	
<b>August</b>	
9	First Day of Classes
14	Program Assembly 8:30 and 12:30
<b>September</b>	
03	Labor Day Holiday, PTC Closed
20	End Perfect Attendance Period
25	Program Assembly 9:30 and 12:30
<b>October</b>	
9	End of 1 <sup>st</sup> Quarter
9	Parent/Teacher Conference 3:00 – 7:00 pm
17-19	Fall Break
25	End Perfect Attendance Period
30	Program Assembly 8:30 and 12:30
<b>November</b>	
12	Veterans' Day Assembly
19-23	Thanksgiving Holiday, PTC Closed
<b>December</b>	
6	End Perfect Attendance Period
11	Program Assembly 8:30 and 12:30
21	End of 2 <sup>nd</sup> Quarter
24-31	Christmas Holiday, PTC Closed
<b>2019 Second Semester</b>	
<b>January</b>	
2-4	New Year's Day Holiday, PTC Closed
7	Classes Resume for 2 <sup>nd</sup> Semester
21	MLK Holiday, PTC Closed
24	End Perfect Attendance Period
29	Program Assembly 8:30 and 12:30
<b>February</b>	
18	President's Day Holiday – PTC Closed
21	End Perfect Attendance Period
26	Program Assembly 8:30 and 12:30
<b>March</b>	
12	End of 3 <sup>rd</sup> Quarter
14	Parent/Teacher Conference 3:00 – 7:00 pm
14	End Perfect Attendance Period
18-22	Spring Break, PTC Closed
26	Program Assembly 8:30 and 12:30
<b>April</b>	
12	2 <sup>nd</sup> Inclement Weather Day, PTC Closed
19	Good Friday, PTC Closed
22	1 <sup>st</sup> Inclement Weather Day, PTC Closed
25	End Perfect Attendance Period
<b>May</b>	
1	Program Assembly 8:30 and 12:30
7	Program Completion Ceremony 6:00 pm
15	End of year picnic
17	Last Day of Classes for Programs
27	Memorial Day Holiday, PTC Closed
<b>June</b>	
28	PN Students Graduation

**JANUARY**

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**FEBRUARY**

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**MARCH**

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**MAY**

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**JUNE**

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## **Our Mission**

**“Training to Succeed”**

## **Vision Statement**

**PTC is committed to anticipating needs and educating our customers to provide a trained workforce in Oklahoma**

## **Values**

- **Service: respect + courtesy + compassion = culture of professionalism**
- **Integrity: trustworthy + honesty + high morals = doing what is right**
- **Commitment: dedication + loyalty + unwavering = success for all**
- **Communication: constant + open + hones = culture of transparency**

## **Vision**

**Pontotoc Technology Center (PTC) is a one-campus school established in 1987 located in Ada, Oklahoma, in Pontotoc County. The district covers approximately 1,000 square miles, which includes six counties or parts thereof serving more than 7,700 students from nine partner school districts. PTC’s Business and Industry Services (BIS) provides more than 56,755 contact training hours for approximately 3,867 clients/customers.**

**Pontotoc Technology Center (PTC) provides the best-trained, most qualified applicants for area businesses and industry. PTC provides a seamless transition to higher education, employment, the military, and career development for all programs of study. PTC is recognized in the community as working with partner schools, employers, and individuals to provide a conducive learning environment where students have the opportunity to succeed.**

**PTC demonstrates the schools central role to economic activity in the PTC district. PTC graduates assist the community by decreasing unemployment rates, and social assistance is at an all-time low. PTC delivers the latest, most up-to-date training for incumbent workers, dislocated workers, and individuals who choose to improve their situation.**

**PTC offers a wide variety of courses that are responsive to community needs while using the most up-to-date equipment and cutting-edge technology available.**

**Regardless of the chosen career path, PTC has the solution to meet career goals.**

## **Section I: Introduction**

Pontotoc Technology Center School District #14 is located at 601 West 33<sup>rd</sup> Street, Ada Oklahoma. PTC offers 37 full-time programs, with most of those eligible for Title IV Financial Aid, and career development courses in the evening that represent many of the high-demand trades in the region. It is our mission, "To train to succeed."

PTC also offers services to existing companies, small business owners, or entrepreneurs just getting started. PTC's Business and Industry Services Department has programs and services in place to help companies achieve their goals.

Full-time programs are offered between the hours of 8:00 a.m. to 3:00 p.m. Monday thru Friday with the exception of the Practical Nursing Program.

All facilities are modern and up-to-date, and the equipment provided in each course meets industry standards.

*All facilities are equipped to accommodate the handicapped.*

### **A. Facilities**

#### **1. Name and Location**

Pontotoc Technology Center – District #14  
DBA – Pontotoc Technology Center  
601 W. 33<sup>rd</sup> Street  
Ada, OK 74820  
(580) 310-2200  
[www.pontotoctech.edu](http://www.pontotoctech.edu)

**PTC is in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), and the Americans with Disabilities Act of 1990, and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This provision includes but is not limited to admissions, employment, financial aid and educational services.**

## 2. Faculty and Programs

<b>PROGRAM</b>	<b>INSTRUCTOR</b>
----------------	-------------------

### **CLUSTER: ARCHITECTURE AND CONSTRUCTION**

#### **Construction Pathway**

**Mike Brown, Ty Moore**

1. Heavy Equipment Operator – 903 hrs.
2. Heavy Equipment Operator /CDL - 1050 hrs.

### **CLUSTER: HEALTH SCIENCE**

#### **Therapeutic Services Pathway**

1. Health Science Therapeutic Careers – 496 hrs.
2. Registered Medical Assistant - 1050
3. Health Care Technician – 926 hrs.
4. Paramedic – 1074 hrs.
5. Practical Nurse – 1463 hrs.

**Jeanna Munholland**

**Jay Wood**

**Beckie Balch**

**Marilyn Jarrett**

**Julie Williams**

### **CLUSTER: HUMAN SERVICES**

#### **Personal Care Services Pathway**

**Cynthia Atchico**

1. Cosmetologist Public – 1000 hrs.
2. Cosmetologist – 1500 hrs.
3. Practicing Master Instructor – 500 hrs.
4. Master Instructor – 1000 hrs.

### **CLUSTER: INFORMATION TECHNOLOGY**

#### **Information Support and Services**

**Roberta Sams**

1. Multimedia Specialist/Photo Video – 900 hrs.
2. Multimedia Specialist/Auto CAD –900 hrs.
3. Desktop Publisher/Graphic Design – 540 hrs.
3. PC Support Technician – 540 hrs.
4. Desktop Support Technician –810 hrs.



**CLUSTER: LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY**

**Emergency & Fire Management Services**                      **Jay Wood**

1. Advanced Firefighter – 785 hrs.

**CLUSTER: TRANSPORTATION, DISTRIBUTION & LOGISTICS**

**Automotive Service Pathway**                                      **Nathan Dial**

1. Automotive Service Technician (NATEF Compliant) – 1050 hrs.

**CLUSTER: MANUFACTURING**

**Welding and Metal Fabrication**                                      **Larry Bodine**

1. Structural Welder – 480 hrs.
2. Combination Welder – 1050 hrs.

For program course descriptions, please see our Full-Time Program Brochure or refer to our web-site at [www.pontototech.edu](http://www.pontototech.edu).

**B. Entities that License and Accredit**

PTC is accredited by the Oklahoma Board of Career and Technical Education, Oklahoma State Department of Education, Oklahoma State Accrediting Agency, Oklahoma State Department of Health, American Association of Medical Personnel, Oklahoma Board of Nursing, Automotive Service Excellence and the National Automotive Technicians Education Foundation, Oklahoma State Board of Cosmetology, National Center for Construction Education and Research.

Any student wishing to review documents describing the institutions accreditation, approval or licensing should submit a written request to do so to the Superintendent’s Office.

Within ten (10) working days of submission of the request, documentation will be made available for inspection.

Any student wishing to file a complaint with any of the above accrediting agencies should contact the Superintendent’s Office for contact information.

