

CENTRAL TECHNOLOGY CENTER

Central Tech

**CONSUMER INFORMATION AND
PROCEDURE GUIDE**

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Financial Aid/VA Certifying Official

Angela Piotrowski, Financial Aid Advisor

angie.piotrowski@centraltech.edu

918-352-2551, ext. 237 | 918-352-2441 Fax

918-224-9300, ext. 134 | 918-224-3190 Fax

Section I: Introduction

Federal regulations require institutions to make available information concerning financial assistance and general institutional information including but not limited to Campus Security, Gainful Employment, institutional staff and The Family Educational Rights and Privacy Act (FERPA). The purpose of this document is to inform the consumer and to record Financial Aid Policies and Procedures.

This manual is intended to:

- Set forth the institution's policies in regard to student aid and describe the procedures which must be taken to implement these policies.
- Provide general procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations will be handled in a uniform manner.
- Provide quick reference to various practices.
- Facilitate the orientation and training of personnel when changes occur.
- Inform the consumer

1.1 Central Tech Vision, Mission, Purpose, Values

Who we are....

Central Tech has been serving Creek, Lincoln, Osage, Pawnee and Payne counties by providing high-tech educational opportunities for adults, high school students and area businesses since 1970.

Our Mission is purposeful....

- Central Tech changes lives with technical education and services

Our core values are strong....

- IEPP (Instruction, Enrollment, Placement and Productivity)
- Excellence

Our vision is clear....

- Everyone achieves success

Our purpose is to the point....

- Elevate Educate Empower

1.2 Central Tech Facilities and Services

Drumright

Central Tech is located at 3 CT Circle, Drumright, OK. The facility consists of The Technology Center, Transportation Safety and Education (TS&E) facility, Business Center and Pipeline Safety Training Facility.

Sapulpa

Central Tech is located at 1720 S. Main, Sapulpa, OK. 74066. The facility consists of the Technology Center and Business Center.

Non-Discrimination Statement: Central Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Title VII and Title IX of the Education Amendments of 1974, Section 504 of the Rehabilitation Act and the American with Disabilities Act (ADA), does not discriminate on the basis of race, color, national origin, sex, disability, and age in any of its policies, practices or procedures, and specifically prohibits discrimination on the basis of race, color, national origin, sex, disability, and age in any of its policies, practices or procedures. These equal opportunity provisions include but are not limited to admissions, employment, financial aid, educational services, treatments, or access to programs or activities. Students are admitted to programs based on their interests, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work. Other factors may be considered that affect the student's ability to fully participate or complete a program or to obtain professional credentials at the program's conclusion. Career training is organized through the National Career Clusters Framework and is offered in Agriculture, Food & Natural Resources; Architecture & Construction; Arts, Audio/Video Technology & Communications; Business, Management & Administration; Education & Training; Energy & Power; Health Science; Human Services; Information Technology; Law, Public Safety, Corrections & Security; Manufacturing; Science, Technology, Engineering & Mathematics; and Transportation, Distribution & Logistics. Questions, complaints, or requests for additional information regarding these laws may be forwarded to:

- Title VII Coordinator, Assistant Superintendent, FedPrograms@centraltech.edu
- Title IX District Coordinator, Assistant Superintendent, TitleIX@centraltech.edu
- Title IX Coordinator for Drumright campus, Drumright Campus Director, TitleIX@centraltech.edu
- Title IX Coordinator for Sapulpa, Sapulpa Campus Director, TitleIX@centraltech.edu
- Section 504 Coordinator for Drumright campus, Counselor, Section504@centraltech.edu
- Section 504 Coordinator for Sapulpa campus, ESC Coordinator, Section504@centraltech.edu
- ADA Coordinator, Assistant Superintendent, FedPrograms@centraltech.edu
- Compliance Coordinator, Assistant Superintendent, FedPrograms@centraltech.edu

Central Technology Center 3 CT Circle Drumright, OK, 74030 918.352.2551
Central Technology Center 1720 S Main Sapulpa, OK 74066 918.224.9300

Out-of-district students will be allowed to enroll on a space-available basis in accordance with enrollment procedures. Tuition is based on \$1.50 per contract hour for students in the Central Tech School District. Tuition for out-of-district students is twice (2 times) the in-district rate. Tuition is payable in full or in scheduled payments to the Bursar's office.

1.3 Central Tech Staff and Faculty

Board of Education

Joe Naifeh	President
Dr. Richard Pitts	Vice President
Jill Collins	Clerk
Dr. Zeddie Cantrell Jr.	Member