**C. Rights and Responsibilities of Recipients**

**1. Right-to-Know**

- a. Institution’s annual campus security report
- b. Information on financial aid
- c. Information on the school

- d. Student completion, graduation, placement, retention, Diversity
- e. Information about students' rights under FERPA
- f. Drug and alcohol policies, penalties, and programs available
- g. Copyright Infringement Policy & Peer to Peer
- h. Textbook Information & Opt out Policy
- i. Constitution Day & Voter Registration
- j. Netprice Calculator
- k. Gainful Employment
- l. Vaccination Policies
- J. Consortium Agreements
- K. NSLDS & Loans
- L. Scholarship Fraud
- M. Contact information for filing Complaints

## **2. Responsibilities**

- a. Use financial aid funds for school related expenses
- b. Report all outside aid to the financial aid office
- c. Maintain satisfactory academic progress
- d. Report changes in enrollment to the registrar and financial aid office
- e. Notify the financial aid office before withdrawing
- f. If you don't understand the financial aid process ask questions
- g. Complete the required paperwork requested to the financial aid office

## **3. Confidentiality**

PTC complies with the Family Education Rights and Privacy Act of 1974-revised

Pontotoc Technology Centers complies with the Family Educational Rights and Privacy Act of 1974. Information maintained by Pontotoc Tech about students and former students is covered under FERPA. FERPA is a federal law established in 1974 that gives parents and students who are 18 years of age or older (eligible students) specific rights to access educational records and to protect the privacy of these records. These rights include: the right to inspect and review education records; the right to request the amendment of education records that the student believes is inaccurate, misleading, or otherwise in violation of student's privacy rights under FERPA; the right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Technology Centers to comply with FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC, 20202-4605, phone: 202-260-4605. Contact Cindy Byrd, 580-310-2264 for FERPA information.

## **D. Student Services**

### **1. Services to Students with Disabilities**

PTC provides reasonable accommodations and support for students with disabilities and special Education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA). If you have questions, need accommodations, or need a copy of the complete Notice of Rights: Section 540/ADA, contact Cindy Byrd, Director of Instruction/Student Services, at 580-310-2224 or [ksimpson@pontotoctech.edu](mailto:ksimpson@pontotoctech.edu)

### **2. Testing and Assessment**

Brent Balch our Assessment Specialist and provides various testing for students. These tests include: Compass and TABE (pre-enrollment test), OKCIS – Interest Inventory, Competency tests, CNA tests, EPA tests, State Merit tests and Work Keys. For more information, contact Brent Balch at 580-310-2271 between the hours of 8:00 a.m. and 4:30 p.m. or [brbalch@pontotoctech.edu](mailto:brbalch@pontotoctech.edu)

### **3. Counseling Available**

PTC counselor Cindy Byrd. Cindy is available to assist high school students and adults with all counseling needs. Student Services office hours are 7:30 a.m. to 3:30 p.m. To schedule an appointment, contact Cindy Byrd at 580-310-2264 or [cbyrd@pontotoctech.edu](mailto:cbyrd@pontotoctech.edu)

### **4. College Services**

Effective with the 2015-2016 school year, changes in the Criteria for Accreditation, Assumed Practices, and Obligations of Affiliation from the Higher Learning Commissions, (HLC), have modified how colleges and technology centers work together for any technical curriculum to be awarded as college credit in a Cooperative Agreement Program (CAP). Some certifications and/or licenses obtained at Pontotoc Technology Center may be applicable towards an associate's degree, from a community college in Oklahoma, through a process of utilizing Prior Learning Assessments (PLA). For more information please contact Cindy Byrd at [cbyrd@pontotoctech.edu](mailto:cbyrd@pontotoctech.edu) or 580-310-2264.

## **Section II: Financial Assistance Available**

### **A. Title IV Programs of Assistance: General Conditions of Eligibility**

PTC participates in the following Title IV financial aid programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and the Oklahoma Tuition Aid Grant (OTAG).

In general a student is eligible to participate if the student:

1. Is a regular student
2. Is enrolled or accepted for enrollment in an eligible program that leads to a certificate as a post-secondary student after vocational assessment has occurred.
3. Have a high school diploma or its equivalent, or;
  - \* Enroll in a school that participates in an approved state process, or
  - \* Complete his or her state's requirement applicable to home schooling;

4. Is not simultaneously enrolled in an elementary or secondary school
5. Is a U.S. citizen, or U.S. national (which includes natives of American Samoa or Swain's Island)  
Is a U.S. permanent resident who has an I-151, I551, or I-551C (Alien Registration Receipt Card).  
Is a citizen of the Freely Associated States: Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau to be eligible for the Federal Pell Grant, The FSEOG Grant or the Federal Work Study Programs.  
Is an "Eligible Non-Citizen", an eligible non-citizen is an individual who can provide documentation from the United States Citizenship and Immigration Services (USCIS), in the Department of Homeland Security (DHS), that she/he is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident. An eligible non-citizen will have an Arrival-Departure Record (I-94) from the Bureau of Citizenship and Immigration Services showing one of the following designations: "Refugee", "Asylum Granted", Cuban-Haitian Entrant, Status Pending, or Conditional Entrant (valid only if issued before April 1, 1980). Note: (UCIS was formerly known as the U.S. Immigration and Naturalization Service).
6. Have a valid Social Security Number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
7. Be registered with Selective Service if required.
8. Certify, by signing a statement of Educational Purpose, that she/he will use federal student financial aid only to pay for educational costs;
9. Is not in default on any Federal loans; and has not borrowed in excess of the loan limits, under Title IV programs, at any institution.
10. Must not owe an overpayment on a Pell Grant, FSEOG Grant or OTAG Grant received at any institution;
11. Must not have borrowed in excess of the annual or aggregate loan limits;
12. Must not have property subject to a lien for debt owed to the United States;
13. Is maintaining satisfactory progress in the program she/he is pursuing according to the standards of this institution;
14. Must not have any disqualifying drug convictions; and
15. Have financial need, if applicable.

In addition, a student's eligibility for Title IV aid could be affected by such factors as:

Prior degrees, enrollment status, remedial course work, correspondence study, study by telecommunications, incarceration, and conviction for drug offenses.

Unusual Enrollment History (UEH): Implemented effective with the 2013-2014 award year as a means to prevent fraud and abuse in the Pell Grant and Title IV programs. A student with an unusual enrollment history will be identified and institutions will receive notification of such via the Student's Institutional Student Information Record (ISIR) by means of a UEH Flag and an accompanying "C" Code. The institution will be required to review the UEH information for the student for a resolution to determine whether or not a student is eligible for continued aid at the institution using guideline provided by the United States Department of Education (ED). If an institution determines to deny additional aid to a student the reasons for the denial will be placed in the student's financial aid file as documentation and maintained for possible review. Further, the decision of the institution is final and is not appealable to ED.

These are general eligibility requirements. Eligibility requirements specific to programs are discussed on the following pages.

Note: These are the general eligibility requirements.

## **B. Definition of a Regular Student and Special Student**

1. **Regular Student:** A student must meet the following criteria to be designated as a regular student for the purpose of receiving financial aid: (a) have attained a high school diploma or GED, be beyond the age of compulsory school attendance, or have met the statutory exemptions for

compulsory school attendance and (b) complete admission assessments including academic achievement and career interest.

**\*Note: The above is applicable to students who first enroll or register prior to July 1, 2012. Due to the provisions of the consolidated Appropriations Act, 2012 (Public Law 112-74): Students who do not have a high school diploma or a recognized equivalent (e.g. GED), or do not meet the home school requirements, and who first enroll in a program of study on or after July 1, 2012, will not be eligible to receive Title IV Student Financial Assistance.**

2. **Special Student:** Entering students who do not possess a high school diploma or GED are classified as special students and therefore are not eligible to receive Title IV Student Financial Assistance.

## C. How to Apply for Federal Financial Assistance

To apply for assistance from the following Title IV Programs, a student must complete the Free Application for Federal Student Aid (FAFSA) on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A computer is available in the financial aid office for students who do not have access to a computer.

Students who apply may qualify for:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Oklahoma Tuition Aid Grant (OTAG) - State Aid Deadline December 1st

Items needed to complete the FAFSA: Income information, (i.e. federal tax forms, w-2's) drivers license number, social security number, balances of cash savings, and checking accounts and asset information. Students may also use the data retrieval tool on the FAFSA to import there tax return. (Note: can't find your federal tax return? Call the IRS at 1-800-829-1040).

Students and parents (if student is dependent) are required to sign the FAFSA. By signing the fafsa you are certifying that the funds received will be used for expenses related to attendance (tuition, fees, books, transportation, and living costs) and that you are not in default on a student loan or have made satisfactory arrangements to repay it, do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, will notify PTC if you default on a federal student loan, and will not receive a Federal Pell Grant from more than one college for the same period of time.

Also, by signing you agree that you will provide information to verify the accuracy of the FAFSA. This information may include Federal Tax Returns, W-2's and Verification forms. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

Students may print the signature page and mail in or, for faster processing, register for a pin number at [www.pin.ed.gov](http://www.pin.ed.gov). The pin number is a unique identification number and should not be shared or disclosed with anyone.

## D. How Need is Determined

### 1. Federal needs Analysis Methodology

Federal needs analysis methodology is methodology for determining the Expected Family Contribution (EFC) for a student, as well as his/her Cost of Attendance (COA).

#### (a) Cost of Attendance

The cost of attendance (COA) is the total amount it will cost to go to school – usually expressed as a yearly figure. The COA covers tuition and fees on campus, room and board, or housing and food allowance for off-campus students; and allowances for books, supplies, transportation, child care, costs related to a disability, and miscellaneous expenses.

#### (b) Expected Family Contribution (EFC)

The Expected Family Contribution is the amount that indicates how much of a student’s family financial resources should be available to help pay for school. The EFC can include a parental contribution in the case of a dependence student; and in the case of an independent student, a student (and spouse, if applicable) contribution.

The available income of the student and his/her spouse, and in the case of a dependant student, the student’s parents; available income is considered in determining the EFC; as well as the number of dependents in the family, the number of dependents in the family who are enrolled at least half-time in post-secondary education, and the assets of the student and his/her spouse, and in the case of a dependent student, the student’s parents’ assets. Other items considered in determining the EFC can be obtained from the financial aid office upon request.

### 2. Use of Professional Judgment

Professional judgment is a discretionary decision or opinion reached on the basis of the experience of a financial aid administrator. The professional judgment decisions of PTC will be applied to all SFA programs, will be done on an individual case-by-case basis, and will only be made to data items in the cost of attendance and the need analysis (determination of the Expected Family Contribution). Data used in Professional Judgment decisions will be submitted via FAA Access to CPS on-line. Examples of use of Professional Judgment include but are not limited to: unusually high medical or dental expenses or a large change in income from last year to this year.

### 3. Institutional Costs

#### a. Tuition

<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>
\$2.75 per clock hr.	\$5.25 per clock hr.	\$5.25 per clock hr.

#### b. Books, Supplies, Fees Costs

Books and supplies vary among the different programs.

#### c. Living Cost

PTC does not offer institutional housing to board its students. All students live off campus and commute.

d. Student Budgets

INDEPENDENT STUDENTS		DEPENDENT STUDENTS	
9 Month	\$16,498	9 Month	\$7,784
12 Month	\$21,997	12 Month	\$10,378

Budgets are derived from the following:

U.S. Dept. of Labor, Bureau of Labor Statistic/Consumer Price Index

For Detailed Calculations of Budgets see the Financial Aid Office

Note: PTC does not participate in student loans. Title IV Federal Grants are entitlement programs so budget amounts do not affect the amount of Title IV Aid a student may receive.

**E. Title IV Programs and Other Programs Available**

Federal Pell Grants

Federal Supplemental Opportunity Grants (FSEOG)

Oklahoma Tuition Aid Grant (OTAG)

Veterans Educational Assistance

Bureau of Indian Affairs

Vocational Rehabilitation

WIOA

PTC Tuition Scholarship/Waiver

OK Promise

Scholarships:

Otha Grimes/Francis Tuttle Scholarships

**Description of Programs Available and Application Procedures**

**1. Federal Pell Grant Program**

- a. Definition – The Federal Pell Grant Program is a federally funded program which provides up to \$6,095 for the 2018-2019 award year to post-secondary students enrolled in an eligible program at least half-time.
- b. Application Procedures – Students may apply by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students without a computer may go to the financial aid office to complete the fafsa. Paper applications are also available in the financial aid

office. For assistance in completing the fafsa, you may schedule an appointment with the Financial Aid Specialist, Jannice Williams at 580-310-2223. Within 3 to 5 days, the student will receive an eligibility report called a Student Aid Report (SAR), which consists of 3 to 5 pages. This report includes a summary of application information and the determination of the students' expected family contribution (EFC).

PTC will also receive the electronic transmission of the Student Aid Report. The electronic record is known as the Institutional Student Information Record (ISIR). Transmissions are usually received within 3 to 5 days of the date the FAFSA is processed by the Central Processing System. PTC only receives ISIR's for students who indicate PTC's school code of 025974. The report includes a summary of application information and the determination of the student's Expected Family Contribution (EFC).

The EFC is the result of the computations involving the financial and non-financial data submitted on the FAFSA.

The method of computing eligibility applies to all dependent and independent students uniformly. The specific computations involved in the calculation may be obtained by contacting Jannice Williams, Financial Aid Specialist at 580-310-2223 or at [jawilliams@pontotocotech.edu](mailto:jawilliams@pontotocotech.edu)

The Financial Aid Specialist will determine if all application requirements have been met. If so, the EFC is used to calculate the scheduled Pell Award by using the annually published Scheduled Federal Pell Grant Awards Chart. Depending on the program enrolled and number of hours left to complete, typically two payment periods are scheduled per Academic Year. The student is notified of their payment amounts and estimated payment dates thru an award letter.

- c. Eligibility Requirements – Students must meet the eligibility requirement outlined in Section II-A, Title IV Programs of Assistance – General Conditions of Eligibility. A student will not be entitled to receive a Federal Pell Grant payment from more than one school concurrently.

A student must be enrolled in an eligible program and be maintaining satisfactory progress to receive payment. To be eligible to receive payments a student must not be in default on any Loan; must not owe a refund on any Pell, Supplemental, or State Grant.

Lifetime Eligibility Used: Per the Consolidation Appropriations Act of 2012 (CAA), for the 2012-2013 award year and subsequent award years, a student's maximum duration Pell Grant eligibility is 6 scheduled awards, as measured by the percentage of "Lifetime Eligibility Used" (LEU). A student is ineligible to receive further Pell Grant funds if they have 600% or greater of "Lifetime Eligibility Used" (LEU). This limitation is not limited to students who received their first Pell Grant on or after July 1, 2008, as was the previous limit of 9 Scheduled awards.

- d. Criteria for Selecting Recipients from Group of Eligible Applicants – All eligible recipients will be paid. Federal Pell Grant Amounts are based on:

- I. Federal Pell Grant Cost of Attendance for a full academic year
- II. Enrollment Status of the student
- III. Length of the program and length of time the student is enrolled
- IV. Federal Pell Grant Payment Schedule (revised annually by the Department of Education)

PTC has set its academic year at 900 clock hours and 26 weeks of instruction. An academic year of 900 hours/26 weeks (with a payment period of 450 hours 13 weeks) is applicable to all Programs that are 900 hours or greater. For programs less than 900 hours, the payment period is one half of the total hours of the Program and weeks are determined based on the hours.



- e. Method and Frequency of Disbursement – Students receive their first payment as soon as the student, the financial aid office, the business office, and the U.S. Department of Education process all necessary paperwork. This is a collaborative effort with many players involved. Since the majority of students begin in August, first payments are usually made by October 10th. Second payments are usually made within 4-6 weeks after they have *successfully* completed their first payment period. Payment dates vary depending on the program enrolled and the full-time or half-time status of the student. A full-time student would obviously complete the required hours in a pay period sooner than a half-time student and receive their second disbursement at an earlier date. PTC’s grant approved Programs range from 600 to 1500 hours. Pay periods for 600 hour majors are divided into two 300 hour pay periods. Pay periods for 900 hour programs are divided into two 450 hour pay periods. Students are notified of their payment period hours and estimated payment dates thru their award letter. The financial aid office notifies the business office, which in turn, draws down funds and disburses checks to the students. An e-mail is sent to the instructors to inform students that grant checks are available for pick up. The Financial Assistant disburses the checks to students.

Students withdrawing from school prior to PTC receiving a valid ISIR are not eligible to receive Pell Disbursements. However, eligible students who have not been paid prior to withdrawal are eligible for a post-withdrawal disbursement for the period enrolled as an eligible student. Students are sent a post-withdrawal acceptance letter and have 10 days from the date of notification to accept their disbursement.