Dave Roberts	Member	
LaMecia Stidham	Member	
Administrative Staff	(918) 352-2551	Ext
Kent Burris	Superintendent	231
LaDonna Gear	Assistant Superintendent	274
Mark Cotner	Assistant Superintendent	234
Drumright Campus Staff	(918) 352-2551	
Arnold, Jennifer	Adm. Asst. to District Administration	277
Baker, Curtis	Practical Nursing Coordinator	212
Baugus, Cheryl	IT Coordinator	269
Beem, Tiffany	TDT Secretary/Class Aide	317
Brennan, Heather	Business Manager	241
Bruce, Shane	Campus Director	289
Carroll, Charles	Operations Coordinator	294
Chandler, Stephanie	Administrative Assistant to Campus Director	263
Collins, Jill	Administrative Assistant to Superintendent	250
Cundiff, Chet	Adult Career Advisor	283
Davis, Wendy	TDT Business Manager	315
Diaz, Michelle	Computer Systems Specialist	203
Elliott, Brandy	Data Specialist	209
Few, Renee	Transportation Secretary	329
Fisher, Angie	ACD Secretary	260
Ford, Amanda	ACD Health Instructor	256
Gann, Cindy	Instructional Services Secretary/Registrar	206
Gaunt, Charlotte	Bursar	267
Gear, James	IT Computer Hardware Technician	246
Grigg, Alanna	Project Specialist	380
Holba, Kevin	Transportation Director	323
Horton-Geelen, Rebecca	Facility Host/ACD Secretary	222
Jobe, Mark	Campus Police Officer	210
Kiesport, Jason	IT Computer Hardware Technician	261
Lauchner, Deborah	Employment Consultant	286
Lockwood, Kaylee	Employment Consultant	286
Martin, Ashlee	Accounts Payable Clerk	262
McEntire, Daniel	Assistant Campus Director	292
McGuire, Fawnda	Receptionist	200
Medlock, Mari Ann	Practical Nursing Administrative Asst.	202
Nienhuis, April	Marketing Coordinator	239
Nishimuta, Teena	Payroll/Benefits Coordinator	298
Overton, Nancy	Assistant Campus Director	208
Piotrowski-Ebikade, Angie	Financial Aid Advisor/VA Certifying Official	237
Pool, Stephanie	Marketing/Communications Coordinator	238
Poteet, Kacee	Counselor	229
Rentz, Shelly	Employment Services – Coordinator	386
Thorpe, John	TDT Director	312
Webb, Clint	Technology Integration Specialist	227
Whittenburg, Pam	Recruiter/High School Relations	214
Willing, Nikole	TDT Secretary	310

Young, Susan	Maintenance Secretary	266
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CENTER FOR BUSINESS TECHNOLOGY CENTER (918) 352-4516

English, Derrick	Safety Instructor
Gear, Julie	BIS Secretary
Hendrick, Cacee	Industrial Coordinator
Kelly, Peter	Small-Business Coordinator
Whitehouse, Dondra	BIS Training Specialist

PIPELINE & SAFETY FACILITY (918) 352-2551 or (918) 352-4517 **EXT**

Cote, Olivia	BIS Secretary	339
Cross, Debra	OQ Specialist	338
Davis, Danny	Pipeline Safety Instructor	342
Walls, Robin	BIS Secretary (Part-Time)	337

SAPULPA STAFF **(918) 224-9300** **EXT**

Ashton, Jim	Maintenance Supervisor	170
Baugus, Mike	Assistant Campus Director	105
Bowman, Cody	Employment Consultant	133
Casey, Ronda	ESC Coordinator	146
Dear, Tamika	Administrative Assistant/Registrar	100
Foote, Kaylynn	ACD Secretary	114
Howard, Kim	Campus Director	102
Moses, Pam	ACD Secretary	115
Nicholson, Linda	ESC Instructor	142
Piotrowski-Ebikade, Angie	Financial Aid Advisor	131
Plummer, Diana	Adult Career Development (ACD) Coordinator	118
Rentz, Shelly	Employment Services – Coordinator	130
Simpson, Gary	Campus Police Officer	106
Sullins, Becky	Employment Consultant	135
Taylor, Heather	Assessment Technician/Secretary	141/125
Tilley, Traci	Employment Consultant	134
VanCleave, Tera	Recruiter/Counselor	108
Warren, Sydney	Employment Services Administrative Assistant	132
Watts, Bobbi	Secretary/Bursar	101
Whitehouse, Denisa	ESC Secretary	140

BUSINESS & INDUSTRY SERVICES (918) 224-0235 **EXT**

Adcock, Sarah	Safety Instructor	109
Dunn, Misty	BIS Secretary	125
English, Charlie	Safety Instructor	104
Foote, Kristen	BIS Secretary	105
Kelley, Peter	Small Business Management Coordinator	129
Lee, Lori	BIS Training Specialist	102
Taulman Hendrick, Cacee	Safety Instructor	127
Whitehouse, Dondra	BIS Secretary	106

INSTRUCTIONAL STAFF
By Instructional Area Drumright Campus (918) 352-2551
DRUMRIGHT STAFF

		EXT
Brandi Fisher	Advanced Health Careers	278
Reena Heilmann	Advanced Health Careers	223
Jeff Little	Automotive Service Technology	257
Denise Metz	Biomedical Sciences	351
Athena Frank	Business and Information Technology	265
David Baugus	Construction Trades	226
Monica Frick	Cosmetology	249
Jo Ann Baugus	Design Drafting	268
Earl Elliott	Diesel Technology	221
Kurtis Allen	Electrical Trades	245
Jeremy Sheets	Facilities Maintenance	244
Kim Ward	Facilities Maintenance	244
Keith Gregor	Graphic Design	220
Stacey Meloy	Health Careers	376
Mitch Alcala	Interactive Multimedia	280
Jonathan Noles	Lineman Technology	228
Sarah Endecott	Mathematics	276
Zach Ihle	Automated Robotic Technology	244
Tammy Silkwood	Medical Assisting	213
Dustin Ford	Network Security and Administration	216
Nick Gaunt	Network Security and Administration	270
Phillip Gobble	Pipeline Technology	275
Steven Bradshaw	Powersports Technology	253
Haley Morgan	Practical Nursing	288
Lori Todd	Practical Nursing	211
Kirby Applegate	Pre-Engineering	242
Jennifer Hawkins	Pre-Engineering	264
Ryan Benton	Science	230
Todd Prough	Surgical Technology/Program Director	254
Katy Lauerman	Educational Enhancement Center	215
Michael Allen	Truck Driver Training	326
Ricky Davis	Truck Driver Training	335
Kenneth Dennis	Truck Driver Training	321
Mark Endriss	Truck Driver Training	318
Timothy O'Donnell	Truck Driver Training	334
William Reece	Truck Driver Training	333
Tyrone Thiede	Truck Driver Training	318
Carl Watts	Truck Driver Training	334
Troy Elliott	Welding and Fabrication Technology	243