According to the federal check disbursement policy, PTC will collect applicable tuition and fees from the Pell disbursement before a check is issued to the student. Applicable outstanding book and supply charges will be also be deducted with appropriate authorization from the student.

## 2. Federal Supplemental Opportunity Grant (FSEOG)

- a. Definition – The Federal Supplemental Opportunity Grant Program is a federally funded program which provides up to \$200 for the 2018-2019 award year to post-secondary students enrolled in an eligible program at least half-time.
- b. Application Procedures- Students may apply by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students without a computer may go to the financial aid office to complete the fafsa. Paper applications are also available in the financial aid office. The student will receive a SAR and the school will receive an ISIR. This report includes the students’ expected family contribution (EFC).  
  
The EFC is used to determine the students’ eligibility for the grant.
- c. Eligibility Requirements – Students must meet the general conditions of eligibility as outlined in Section II-A.  
  
A student must be enrolled in an eligible program and be maintaining satisfactory progress to receive payment. To be eligible to receive payments a student must not be in default on any loan; must not owe a refund on any Pell, Supplemental, or State Grant.
- d. Criteria for Selecting Recipients from Group of Eligible Applicants – All eligible recipients will be paid. FSEOG grant amounts are based on:
  - I. First Selection Group - Students with automatic zero EFC’s and an application deadline date of March 1st. Students with zero EFC’s are considered the neediest of students.
  - II. Must be receiving a Pell Grant

III. Second Selection Group – Students with auto zero EFC's and an application deadline date of April 1st.

IV. Application deadline dates are extended until all funds are exhausted.

- e. Method and Frequency of Disbursement – Students receive a first payment as soon as the student, financial aid office, business office, and the government process all necessary paperwork. Since the majority of students start in August the majority of the funds are disbursed usually by November. PTC has to request funds and the Federal Government awards schools based on the completion of their annual FISAP report. PTC has consistently been awarded a total of \$11,268.00 in FSEOG funds.

PTC awards a total of \$11,268.00 in FSEOG funds to students and meets the nonfederal 25 % match by using the aggregate basis. Match requirements are met by awarding State Grants (OTAG).

PTC also keeps an administrative cost allowance of the 5% allowed which totals \$563.

The Financial Assistant disburses the checks to students.

### 3. Oklahoma Tuition Aid Grant Program (OTAG)

- a. Definition – The Oklahoma Tuition Aid Grant program assists schools in providing grants to eligible students who have substantial need. Students may receive up to \$1,000 per academic year as a full-time student for tuition assistance.

- b. Application Procedures – Students may apply for Oklahoma Tuition Aid Grant (OTAG) by completing the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA should be completed by the December 1st deadline for the upcoming award year.

OTAG Award Claim Forms are requested by PTC from the OTAG State Office to determine the students who are eligible for the grant.

Upon receipt of the Claim Form, the financial aid office will verify that the student is enrolled and attending at least half-time in an eligible program. Once verification is completed, the Claim Form is returned to the OTAG office for processing for the issuance of a master check made out to PTC.

The check is forwarded to the business office along with the names of the recipients and checks are cut twice a year, once in the fall and once in the spring.

- c. Eligibility Requirements – Students must meet the eligibility requirements outlined by Section II-A. Students must be legal residents of the State of Oklahoma as determined by the current Policy on Resident Status of Enrolled Students in the Oklahoma State System of Higher Education.

Students must be enrolled or accepted for enrollments as a full-time or part-time student in an Oklahoma post-secondary educational institution accredited by the Oklahoma State of Regents or Oklahoma Department of Career and Technology Education.

Students must have substantial financial need as determined annually in accordance with OTAG criteria.

Students must maintain satisfactory progress in his or her program of study.

- d. Criteria for Selection – For best consideration, students should complete and submit the FAFSA to the federal student aid application system as soon as possible after January 1. It is important to apply early, as OTAG receives more eligible applications than can be awarded with available funds. How early a student

applies can be the deciding factor in whether that student is offered an OTAG award. For best consideration, students should submit their FAFSA on or before the December 1st deadline.

- e. Method and Frequency of Disbursement – Eligible recipients must meet satisfactory academic progress to receive their check. Funds for OTAG are sent to the Institution and if nothing is owed to the school then a check is disbursed to the student by the business office once in the fall semester and once in the spring semester. Half-time student awards are typically \$492 per semester and full-time awards are \$500 per semester.

The Financial Assistant disburses the checks to students. Once all the checks have been distributed, a Disbursement and Accounting of Funds Report is sent to OTAG confirming all funds have been issued.

OTAG awards are not offered retroactively.

#### 4. Other Programs

- a. Veterans Benefits – PTC’s Financial Aid Office assists eligible Veterans by sending in Enrollment Certifications to the Veterans Administration in Muskogee, Oklahoma once the student is enrolled. Eligibility is determined by the Muskogee office for the following programs: Montgomery GI Bill Active Duty – (**Chapter 30**), Selective Reserve- (**Chapter 1606**), Selected Reserve-Individual Ready Reserve and National Guard- (**Chapter 1607**), Veterans Educational Assistance Program – VEAP and Dependents’ Educational Assistance Program – (**Chapter 35**) and Post/911 (**Chapter 33**).

Eligibility for VA-Vocational Rehabilitation - (**Chapter 31**) is determined by the Federal VA Vocational Rehabilitation Office in Oklahoma City, Oklahoma.

The Veterans Retraining Assistance Program (VRAP) is effective July 1, 2012. VRAP offers up to 12 months of training to veterans who: are at least 35 but no more than 60 years old, are unemployed on the date of application; received an other than dishonorable discharge; are not eligible for any other VA education benefit program; are not in receipt of VA compensation due to unemployability and are not enrolled in a federal or state job training program. This program will end March 2014.

Additional information can be found at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling 800-827-1000.

- b. Bureau of Indian Affairs – Students may contact their Tribal offices for assistance with payment of their education. PTC’s Financial Aid Specialist has a good rapport with the Choctaw and Chickasaw offices and assists students with all necessary paperwork that the various Tribes require. Grants may provide tuition, books, supplies, and living allowances.
- c. Vocational Rehabilitation- Eligibility is determined by the Oklahoma State Department of Rehabilitative Services. Funds are intended to assist those who have disabilities or injuries. Educational benefits may pay for tuition and/or books as determined by Rehabilitative Services. Call 580-310-5300 for application information. PTC’s Financial Aid Office will assist students with all the necessary Voc-Rehab paperwork requirements.
- d. WIOA – Workforce Investment Opportunity Act (Big Five Community Services) is a federal program of assistance. Students must be “economically disadvantaged”, unemployed or underemployed to qualify for this program. Shannon Hill is the Big Five Case Manager for the Ada area and her office is located at Workforce Oklahoma. PTC’s Financial Aid Office will assist students with all the necessary paperwork requirements.
- e. Career Tech Scholarship – This scholarship is The Career Tech tuition waiver scholarship is designed to help students who have graduated from a partner school within the last 2 years and who want to pursue a successful program beginning with training through Pontotoc Technology Center. In order to qualify for this scholarship you need to have:

Completed an application for admission to Pontotoc Technology Center;  
Maintained good attendance during high school;  
Maintained a C+ in the core curriculum (2.5 on a 4.0 scale)  
Submitted a letter of recommendation from an administrator or counselor by the deadline date;  
Completed a one-page narrative stating why the student is pursuing this training and why they should receive the scholarship.  
Provided a parent/guardian's signature on the application form.  
Provided an official copy of their high school transcript;  
Fulfilled all other admission requirements set forth by the Technology Center for adult admission.  
Applications can be obtained in the counselor's office.

f. Other Scholarships Available –

Otha Grimes/Francis Tuttle Scholarships – The Oklahoma Foundation for Career and Technology Education administers these scholarships that are awarded to students in the fall and the spring. Award amounts range from \$200 to \$500 and are determined by the Foundation.

Physician's Manpower Scholarships – Awarded annually in July to Practical Nursing students only. Students applying for the scholarship are required to sign a contract with the State of Oklahoma for one year upon completion of the Nursing program.

Contact Jannice Williams, Financial Aid Specialist for scholarship applications and assistance.

## F. Satisfactory Progress

Once financial aid is awarded, in order to continue to receive federal financial aid, a student must be making satisfactory progress. A student is normally considered to be making satisfactory progress if s/he is making a cumulative grade of "C" or above (qualitative measure) and is making timely progress toward the attainment of a Program Completion Certificate (quantitative measure). Satisfactory Academic Progress checked at the end of each payment period.

Students may take up to 50% longer than the normal time of their Program to complete that program and still be regarded as being in good standing. However, a student will no longer be eligible for Title IV federal financial aid once s/he has received aid for the number of hours in the program. (Example: 900 clock hour for most Program) The maximum time a student can attend Pontotoc Technology Center in a 900 hour Program is 1350 clock hours which is equivalent to an additional fifteen weeks.

Example: A full-time student would normally complete a 900 clock hour Program in thirty-four weeks. An eligible student would receive Title IV aid for 900 clock hours during the school year. The student could take an extra fifteen weeks at full time status (extra 450 clock hours) to complete the Program if the student was not able to complete in thirty-four weeks (and providing there is space in the Program) but that student WILL NOT receive Federal Financial Aid.

However, the student would not be eligible to receive additional Title IV aid for the additional 450 clock hours. In no instance can the student receive aid for more hours than the program is accredited for.

### QUALITATIVE MEASURE (GRADES)

Each student's cumulative grade will be reviewed at the completion of each payment period.

If the student's grade is "C" or above, the student is eligible to receive aid for the following payment period.

If the student's grade is "D," the student will be placed on Warning status.

#### QUANTITATIVE MEASURE

The maximum time frame for completing a program is no more than a 150% of the program in accordance with the student's enrollment status (i.e. full-time or part-time)

The increment for measuring a student's progress will be each payment period.

Each student must be proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. At PTC this means the student must have completed a minimum of at least 67% of the scheduled learning objectives for the payment period.

Even though you may meet this requirement be aware of the Disbursement Period Requirements.

#### WARNING

If a student receives an unfavorable progress report that is not in compliance with the SAP requirements as outlined above, the student has failed to maintain satisfactory progress. The student will be informed in writing due to his/her failure to maintain SAP. The student will then be placed on a warning status. During that time, the student is responsible for completing the required cumulative amount of curriculum with at least a letter grade of "C" or higher. The student must also have met the required cumulative clock hours for the evaluation period. During this warning period the student will continue to receive financial aid. Students who are unable to meet the required grade or who are not progressing at the end of this warning period will be suspended from further financial aid due to failure to maintain satisfactory progress. When a student's financial aid is suspended for a nine week period or longer the attending hours will count towards the student maximum timeframe to complete the program.

How to Re-Establish Eligibility- In the event a student is suspended from financial aid due to his/her failure to maintain satisfactory progress, the student must re-establish his or her eligibility for aid.

For instance, if the average cumulative grade is not at least a "C", the student must bring the average cumulative grade up to at least a "C" or above within the designated pay period in order to re-establish his/her eligibility for further aid.

If the student has not completed the required work/hours up to that point in the program, the student must complete the work or hours before the end of the pay period.

If a student, who was suspended from financial aid, leaves the institution and then returns, that student will not be eligible to receive financial aid until such time that the time has reestablished eligibility by meeting all satisfactory progress requirements.

#### Maintaining Eligibility for Assistance

- a. First Payment: Student's enrollment status will be checked on our student accounting system to ensure the student is enrolled in and attending an approved program on at least a half-time basis.

If the student has met the initial entrance and eligibility standards, the student will receive the first payment on or before the estimated disbursement date.

- b. Subsequent Pay Periods: If SAP - Satisfactory Academic Progress has been attained after completion of the first payment period the student will be eligible for their next scheduled disbursement. This procedure will be repeated until all pay periods are complete.

If SAP has not been met the student will be notified in writing detailing the reasons SAP was not met, explaining the procedures to get their funding re-instated.

- d. Continuing Students: Students enrollment status will be checked and documented in their file to ensure that they are still enrolled in an approved program on at least a half-time
- e. basis.

## **G. PROCEDURE FOR ADVANCED STANDING**

A student may receive advanced standing for coursework completed in a previous program at PTC and/or at another technology center or educational institute. Please note that the final approval for advanced standing is at the discretion of the instructor. Advanced standing will be given on a course by course basis. Instructor reserves the right to require student to pass a comprehensive exam before credit is given. If a student wishes to receive advanced standing, the student must fill out a "Student Request for Advanced Standing" form.

### Withdrawals, Drops, Transfers and or Incompletes

Students who receive payment and withdraw or drops before a payment period is completed and does not owe a refund or has not been overpaid must sit out one whole payment period before being re-admitted. The student must complete the course work already paid for before receiving more financial aid. The request for re-admission must be made in writing and must be approved by the Director of Student Services before the student is re-admitted.

Former PTC students who have completed a program may not be re-admitted to the same program within a two year time frame.

Transcripts from other schools, colleges and accredited institutions will be evaluated by the director and the instructor involved and credit may be given for appropriate units of instruction. Financial aid will be adjusted accordingly in approved programs.

### Course Repetitions and Remedial Courses

Students wanting to repeat a specific course must have permission of the instructor and director to do so. A repeated course is not eligible for financial aid.

Remedial coursework is not offered at PTC.

If a student wishes to repeat an entire program, s/he may do so once two academic years have elapsed and the student has been approved for readmission. Financial aid would once again be available if the student met all eligibility criteria in accordance with federal regulations.

## **H. APPEAL PROCESS/FINANCIAL AID PROBATION/FINANCIAL AID WARNING**

An appeal is the process by which a student is not meeting the Satisfactory Academic Progress criteria petitions for reconsideration of eligibility for Title IV aid. All students who receive notification that aid has been suspended will receive written procedures to follow to appeal the decision of the Financial Aid Office or a warning letter. This information will specify the conditions under which the student may appeal or the conditions of the financial aid warning.

All students who do not meet the curriculum and seat time criteria will receive written notification that aid has been suspended and the procedures to follow to appeal that decision by the Financial Aid Office.

The student's request for an appeal must be submitted, in writing, to the Financial Aid Office within 10 working days of being notified of the suspension of aid. This appeal request must include why the student failed to make the curriculum and seat time component of Satisfactory Academic Progress and what has changed that will allow the student to make Satisfactory Academic Progress at the next payment period evaluation.

If a student requests an appeal, a Financial Aid Committee, consisting of five objective Pontotoc Technology Center employees and in some cases a representative from the Financial Aid Office, will review the student's case. Generally, within ten (10)

working days the Financial Aid Committee will evaluate the case. The majority vote of the Committee, excluding the representative from the Financial Aid Office, will make the decision to continue the suspension of aid or not.

If the Committee decides to uphold the decision of the Financial Aid Office to suspend financial aid, the student would then have an option to request a meeting with the Financial Aid Committee to further appeal the decision (in person). After the second level of this phase for the appeal process, the student will be notified within ten (10) working days of the decision. If the Committee determines the student will be able to make the Satisfactory Academic Progress standards by the end of the next payment period and decides to reinstate the student's eligibility for Title IV aid, the student will be placed on Financial Aid Probation and may receive aid for one payment period. After the end of the Financial Aid Probation period, the student must be making Satisfactory Academic Progress to continue to receive Title IV aid for that program/program.

It is important to note a student may be considered making Satisfactory Academic progress by meeting the Pace of Progression requirement; however, a second or subsequent payment of Title IV aid cannot be disbursed until the student has successfully completed all the hours in the previous payment period. Students who are "behind schedule" and/or have not maintained an average cumulate grade of a "C" or above, and/or who have not successfully completed the hours in the payment period will be considered as not making satisfactory progress. These students will be notified of such, and that they are being placed on a Financial Aid Warning Status and future disbursements will be suspended. Students will have a period of 60 days from the date of the letter or the end of the program/program, whichever comes first, to reestablish eligibility.

NOTE: The number of times for a student to request an appeal is once per program.

### **III. Institutional Information**

#### **A. Federal Title IV Recipients**

Tuition will be charged by the payment period.

#### **B. School Refund Policy**

For all of the Pontotoc Technology Center District #14 area, if a student drops a Program before completion, tuition refunds will apply as follows:

No tuition refund will be given for a Program courses that the student has completed.

If a student withdraws before classes begin a full refund will be given less a \$10 processing fee.

If the student has begun classes but not yet completed and drops or withdraws, upon request a partial tuition refund may be given depending upon how far the student has progressed in the Program.