INSTRUCTIONAL STAFF

By Instructional Area Sapulpa Campus (918) 224-9300

SAPULPA STAFF		EXT
Angela Brownfield	Business and Information Technology	153
Ryan Matthias	Criminal Justice	159
Linda Nicholson	ESC/Turning Point	142
Julie Bird	Health I Instructor	161
Greg Edmonds	Heating, Ventilation and Air Conditioning Technology	156
Mark Smith	Heating, Ventilation and Air Conditioning Technology	156
Ronda Alexander	Mathematics	157
Carolyn Brown	Medical Assisting	158
Paula Estrada	Medical Front Office	163
Brian Babcock	Network Security and Administration	150
Angelia Earp	Science	151
Jeff Vandever	Welding and Fabrication Technology	

1.4 Entities That License and Accredit

Accrediting Agencies

Central Technology Center District No. 3 is fully accredited by the Oklahoma State Department of Education (SDE) and the Oklahoma State Board of Career and Technology Education (ODCTE Board). Additional accreditations/approvals are listed below:

- American Association of Medical Personnel, <http://www.aamp.net>
- Commission on Accreditation of Allied Health Education Programs and Accreditation Review, <http://www.caap.org>
- Council on Education in Surgical Technology and Surgical Assisting, <http://www.arcstsa.org>
- Council on Law Enforcement Education and Training (CLEET), <http://ok.gov/cleet>
- National Automotive Technicians Education Foundation for Automotive Service Excellence (ASE), <http://www.natef.org>
- National Center for Construction Education and Research, <http://www.nccer.org>
- Oklahoma Board of Nursing, <http://nursing.ok.gov/>
- Oklahoma Department of Veteran's Affairs State Approving Agency, <https://oklahoma.gov/veterans/education/state-approving-agency.html>
- Oklahoma State Department of Health, <http://www.ok.gov/health>
- Oklahoma State Board of Cosmetology and Barbering, <http://www.ok.gov/cosmo>
- Oklahoma State Board of Health Nurse Aid Registry, <http://www.ok.gov/health>
- Professional Truck Drivers Institute (P.T.D.I.), <http://ptdi.org>
- United States Department of Education, <http://www.ed.gov>

Any student wishing to review documents describing the institutions accreditation, approval or licensing should submit a written request to the Superintendent's Office. Documentation will be made available within ten (10) business days of request submission.

1.5 Financial Aid Purpose and Philosophy

Purpose

The primary purpose of financial aid programs at Central Tech is to support success by providing assistance to students who without such assistance would be unable to pursue their education.

Philosophy

Central Tech believes the primary responsibility for financing education lies first with the student and his/her family (parent/guardian or spouse). When the total resources they can provide do not meet expenses, Central Tech, as a third partner, will provide all applicable assistance so the student will not be denied an education.

The family should be accepted in its present financial condition. A needs analysis system must evaluate families in a consistent and equitable manner while recognizing that special circumstances can and do alter a family's ability to contribute.

Confidentiality

Central Tech complies with the Family Education Rights and Privacy Act of 1974-revised.

All information, written or verbal, that a financial aid applicant and/or the applicant's family reveals in the process of obtaining assistance is confidential. This information is restricted to access by financial aid personnel, state agencies, federal agencies and a board appointed state approved CPA for the purpose of audits and reviews. All information required for the applicant becomes the property of the District upon submission and is maintained in the student's file.

Any applicant is entitled to examine his/her file within ten (10) working days after a written request to do so is filed with the financial aid office.

Responsible Personnel

The Campus Directors are responsible for updating student policies. The Financial Aid Advisor is the employee responsible for ensuring that the Central Tech district is aware of changes to existing Financial Aid policies and procedures or the development of new Financial Aid policies and procedures. The Financial Aid Advisor is also responsible for disseminating information as it relates to Title IV regulations, gainful employment disclosures, and consumer information.

Financial Aid Reference Documents

The Financial Aid Office uses the following reference documents published by the U.S. Department of Education and professional organizations:

- Federal Student Aid (FSA) Handbook
- FSA Dear Colleague Letters
- FSA Electronic Announcements
- Weekly list-serve emails from Information for Financial Aid Professionals (IFAP)
- Common Origination and Disbursement (COD) Technical Reference
- Electronic Data Exchange (EDE) Technical Reference
- Institutional Student Information Record (ISIR) Guide
- Oklahoma Association of Student Financial Aid Administrators (OASFAA) Releases
- School Certifying Official (SCO) Handbook – for use with VA Education benefits
- Blue Book – Federal Student Aid Handbook (2013 and before)

The Financial Aid Office maintains membership in the following professional associations

- Oklahoma Association of Student Financial Aid Administrators (OASFAA)
- Oklahoma Association of Veterans Coordinators and Counselors (OAVCC)
- Southwest Association of Student Financial Aid Administrators (SWASFAA)

1.6 Rights and Responsibilities' of Financial Aid Recipients

Right-to-know

- Institution's annual campus security report
- Information on financial aid
- Information on the school
- Student completion, graduation, placement, retention
- Information about students' rights under the Family Education Rights and Privacy Act (FERPA)
- Drug and alcohol policies and programs available
- Copyright Infringement Policy
- Textbook Information
- Constitution Day
- Net-Price Calculator

Responsibilities

- Use of financial aid funds for school related expenses
- Report all outside aid to the financial aid office
- Maintain satisfactory academic progress (SAP)
- Report changes in enrollment to the registrar and financial aid office

- Notify the financial aid office before withdrawing
- If you don't understand the financial aid process ask questions
- Complete the required paperwork requested to the financial aid office

Central Tech has been approved to participate in the following Title IV Programs:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)

The following financial aid policies and procedures are in place to properly and accurately award Federal Pell Grant funding to eligible Central Tech students.