Students withdrawing before completing 25% of the Program scheduled hours will receive a refund of one half of the amount paid, less a \$10 processing fee.

Students withdrawing after completing 25% of the Program scheduled hours will receive no refund.

No refunds will be given for books, supplies, fees, or any other non-tuition costs.

Refunds are disbursed by the Business Office within ten business days after notice of a student withdrawal has been received from the Financial Aid Office.

If a student's tuition has been paid by an agency or through financial aid assistance, refunds will be processed in accordance with the rules and policies of the tuition source.

## **C. Return of Title IV Funds Refund Policy**

According to Title IV regulations, PTC will determine the amount of federal student aid to return based on a prorated portion of tuition, fees, and other institutional charges for a student who withdraws, drops, or is dropped by the school for any reason.

### **Percentage Earned**

This is equal to the percentage of the payment period the student completed as of the student's withdrawal date. If a student withdraws before s/he has completed more than 60% of the clock hours scheduled to be completed for the payment period, the percentage of time completed is the amount or percentage earned. The student may also need to return any unearned funds as determined by the return calculation. The student will be billed for any unearned funds including the amount of institutional charges (tuition, books, supplies, fees) the school had to return on their behalf.

If the student withdraws after completing more than 60% of the payment period, the student has earned 100% of the clock hours scheduled to be completed within the payment period.

Example: Pell is disbursed by payment periods. Amount of Pell that could have been disbursed is \$2,366.00 for the payment period in which the student withdrew.

Percent of Title IV Aid Earned:

$80 \text{ (hours scheduled to complete)} \div 450 \text{ (total hours in period)} = 17.77\%$  Amount of Title IV Aid Earned by Student  $17.77\% \times \$2,366 = \$420.43$ .

\$420.43 is the amount of aid earned by the student. If the student doesn't have any outstanding tuition or fee balance, \$420.43 would be the amount that will be disbursed to the student.

Once the amount of Title IV aid is determined by the Financial Aid Office the student will receive a letter stating how much Title IV aid was earned. The letter will also explain if the student has an outstanding balance that is owed to the school for tuition, fees and any other institutional charges and the due date for the payment. The student must realize that tuition and fees may be offset from the amount earned by the student if the institution so chooses.

### **Return Date**

PTC is required to return unearned funds, for which it is responsible, no later than 45 days after the date that it determines that the student has withdrawn.

### **Title IV Credit Balances**

When a student withdraws during a period and a Title IV credit balance exists, PTC will not release the credit balance until the Return of Title IV Aid calculation has been performed. Any grant overpayment that may be owed by the student as a result of the student's current withdrawal will be reduced first by the student's credit balance. Any remaining credit balance funds will be used to pay authorized charges at the institution and finally disbursed to the student. PTC does not participate in any of the Title IV loan programs.

### **Post-Withdrawal Disbursements**

Occasionally, a student will withdraw and be eligible for an additional disbursement of funds referred to as a post-withdrawal disbursement. Before a post-withdrawal disbursement is given, PTC will determine if any outstanding charges exist on the student's account such as tuition and fees and other charges if the student contracts with the school. All or a portion of the post withdrawal disbursements may be used to offset these type charges.

### **Withdrawal Procedures**

PTC is a school that keeps attendance; although we are not required to.



The student is responsible for notifying the PTC of his/her desire to discontinue his/her training program. If the student is a secondary student, no withdrawal from PTC will be allowed without prior approval from the partner high school. All books will be returned by secondary students and outstanding debts cleared by all students in order to receive any form of transcript. (School Law—Section 342 B 2)

If a student withdraws in any given 9-week period, they will only be given consideration for readmission to the next 9-week session. Practical Nurse students who withdraw will only be considered for readmission after one full session has passed.

To officially withdraw from PTC, contact Cindy Byrd at 580-310-2264 or by email [cbyrd@pontototech.edu](mailto:cbyrd@pontototech.edu). Failure to follow this procedure may result in elimination of refunds and/or removal from good standing status.

#### **Unofficial Withdrawal**

Any student who has missed five consecutive days without any contact to the school will be administratively withdrawn.

### **D. Period of Enrollment**

This means the actual period for which an institution charges a student, except that the minimum period must be, because PTC measures programs in terms of clock hours, the minimum period depends on the length of the program. If the program is longer than or equal to the academic year, the minimum period is greater of the payment period or one-half of the academic year.

If the program is shorter than the academic year, the minimum period is the length of the educational program.

### **E. Overpayments**

Any cash that PTC disbursed to a student for a payment period under any Title IV program may be an overpayment if the student withdraws or is expelled on/or after the first day of class of that payment period.

An Overpayment of a grant means that a student's grant payment exceeds the amount s/he is eligible to receive.

If an overpayment does occur, a portion of the award may need to be refunded to the Title IV program, and/or the student may need to repay a portion of the award funds received. PTC is required to return the full amount owed to any Title IV program no later than 45 days after the date the institution determines that the student has withdrawn. Current regulations specify a student does not have to repay a grant overpayment of \$50 or less.

## **Section IV: Verification Policies and Procedures**

PONTOTOC TECHNOLOGY CENTER SCHOOL DISTRICT #14 adheres to the following verification principles developed by the National Association of Student Financial Aid Administrators (NASFAA) and the regulations, which govern verification of Title IV assistance.

To ensure that limited financial aid funds are awarded to eligible students in an equitable and consistent manner, all institutions must develop policies for verification of family reported information.

Requirements for verification of family-reported information for purpose of qualifying for financial aid must be cost effective, flexible, and based upon acceptance of a reasonable tolerance range for error applied to award amounts.

While institutions vary widely by type, students served, and mission, minimum standards for verification must exist for all institutions.

Established institutional policies, which outline required forms and procedures to fulfill verification standards, shall be written and made available to applicants for financial aid.

Verification procedures used by institutions should as a minimum be based on an accurate representation of the applicant pool and may include the use of single or multiple edit checks used to establish error-prone criteria.

(In compliance with 34 CFR 668.53 of the Federal Regulations, these policies and procedures are required.)

#### PROGRAMS COVERED BY VERIFICATION REQUIREMENTS: (CFR 668.52)

- The Federal PELL Grant Program
- \*The William D. Ford Federal Direct Loan Program (subsidized, only)
- \*The Federal Family Education Loan (FFEL) Program (subsidized, only)
- The Campus-Based Programs

\*(Pontotoc Technology Centers School District #14 does not participate in these programs.)

#### A. WHO MUST BE VERIFIED

- The institution will verify all applicants selected by the Secretary via the Federally approved edits. Applicants selected for verification can be identified by the verification flag value of “Y” and the Effective Family Contribution (EFC), on the Student Aid Report (SAR) or Institutional Student Information Record (ISIR), will have asterisk next to it. An exception to this may be students who, were not selected for verification at the time they were enrolled at PTC, but were selected after enrolling in another institution. For the 2013-2014 award year, verification tracking flags will place the student in one of five verification tracking groups, which are explained later.
- The institution will, in addition, select applicants for verification under the following circumstances:
  - When there is knowledge of conflict, or when there is information the institution has reason to believe is incorrect
  - When the income tax return transcript is submitted, the verifiable items will be verified
  - The institution will require transfer students previously selected for verification to re-verify their information unless they are excluded under the provisions of 34 CFR Par 668.54 (b).

In addition, the institution may verify any other application items, requiring reasonable documentation, which may be selected by the institution.

The institution’s selection policy will be applied consistently to all applicants not selected or required to be selected by the Secretary.

#### B. REQUIRED VERIFICATION ITEMS for 2018-2019

- **2018-2019 Verification Items as specified in 34 CFR Part 668.56**
  - Adjusted Gross Income
  - U.S. Income Tax Paid
  - Education Credits
  - Untaxed IRA Distributions
  - Untaxed Pensions
  - IRA Deductions and Payments
  - Tax-Exempt Interest
  - Income Earned From Work
  - Household size
  - Number in College
  - High School Completion Status
  - Identity/Statement of Educational Purpose

- **Verification Tracking Groups effective for 2018-2019**

Students who are selected for verification will be placed in one of the five following groups. The group determines which Free Application for Federal Student Aid (FAFSA) information must be verified for the student.