Section 2: Guidance and Academics and Transition Services

2.1 Services to Students with Disabilities

Definitions

Section 504 of the Rehabilitation Act of 1973 states that:

“No otherwise qualified handicapped individual in the United States . . . shall, solely by reason of . . . handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

A “handicapped person” means “any person who

- i. has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
- ii. has a record of such an impairment; or
- iii. is regarded as having such impairment.”

A “qualified handicapped person” is defined as

“one who meets the requisite academic and technical standards required for admission or participation in the postsecondary institution’s programs and activities.”

Informing

It is the adult student’s responsibility to identify himself/herself as having a disability and needing academic accommodation. This disclosure is always voluntary. Upon disclosure, Central Tech will request supporting documentation to begin the process for a 504 Accommodation Plan.

Documentation

The student must submit to the Central Tech Compliance Coordinator current documentation (dated within the last five years) identifying a current disability requiring need for an academic accommodation. The student must provide:

- 1) Documentation prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnostician.
 - a) Documentation must include the following:

- i) A diagnosis of the current disability;
- ii) Date of the diagnosis;
- iii) How the diagnosis was reached;
- iv) Credentials of the professional;
- v) How the disability affects a major life activity;
- vi) How the disability affects academic performance; and
- vii) Accommodations recommended by an appropriate professional.

A previous Individualized Education Plan (IEP) or Section 504 plan without other appropriate documentation is not sufficient. The student will provide in writing academic accommodation he/she is requesting.

Review Committee

A review committee (Compliance Coordinator, Career Advisor, Counselor, and Instructor) considers each request for academic accommodations. The student will be notified of the committee's decision regarding his/her Section 504 request within ten (10) business days. If Section 504 eligibility is verified by the committee, an appropriate plan will be developed with the student within ten (10) business days.

Kacee Poteet, Counselor is the Compliance Coordinator for the Drumright Campus and Ronda Casey, ESC Coordinator is the Compliance Coordinator for the Sapulpa Campus. Facilities on both Central Tech campuses are accessible to persons in wheelchairs.

Grievance

A grievance is a complaint set forth by any student enrolled at Central Tech whereby the student alleges a violation concerning the non-discrimination clause. This includes any violation in regard to discrimination on the basis of race, color, religious creed, national origin, age, sex/gender, disability or veteran status. The procedure will be as follows:

1. The student shall communicate the grievance in writing to the Campus Director. If the Campus Director is unable to resolve the problem, the grievance will be forwarded to the Assistant Superintendent for Instruction, who is the compliance officer.
2. Upon written submission of the grievance to the compliance officer, the compliance officer shall notify the parents of a student under 18 years of age of such action taken by the student.
3. The compliance officer shall present the complaint to a Grievance Committee, appointed by the Superintendent, for evaluation and thorough investigation of the grievance.
4. Should the committee determine the grievance does not warrant a hearing, the student shall have the right to appeal the decision to the Superintendent. This appeal must be in writing and made within five days of the decision rendered.
5. Should the committee determine the grievance does warrant a hearing, a date for the hearing shall be set within ten (10) days from the receipt of the complaint. The compliance officer, members of the Grievance Committee, the student and parents of a student under 18 years of age shall be present at the hearing.
6. The Grievance Committee shall make recommendations toward a resolution of the grievance. If the student is satisfied, the complaint shall be dismissed. If not, the student shall appeal to the Superintendent for further action.

2.2 Counseling/Advising

Students can schedule a time that fits into their schedule. Teachers and schools arrange for Central Tech's Recruiter to visit with students about all the options available to them at Central Tech.

For the Drumright campus call 918-352-2551.

- Kacee Poteet, Counselor
- Pam Whittenburg, Recruiter
- Chet Cundiff, Career Advisor

For the Sapulpa campus call 918-224-9300.

- Tera Van Cleave, Career Counselor /Enrollment Recruiter

2.3 College Services

Career Tech can lead to college. Students can connect Central Tech training to college credit. Through a cooperative effort between the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career and Technology Education, college credit may be available upon completion of a career major.

College credit is earned for work completed in the career tech class, no additional assignments or class time is required. Oklahoma collegiate institutions offer numerous options to earn prior learning credit for approved industry certifications and licenses achieved while at Central Tech. A college connection advisor will work with students to explain the process of obtaining college credit toward an Associate of Applied Science (AAS) degree.

Section 3 - GENERAL POLICIES/PROCEDURES

Academic Integrity

Academic dishonesty or misconduct is neither condoned nor tolerated at Central Tech. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: The representation of previously written, published or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowingly cooperating with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others.

ADMISSION REQUIREMENTS FOR POST-SECONDARY STUDENTS

General Enrollment Procedure for Regular Student

1. Applicants must complete the proper enrollment application and schedule an appointment with the Career Advisor.
 - a. Enroll online at <https://centraltech.edu/classes/>
 - b. Submit a high school transcript or equivalent
 - i. GED, homeschool documentation, or an academic transcript showing successful completion of at least a two-year program that is acceptable for a full credit toward a bachelor's degree
 - ii. Question of validity of high school completion will be validated by the following:
 1. Receiving documentation from the secondary school that confirms the validity of the student's diploma
 2. Confirming with sed.ok.gov/state-school-directory (or equivalent of another state) that it is a recognized as a provider of a secondary school education.
 - iii. Foreign High School Transcripts have to be equivalent to a US High School diploma
 1. Foreign Transcripts will need to be evaluated by an outside company at the student's expense.
2. Various Programs may require different batteries of achievement, aptitude, and physical assessments.

3. Applicants seeking financial assistance must complete the Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov and schedule an appointment with the Financial Aid Advisor.
4. Applicant will be interviewed by a person authorized to enroll individuals in a Program prior to being accepted. Previous educational records, the application, and results of achievement, aptitude and physical assessments will be reviewed during the interview.
5. Individuals will be enrolled in Programs in which they have a reasonable opportunity of making successful progress, provided openings are available.
6. A motor vehicle records (MVR) check, driver's license, drug testing, and a physical are required for Truck Driver Training.
7. Practical Nursing and Surgical Technologist have additional requirements.
8. A training agreement must be signed to complete the enrollment process.
9. Applicants must pay tuition, books, supplies, and fees upon enrollment or complete a payment agreement with the Bursar. A Choices Scholar must pay the amount of tuition exceeding \$1,575.00, as well as books, supplies, and fees upon enrollment or complete a payment agreement with the Bursar. Payments must be kept current or enrollment will be terminated. Total cost must be paid in full as per payment agreement. Double tuition will be charged for out- of-district students. Students receiving CH 31 and CH 33 VA educational benefits will not be penalize for delayed/late payments from the VA.
10. If sponsored by an agency, applicants must have presented a completed authorization form from the sponsoring agency. If sponsoring agency does not pay total due, applicant is responsible for tuition, books, supplies, and fees balance.

Student must be enrolled as a regular student in an eligible Program to participate in Title IV funding.

Appropriate School Attire

Suitable attire and grooming are dictated by the needs of the training area and safe working practices as determined by the instructor. Appropriate dress is modeled on business and industry expectations. A school official may ask a student to change clothes, serve in-school detention or leave school, or take other appropriate disciplinary action, when students have inappropriate attire.

Breaks

Each class may have a break at a designated time. Students must take breaks in the student commons area. Identification badges must be worn at all times. Students are not allowed to go to their cars or outside the commons area during break. **Use of tobacco or simulated tobacco products on the Central Tech campus is not allowed.**

Counseling

A full-time counseling staff is available to help students with attendance, career, educational, and personal issues. Students must have permission from their instructor to leave class to talk with a counselor. Appointments with the counselor should be made in advance when possible.

Electronic Communication Devices

Any and all electronic communication devices are to be used for educational purposes only and are not to interrupt or hinder the educational process. Electronic devices (including computers and the Internet) are not to be used for obtaining or storing inappropriate or copyrighted material (including music, videos and movies) or disrupting the network. Students are to read and sign the Internet Use policy before using the Internet. Violations of the policy could result in loss of privileges on the Internet, suspension from school, or other disciplinary action deemed appropriate by Central Tech administration.

Financial Assistance - (Post-secondary students only)

For information concerning financial assistance, contact the Financial Aid Advisor in the Student Services Department. Consumer information is available in the Student Services office and at www.centraltech.edu.

Food and Drink

Food and drink are available in the break area. **Each individual is responsible for keeping the break area clean.** Food and drinks **are not** permitted in classrooms, shops, labs or Seminar Center without prior approval.

3.1 Grievance Procedure

Grievance Procedure

A grievance is a complaint set forth by any student enrolled at Central Tech whereby the student alleges a violation concerning the non-discrimination clause. This includes any violation in regard to discrimination on the basis of race, color, religious creed, national origin, age, sex/gender, disability or veteran status. The procedure will be as follows:

1. The student shall communicate the grievance in writing to the Campus Director. If the Campus Director is unable to resolve the problem, the grievance will be forwarded to the Assistant Superintendent for Instruction, who is the compliance officer.
2. Upon written submission of the grievance to the compliance officer, the compliance officer shall notify the parents of a student under 18 years of age of such action taken by the student.
3. The compliance officer shall present the complaint to a Grievance Committee, appointed by the Superintendent, for evaluation and thorough investigation of the grievance.
4. Should the committee determine the grievance does not warrant a hearing, the student shall have the right to appeal the decision to the Superintendent. This appeal must be in writing and made within five days of the decision rendered.
5. Should the committee determine the grievance does warrant a hearing, a date for the hearing shall be set within ten days from the receipt of the complaint. The compliance officer, members of the Grievance Committee, the student and parents of a student under 18 years of age shall be present at the hearing.
6. The Grievance Committee shall make recommendations toward a resolution of the grievance. If the student is satisfied, the complaint shall be dismissed. If not, the student shall appeal to the Superintendent for further action.
7. Contact information for submitting grievance:

Shane Bruce
Campus Director-Drumright
(918) 352-2551 X 289
Shane.bruce@centraltech.edu

Kim Howard
Campus Director-Sapulpa
(918) 224-9300 X 102
kim.howard@centraltech.edu

LaDonna Gear
Assistant Superintendent
(918) 352-2551 X 274
ladonna.gear@centraltech.edu

High School Credit

High school students may earn 1 1/2 to 2 units of credit on their high school transcript for each semester successfully completed at Central Tech. The partner high school determines how many credits are earned, with a minimum of 3 credits and a maximum of 4 credits for one full year of half-day attendance.

Identification Badges

Students will be issued an identification badge with the student's legal name and shall be worn in plain sight at all times while on the Central Tech campus. Students must pay for lost badges. In addition, if a student has permission from the instructor to go outside of the building for any reason during class hours, the class's lanyard must be worn.

Job Referral Available

Job referral information is available to all students who satisfactorily complete a full-time career major.

Parent Portal

Parents are the most important influence in a child's education. Central Tech now offers parents or guardians real-time, on-line access to students' grades. Parents will be notified how to access this information.

Post-Secondary Students

Any student who is not currently enrolled in high school is classified as a post-secondary student. Post-secondary students are expected to follow the school policies and regulations the same as high school students.

Prescription and Non-Prescription Medications

Prescription medication (a maximum one-week supply) must be in a container that indicates the following: student's name, name and strength of medication, dosage and directions for administration, name of physician or dentist, and date and name of pharmacy.