- **Standard Verification Group – Tracking Flag V1:**

- Tax Filers**

- Adjusted Gross Income
    - U.S. Income Tax Paid
    - Untaxed Portions of IRA Distributions
    - Untaxed Portions of Pensions
    - IRA Deductions and Payments
    - Tax Exempt Interest Income
    - Education Credits

- Non-tax filers**

- Income Earned From Work
    - Non tax filers statement from IRS

- Tax filers and Non-tax filers**

- Number of household members
    - Number in college

- **Custom Verification Group – Tracking Flag V4**

- High School Completion Status
    - Identity/Statement of Educational Purpose

- **Aggregate Verification Group – Tracking Flag V5**

- Tax Filers**

- Adjusted Gross Income
    - U.S. Income Tax Paid
    - Untaxed Portions of IRA Distributions
    - Untaxed Portions of Pensions
    - IRA Deductions and Payments
    - Tax Exempt Interest Income
    - Education Credits

- Non-tax filers**

- Income Earned From Work
    - Non tax filers statement from IRS

- Tax filers and Non-tax filers**

- Household Size
    - Number in College
    - High School Completion Status
    - Identify/Statement of Educational Purpose

- All Students**

- High School Completion Status
    - Identity/Statement of Educational Purpose

- **Documentation requirements:** PTC has the authority to require students to provide certain documentation as deemed necessary to complete the verification requirements.

- U.S. federal income tax return transcript

- Dept. of Education approved verification worksheet
- Signed statements attesting information to be true and correct to the best of his/her knowledge
- Household size-signed statement
- Number enrolled in college-signed statement and/or verification from other institution documenting other person in college
- Untaxed income/benefits-signed statement and/or official agency documentation

These are acceptable methods of documenting the required verification items, but in certain cases, any other reasonable documentation would be allowed. This documentation is to be submitted to the PTC Financial Aid Office not to the Department of Education.

### **Exceptions to documentation requirements according to 34CFR 668.54 (b) and 668.60 (e).**

- a. The applicant dies before verification is completed.
- b. The applicant is a Pacific Island resident and is a legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands.
- c. The applicant is a citizen of the Republic of the Marshall Islands, the Federal States Micronesia, or the Republic of Palau (the dependent student's parents must also be citizens of one of these former territories.)
- d. An applicant/student is incarcerated in a jail or prison at the time of verification.
- e. An applicant who is an immigrant who arrived in the United States during calendar years 2007 or 2008.
- f. An applicant's spouse's information (or to obtain the appropriate signature for verification purposes) if the spouse is deceased or mentally or physically incapacitated; the spouse is residing in a country other than the United States and cannot be contacted by normal means; the spouse cannot be located because his or her address is unknown and the student can't obtain it. The basis for the exclusion should be documented. This exemption is applicable to spouse's data only – the application must still be verified according to all other requirements.
- g. The applicant's parents are unavailable – the parents are deceased, mentally or physically incapacitated. If both parents are deceased, the student is an orphan and thus is an independent student. If the parents die after the student has applied, the student must update his or her dependency status. The parents are residing in a country other than the United States and cannot be contacted by normal means; and the parents can't be located because the address is unknown and the student can't obtain it.

Note: A student must update his dependency status if it changes at any time during the award-year unless it changed because of a change in the student's marital status. This update is required whether or not the student was selected for verification.

- h. The applicant will not receive federal student aid funds for reasons other than the student's failure to complete the verification process. This includes students who are ineligible for aid and those who withdraw without receiving aid.

### **Database Matches, Reject Codes, & "C" Codes Clearance GEN-01-03**

It is the policy and procedure for PTC to review and resolve database matches, reject codes, and "C" codes before packaging. The financial aid office will refer to the ISIR Guide for "action needed". The student will be notified by mail or email concerning the conflict and what action is necessary to resolve the matter.

### **Review of Subsequent ISIR Transactions**

Edexpress has the option to print duplicate ISIRS at import. The financial aid office reviews at the time of import all duplicate ISIRS. If a change in EFC on a packaged student is needed, the student is notified and adjustments are made within 30 days.

### **Referral of Overpayment Cases**

If the verification process reveals an overpayment (rare) has occurred, PTC will make every reasonable effort to collect the overpayment. If PTC is not able to collect the overpayment, (which could be the result of an institutional error) the institution will pay the overpayment for the student and invoice the student. The student would need to make arrangements with the business office to pay the overpayment. The student would not be allowed to re-enter PTC until the charges had been paid.

## Referral of Fraud Cases

If PTC suspects that an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, PTC will report its suspicions to the Officer of the Inspector General (OIG).

## Section V: Drug and Alcohol Policies, Programs Available & Penalties for Violations

Student and employee safety is of paramount concern to the Board. Students or employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. The Board commits itself to a continuing good faith effort to maintain a drug-free workplace and safe environment for students.

Each and every employee and student shall attend annual drug-free awareness programs at which they are informed about the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees and students for drug abuse violations occurring in the workplace.

**Students** – When there is reasonable suspicion to believe a student has taken or is under the influence of drugs, controlled substances, or alcohol the student must submit to drug testing as set forth in this policy. Additionally, any student who participates in a work-site learning program, which is considered to be on-the job training which is a privilege, not a right must submit to drug testing as set forth in this policy.

Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from the student's program. Any student who refuses to take a drug test pursuant to this policy will be deemed to have violated this policy against the use of drugs and will be subject to disciplinary action as such, up to and including suspension.

Every Title IV Aid recipient receives a written notice at enrollment regarding the loss of Title IV eligibility if convicted of the possession or sale of illegal drugs.

**Employees** – While on District property or engaged in District activities, employees of the District shall not manufacture, use, possess, sell, distribute, or be under the influence of drugs, controlled dangerous substances, or alcohol. Any employee who violates this policy may be subject to disciplinary action which may include suspension, demotion, dismissal, non-reemployment, or termination.

Each employee shall notify the Superintendent, of any criminal drug statute conviction for a violation occurring in or on the premises of this District or while engaged in regular employment no later than 5 days after conviction. The Superintendent's designee shall provide notice of such violation to the United States Department of Education within 10 days after notification is received of the violation. Within 30 days following receipt of notification, the District shall take appropriate disciplinary action which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

PTC reviews its programs offered once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. The school determines the number of drug and alcohol-related violations and fatalities that occur and the number and type of sanctions that are imposed by the school as a result of drug and alcohol-related violations and fatalities on the school's campus or as part of any of the school's activities.

## Section VI: Student Completion, Graduation, Placement, Retention, Diversity

PTC is required by the Oklahoma Department of Career and Technology Education to report enrollment, completion, placement, retention & diversity rates for all students enrolled. Students can view these rates for 1<sup>st</sup> time full-time students at the U.S. Dept of Ed's College Navigator Website: <http://nces.ed.gov/IPEDS>. Please see the financial aid office for detailed calculations of these rates for the past 5 years.

## Section VII: Campus Security

The Campus Officers of Pontotoc Technology Center provide community-oriented security services to the faculty, staff, students, and visitors to the campus. This service is provided to protect lives, safeguard individuals, private and public property, and individuals' rights.

- A. Crime Statistics - All students and employees are informed about campus security during orientation. Information includes how to report an incident, how to watch for dangerous incidents and general ideas on crime prevention. PTC also submits an annual campus security report that contains information on Criminal Offenses, Hate Crimes and Arrests for the following categories:

Murder, Negligent Manslaughter, Sex Offenses (forcible & non-forcible), Robbery, Aggravated assault, Burglary, Motor Vehicle Theft, Arson, Any other crimes involving Bodily Injury.

To view PTC's campus security report go to the <http://ope.ed.gov/security/>. For a paper copy of the report please contact Jannice Williams at 580-310-2223 or at [jawilliams@pontotoctech.edu](mailto:jawilliams@pontotoctech.edu)

- B. Emergency Response and Evacuation Procedures – PTC has developed a comprehensive Emergency Preparedness Program for students and staff. PTC has formed a safety committee that reviews policies annually. Plans are tested at least once per year in the form of a simulated emergency exercise in order to provide practical, controlled experience to all employees. PTC also has provided each and every employee with an Emergency Quick Reference Guide.
- C. Whistleblower Protection – Nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of the “Jeanne Clergy Disclosure of Campus Security Policy and Campus Crime Statistics Act.” PTC protects students and employees in respect to this act and no student or employee should feel threatened or intimidated when reporting any crime on campus.
- D. Disciplinary Proceedings – PTC, upon written request will disclose to the alleged victim of a crime of violence, or non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

PTC does not provide on-campus resident housing nor does any student organization own, or manage on/off campus facilities.