Requirements for Continued Enrollment

Factors considered to continue enrollment include attendance, work performance, behavior, following Central Tech's policies, maintaining good financial standing as agreed, and achieving satisfactory progress in the instructional area. (Satisfactory progress will be determined as a grade point average of 2.0 or better.) Any student denied enrollment for completion of the second semester or second year of training may request a conference with the Campus Director.

Re-Admission Policy

- All students who request re-admission must submit a new completed CT application and update any required paperwork as needed.
- Students who were dismissed or withdrew in lieu of dismissal must also submit a letter explaining how they have corrected the problem(s) that caused them to be unsuccessful during their first enrollment with CT.
- A student who is requesting re-admission will be interviewed by an admission panel seated by the CT Director. During this interview the student's former enrollment records will be considered, and the applicant will be allowed to speak on their own behalf.
- Students who are readmitted will be provided with a plan of improvement, which they will be required to follow during their new enrollment.
- Students who owe a bill from their previous enrollment will not be considered for reinstatement until all previous balances have been paid in full.
- Students who withdraw in lieu of termination or who have been dismissed may not be readmitted to CT until the next enrollment period.
- Students may be readmitted to CT one time.
- Any former student who is readmitted to CT will not be required to repeat any courses that have been successfully completed.
- Any former student who has been out of CT for more than two years must complete the program in total.

School Closing Notification

Should it be necessary to close school due to inclement weather, announcements will be made over local television and radio stations as well as being posted on the Central Tech web site and television web sites. A voice message will also be placed on the school's telephone line that can be accessed by calling 918-352-2551 (Drumright) or 918-224-9300 (Sapulpa). In addition, an automated call will notify the phone number identified on the student's official record. Please consult your local television and/or radio station for closure.

- Since Central Tech has campuses in both Drumright and Sapulpa, students should check the listings carefully to be sure the correct campus is specified as being closed.

- Students should also note whether it is being announced that day or evening classes are being cancelled.
- Students will not be counted absent from Central Tech on days their high school is closed due to inclement weather.

Smoking and Tobacco

The use of any tobacco products and the use or possession of simulated tobacco products, including but not limited to cloves, bidis, kretek and e-cigarette vapor smoking with/without nicotine, is specifically prohibited on Central Tech campuses in Drumright and Sapulpa, which includes buildings, land and vehicles used by the school.

Student Withdrawal

To withdraw from class, a student must first visit with his/her instructor and counselor and then complete a withdrawal form in the Student Services office. Secondary students may be withdrawn upon the request of the parents or the partner high school. Students are automatically withdrawn after 10 consecutive days of absence with no contact to the school. All fees and tuition must be paid at the time of withdrawal.

Textbook and Equipment Care

Students are responsible for the care of all school-owned property assigned to them for their use. Normal wear, tear and damage are understandable in the educational process. If items are stolen, lost, or destroyed through irresponsible action, the student will be charged the purchase price for replacement.

Visitors

Visitors wishing to tour our facilities must register and pick up a visitor's badge. Visitors will not be allowed to visit students during class without prior permission of the administration **AND** the classroom instructor.

3.2 Attendance Policy

Attendance Policy

Attendance is the highest priority at Central Tech, just as it is on the job. Students are expected to be in school **every day our classes are in session**. If not here, students are missing instructional time and will be counted absent. Failure to participate in class projects daily will result in poor performance and a void in skill achievement. **Students are expected to attend Central Tech classes even when the partner high school may be dismissed for the day** (except in the event the partner school is cancelled due to inclement weather). Students with good attendance may expect: (1) an opportunity to participate in field trips, contests, internship/ Project Based Learning/ on-the-job training; (2) opportunities for awards and recognition; and (3) employment opportunities after satisfactorily completing their courses. In order to prepare graduates for employment, attendance records will be maintained. The following attendance policies will be implemented:

1. Students are expected to attend at least 90% of instructional time. Absences are recorded as "excused" or "not excused." However, emergency leave (such as hospitalization) will be considered on an individual basis. Documentation of an emergency must be presented to a Central Tech administrator as soon as the student returns to school.
2. Excused absences include: documented illness or injury, doctor or dental appointments, emergency in the immediate family, military duties, and bereavement. Documentation must be submitted to the attendance office no later than five days from the date of the absence to be excused.
3. Emergency leave cannot exceed 10 consecutive days and may be used only one time per year. Emergency Leave must be requested in writing by the parent/guardians of secondary student or by the post-secondary student no later than five days after the absence or three days after the close of the semester.
4. Students must attend at least 2 hours of the class to be counted present.
5. It is the student's responsibility to notify the attendance office each day absent. Parents must call to verify absences for secondary students. The attendance office number is 918-352-2551, extension 206, at the Drumright

Campus. The attendance office number at the Sapulpa Campus is 918-224-9300, extension 100. Parents are notified by automated phone call when a high school student is absent unless the parent has contacted the school prior to the absence.

6. A school activity must be verified by the partner school administrator or attendance office **no later than five days from the date of the activity**, or it will be counted as an absence. School activities are limited by state school regulation to a total of 10 per school year. After 10 school activities, the student will be counted absent unless the student is competing in a state or national competition sponsored by his or her high school or Central Tech.
7. Eligibility to participate in home school or Central Tech school activities will be verified based on attendance, grades and conduct; students on contracts will not be eligible to participate in school activities, including field trips and contests.
8. Parents or post-secondary students will be notified when the student reaches four class section absences in one semester. Any student whose attendance drops below 90% shall be subject to termination from Central Tech and/or loss of a certificate or credit. A conference will be scheduled with students at that time. Extenuating circumstances that have been discussed with an administrator immediately following an absence will be considered.
9. Contact hours as required by state licensing and state boards, or national certification standards, may be made up according to individual class grading standards. Make-up hours do not erase absences, however.
10. Awards such as National Technical Honor Society, Outstanding Student, Honor Rolls or Vocational Excellence are based in part on attendance. Students must be aware of such award requirements.

Early Dismissals/Tardies

Being on time to class is very important. Employers encourage Central Tech to emphasize punctuality for all students. Therefore, three tardies and/or early dismissals will count as one class section absence. Students must attend at least 2 hours of the class section to be counted present. Students who are frequently late may also lose their break and/or their driving privileges or be subject to other disciplinary actions as deemed appropriate by Central Tech administration.

Permission to Leave School

Any high school or post-secondary student who leaves school during class hours must secure permission from the instructor and the administration office **before** leaving. For high school students, **verbal** permission is required from a parent, guardian, or home school authority. Failure to follow this procedure will be considered an absence and/or truancy.

3.3 DISCIPLINE

Student Behavior

Students are expected to be cooperative in maintaining a positive instructional environment and to be respectful to others. Students who fail to live up to this responsibility face disciplinary action according to school policies and state law. Students must be in good standing to participate in extracurricular activities.

Suspension of Students

The administrative staff has the authority to discipline a student for inappropriate behavior such as, but not limited to, any of the following acts while in attendance at Central Tech, in transit by school transportation, under school supervision to, from, or at any school function authorized by the school district, or when present at any facility under the control of the school district. Unacceptable behaviors such as those listed below are prohibited and will be addressed by a conference with the Director or Assistant Director and may also result in disciplinary action.

1. Immorality, profanity (not limited to verbal usage) or pornography
2. Violation of school rules, regulations or policies and/or state laws
3. Insubordination or not responding appropriately to authority
4. Possession, threat, or use of a dangerous weapon
5. Assault and battery
6. Possession of, or under the influence of, any illegal drugs, alcohol, or any mind-altering substance; or possession of

drug paraphernalia

7. Conduct which jeopardizes the safety of others – including fighting or disruptive behavior
8. Conduct which disrupts the educational process or operation of the school
9. Truancy and/or excessive absenteeism
10. Stealing, gambling, misinformation, extortion, or cheating
11. Sexual harassment
12. Harassment, intimidation, or bullying

Types of Disciplinary Actions in Order of Consideration:

1. Alternative disciplinary measures as deemed appropriate by instructor or administrator including, but not limited to, behavior contract, conference, letter to parent(s) or guardian(s), referral to counselor, probation, and/or restriction of privileges.
2. In-House Detention: Out-of-class assignments at Central Tech. Duties outside of the classroom will be assigned by the Director or Assistant Director in cooperation with the classroom instructor.
3. Short-term Suspension: Removal from school for up to 10 days.
4. Long-term Suspension: Removal from school for more than 10 days up to the remainder of the current semester plus the next semester or up to one full calendar year.

Due Process Procedure

When a short- or long-term suspension is contemplated, the following due process procedures shall apply:

1. Alternative in-school placement options will be considered and applied, if appropriate, before out-of-school suspension is initiated.
2. **Short-Term Suspension:** An administrator may suspend a student for up to ten days provided the student has first been advised of the infraction and has been given an opportunity to respond to the allegation.
3. **Long-term Suspension:** When a suspension of more than ten days is contemplated, the administrator should follow the procedures for implementing a short-term suspension and notify the students and/or parents of the recommended long-term suspension. The student and/or parents shall have three days from the date of the suspension to advise Central Tech in writing if they will request a hearing to appeal the suspension. The hearing will be held before a Hearing Committee composed of three members of the staff identified by the Assistant Superintendent for Instruction. The hearing will be scheduled within ten school days of the date of the initial suspension.
4. **Appeal of Long-term Suspension:** If the long-term suspension is upheld by the Hearing Committee, the student and/or parent may request an appeal before the Superintendent. Such request must be in writing and directed to the Superintendent within five school days of the decision of the Hearing Committee. The decision of the Superintendent can be appealed to the Board of Education by submitting a request in writing to the Superintendent within three days of the Superintendent's decision. The decision of the Board of Education shall be final.
5. **Extracurricular Activities:** A student may not be on school property or attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the next school day following the ending date of the suspension (i.e., if suspended from school through Friday, suspension is effective until the next school day, Monday).
6. **Education Plan:** Any student who is suspended for more than five days and who is enrolled in core unit subjects shall be provided with an education plan. An education plan meeting IDEA regulations will be provided for a student on an IEP. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. The provisions of this subsection shall not apply to a student who has been suspended for possession of a dangerous weapon or a controlled dangerous substance.
7. **Suspension from the Partner School:** A student suspended from the partner school may also be suspended from Central Tech upon notification and request from the partner school officials. Likewise, a student suspended from Central Tech may also be suspended from the partner school upon request of Central Tech administration.

3.4 SAFETY/SECURITY

Asbestos Management

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. Central Tech has complied with this act. An asbestos management plan documenting these inspections is kept on file for public review. To view the plan, please contact the maintenance office at the respective Central Tech campus.

Campus Police

Central Tech believes in providing safe facilities, surroundings and activities for employees, students and employers. Students and employees are encouraged to be responsible for their own security as well as the security of others. In the event of a crime or other emergency, however, prompt and accurate reporting is encouraged by contacting the Campus Director or Assistant Director. He/She will then contact the Campus Police Department, which has full legal authority and also works cooperatively with local law enforcement officials. The Central Tech Campus Police Department is a C.L.E.E.T. recognized police department staffed by C.L.E.E.T. certified peace officers. Any person who threatens the health or safety of students or employees on campus, according to Oklahoma School Law, may be directed to leave the school campus and cannot enter the campus for six months after that time without permission of the Campus Director.