## Section VIII: Copyright Infringement Policy & Peer to Peer File Sharing

PTC requires that all student employees adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person's ideas or creative work without giving credit to that person).

The copyright law of the United States makes it illegal for anyone to duplicate copyrighted materials (the work of another person) without written permission. Serious penalties are provided for unauthorized copy of copyrighted materials or the act of plagiarism.

**Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:** Copyright Infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also

assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov)

In addition, Pontotoc Technology Centers provides a system of information technology resources to student, including access to the internet. The system has a limited educational purpose. This means the system may be used for learning activities, professional or career development, social networking for career development, research and communication related to PTC business. Additional information regarding the Internet/Information and social media Policy may be found in the student online handbook at [www.pontotocotech.edu](http://www.pontotocotech.edu)

## **Section IX: Textbook Information & Opt Out Policy**

PTC does not have a campus bookstore. Students are charged for their books in cost for the program. PTC does not have a buy-back program for used books therefore; we do not sell used textbooks.

Pell eligible may sign a release form if they choose not to charge to their account.

For a detailed list of books and supplies that students are required to purchase, please contact the Financial Aid Office.

\*Unless otherwise noted, required books are included in the tuition price: In accordance with the Higher Education Act of 1963 (HEA), as amended by the High Education Opportunity Act of 2008 (HEOA) as it relates to textbook information to be provided on Internet Course Schedules, Red River Technology Center has determined the disclosure of textbook information is not practicable for textbook and supplemental material. This information is "To Be Determined"

## **Section X: Constitution Day & Voter Registration**

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. On May 24, 2005, the U.S. Department of Education issued a Notice of Implementation, indicating that all educational institutions receiving federal funding must provide an educational program pertaining to United States Constitution. For the purpose of this requirement, "educational institutions" includes but is not limited to "local educational agencies" and "institutions of higher education" receiving Federal funding. Section 111 (b) of the Consolidated Appropriations Act of 2005, designates September 17 as the date on which educational institutions are required to hold "Constitution Day programming", however, during the years when September 17 occurs on a Saturday, Sunday, or holiday, the program must be held during either the preceding or following week. (Federal Register/Vol. 70, No. 99/Tuesday, May 24, 2005)

Pontotoc Technology Center observes Constitution Day in accordance with the guidance provided by the Department of Education. The Instructional Services Department is responsible for carrying out the activities of Constitution Day. The Chief of Instructional Services designates the person(s) to develop and implement Constitution Day activities which may include, but are not limited to, resources obtained from the Library of Congress' repositories for Constitutional documents and information and the National Archives.

## **Section XI: Gainful Employment**

PTC is required to report on programs that are 600 clock hours or more with post-secondary student enrollment. Information reported on our website [www.pontotocotech.edu](http://www.pontotocotech.edu) includes: Recognized Occupations, Program Costs, On-Time Completion Rates, Job Placement Rates, Loan Debt, and Financing Plans. For questions regarding gainful employment please contact Jannice Williams, Financial Aid Specialist.

## **Section XII: Vaccination Policies**

Pontotoc Technology Center as a District does not have a vaccination policy. Secondary students from sending schools are required to follow the vaccination policy of their respective school districts. Students enrolled in Health Programs follow the policies as required by participating clinical sites. In addition student enrolled in any other program that would require vaccinations, would following the policies of the participating sites requiring the vaccinations.

## **Section XIV: Scholarship/Financial Aid Fraud**

Unfortunately, there are many scam artists that prey on innocent students. You should **never** pay for scholarship searches or financial aid searches. Each year the U.S. Department of Education receives numerous complaints from students and parents who are victims of fraud. The official website for the **Free** Application for Federal Student Aid is [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . For more information on reporting Fraud and Identify Theft, please contact the financial aid office.

## **Section XV: NSLDS & Loans**

NSLDS is the National Student Loan Data System database of information about loans and grants awarded to students under Title IV aid. Students may view their personal student loan or grant information at the website [www.nsls.ed.gov](http://www.nsls.ed.gov) by logging in with their PIN. Students must never share their PIN with any other entity. For more information regarding the NSLDS website, please contact Jannice Williams, Financial Aid Coordinator.

PTC does not participate in Title IV Loans or private education loans. Students are encouraged to complete the free application for federal student aid for grant and scholarship eligibility.

## **Section XVI: Return to Title IV Worksheets and Sample Calculations**

Please see the financial aid office for a copy of the worksheet and sample calculations required by the U.S. Department of Education for Title IV Financial Aid Recipients who withdraw before completing 60 % of their payment period.

## **Section XVII: EFC Formula**

The Expected Family Contribution (EFC) is the amount a family can be expected to contribute toward a student's college costs. Financial aid administrators determine an applicant's need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the EFC from the student's cost of attendance. The EFC formula is used to determine the EFC and ultimately determine the need for aid from the following types of federal student financial assistance that PTC participates in: Federal Pell Grants, Federal Supplemental Opportunity Grants, and Oklahoma Tuition Aid Grants. The methodology for determining the EFC is found in Part F of the Title IV of the Higher Education Act of 1965, as amended (HEA).

All data used to calculate a student's EFC come from the information the student provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the Central Processing System (CPS) for processing. The CPS sends an either electronic or paper output document called a Student Aid Report (SAR) to the student. The SAR lists the student's EFC. All schools listed on the student's FAFSA will receive application information and processing results in an electronic file called an Institutional Student Information Record (ISIR).

There are three regular (full-data) formulas- (A) for the dependent student, (B) for the independent student without dependents other than a spouse, and (C) for the independent student with dependents other than a spouse. Also, there is a simplified version of each formula with fewer data elements. Instructions for applicants who are eligible for the automatic zero EFC calculation is included in each worksheet.

Information regarding EFC formulas, accompanying worksheets and tables are available upon request. Contact Jannice Williams in the financial aid office for additional information.



## **Section XVII: Misrepresentation**

PTC prohibits employees from making false and erroneous statements to students, prospective students, and any member of the public, accrediting agencies, or the Department. The U.S. Department of Education takes misrepresentation seriously and if a school engages in any type of misrepresentation regarding its programs, charges, or employability, it may revoke PTC's participation agreement, impose limitations, deny participation, or initiate a proceeding against the institution.

## **Section XVIII Drug Free and Alcohol-Free (Board Policy)**

It is policy that the Pontotoc Technology Center Board of Education adhere to the following policy regarding work-related effects of drug use and the unlawful possession of controlled substances on the Center's premises:

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on school premises or while conducting school business off school premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Pontotoc Technology Center recognizes drug dependency as an illness and a major health problem. Pontotoc Technology Center also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to participate in a drug abuse assistance or rehabilitation program as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

## **Section XVIII Voter Registration**

You must fill out a voter registration application form. Voter registration applications are available at your County Election Board, post offices, tag agencies, libraries and many other public locations. You will be offered a voter registration application when you get your driver's license and when you apply for assistance at some government agencies.

Per HEOA (Sec. 493(a)(1) Pontotoc Technology Center provides the following link to the Oklahoma Voter Registration Form:

[https://www.ok.gov/elections/Voter\\_Info/Register\\_to\\_Vote/](https://www.ok.gov/elections/Voter_Info/Register_to_Vote/)

## **Section XX Gainful Employment Programs Disclosures**

Many of the Pontotoc Technology Center career training programs are designed to lead to "gainful employment" in a particular occupation. To help students make an informed decision on whether a career training program is right for the, PTC provide students with data on occupations, on-time graduation rates, school costs, job placement rates, and median loan debt. Pontotoc Technology Center Gainful Employment Programs Disclosures may be viewed online at [www.pontotoctech.edu](http://www.pontotoctech.edu)

## **Section XXI Validity of High School Diploma/GED**

Students receiving Federal Financial Aid must have a valid High School Diploma/GED or be eligible under limited circumstances (See Financial Aid Office). Students self-certify their diplomacy status when they complete the FAFSA. However, if PTC has reason to believe that the Diploma/GED is not valid or was **NOT** obtained from an entity that provides secondary school education PTC's admissions office will follow-up with the High School to determine if the student did in fact complete their graduation requirements and/or with the State Department of Education. In the case of GED completion, the student must have an official GED transcript. The requirement is not satisfied by simply completing a GED program.