Campus Searches

To discourage the use and transportation of any unlawful substances, the Board of Education has authorized searches of campus facilities by a trained dog and handler. Searches may be conducted at any time, without notice. Searches may include classrooms, lockers, shops, and any other school property or students' possessions. Searches may also include student parking lots. All vehicles driven by students on to school property, whether or not owned by said student, will be subject to a search.

If the dog "alerts" to indicate that prohibited substances are present, the area will be further searched. Parent(s) and/or guardian(s) of high school students will be notified if prohibited substances are found. Law enforcement officials will be contacted if possession of any unlawful substance is verified (with secondary or post-secondary students). Law enforcement officials will also be contacted if difficulty is encountered with the student(s) in question.

Campus Security

To maintain a safe environment for students, all doors except the main entrance will be locked at the Drumright campus. Students may enter the south door 30 minutes prior to the beginning of class. At all other times, the main entrance door must be used. Surveillance cameras are in place inside and outside the building at both the Drumright and Sapulpa campuses.

Dangerous Weapons

The possession or use of dangerous weapons while a student is in attendance at Central Tech, at any function authorized by the school, or while in transit to or from Central Tech on school transportation, is expressly prohibited. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined in Section 1272 below:

"..any pistol; revolver; shotgun or rifle whether loaded or unloaded; or any blackjack; loaded cane; billy club; hand chain; metal knuckles; or any other offensive weapon."

Central Tech Administration will determine what constitutes a weapon. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than

one calendar year (for weapons other than firearms) as determined by the administration. Such weapon will be confiscated and released only to law enforcement authorities.

Gun-Free Schools

It is the policy of this school district to comply fully with the Gun-Free School Act.

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, may be removed from school for not less than one full calendar year. Such firearm will be confiscated and released only to a law enforcement authority.

Harassment, Intimidation and Bullying

The School Safety and Bullying Prevention Act defines the term “bullying” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student that a reasonable person should recognize will: harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. The prevention of and education about harassment, intimidation and bullying to Central Tech students will be addressed on a yearly basis. Anyone alleging bullying, harassment or intimidation have occurred should contact the Assistant Campus Director. As much written detailed information as possible should be provided. Board policy is available at centraltech.edu or upon request.

Insurance

While every effort is made to prevent accidents and injuries, the nature of the instruction is such that the possibility of injury is greater than in an academic program. Therefore, students are requested to carry personal insurance to cover the costs of caring for any accident that may occur. Central Tech provides information from an independent company to consider regarding various levels of student accident insurance, which is offered for a nominal cost. Central Tech does not endorse any individual policy or company.

Personal Property

It is the responsibility of each individual to care for and safeguard his/her personal belongings. At no time shall Central Tech be responsible for lost, stolen or damaged personal items.

Sexual Harassment

Sexual harassment is any type of unwelcome conduct directed toward a student or employee because of gender or sex. This conduct may include, but is not limited to, inappropriate electronic communication, touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, pressure for sexual activity, or sexual assault. Incidents of sexual harassment should be reported to an Instructor, Counselor, Campus Director or Assistant Campus Director.

Student Searches

Students should be free from unreasonable search and seizure by school officials. However, school officials shall have the authority to search a student’s possessions and property when there is reasonable suspicion that a student may possess items resulting in violation of school policy including, but not limited to, possible stolen merchandise, drugs, weapons or tobacco. A student who refuses to peacefully submit to a search or who refuses to turn over items discovered as a result of a search will be subject to disciplinary action, usually resulting in suspension.

3.5 TRANSPORTATION

Student Behavior on School Buses

Students may ride Central Tech buses as long as they adhere to the policies regarding student behavior while on the bus. Students must comply with bus driver guidelines at all times. The bus driver is to be respected and obeyed. Central Tech buses are equipped with cameras.

Transportation

Bus transportation is provided to and from partner high schools. Several high schools require students to ride the bus and others allow them to drive their own vehicles. High school students should check with their administration to be aware of their school's policy. However, all high school students are encouraged to ride the bus. Buses will depart from the partner high school on a regular schedule. Students will be returned to their respective high schools immediately after classes.

Post-secondary students may also ride the buses on a space-available basis in accordance with the partner school policy and with the permission of the Central Tech Director or Assistant Director.

Students who drive must display a parking permit on their vehicle.

All students must go directly inside the building once they arrive on campus; students are not to remain in vehicles or the parking lot.

Transportation will be provided for students to participate in Central Tech activities; students must utilize this transportation unless emergency situations are approved by Central Tech administration.

Vehicle Regulations

1. All students must complete and have on file the Student Transportation Form.
2. High school students driving personal vehicles to Central Tech must have permission from the partner school and must register the vehicle at Central Tech during the first week of school.
3. Both post-secondary and secondary students must purchase a Central Tech parking sticker and have it displayed visibly in the vehicle. Failure to do so may result in loss of driving privileges.
4. All students must park in the designated parking lots. Vehicles in violation of parking guidelines may be towed.
5. Students are not to be in vehicles or the parking lot during breaks or during class hours. Upon arrival at school, students need to go directly inside the building.
6. Any vehicle driven on to the Central Tech campus may be searched at any time by Central Tech administrative personnel and/or Central Tech contracted canine detection units while parked on school grounds. By parking on school grounds, students are granting permission for random or scheduled vehicle searches.
7. Damage and losses to personal vehicles or any student possessions will be at the risk of the owner.
8. Safe driving habits on campus are mandatory. Driving privileges may be revoked for not obeying traffic laws or practicing safe driving habits to and from Central Tech, or for leaving campus without proper authorization.

3.6 National Technical Honor Society Membership Requirements

A NTHS member must be enrolled full-time at Central Technology Center.

A NTHS member shall:

- have a desire to pursue a career in the field of his/her technical studies,
- exhibit dependability,
- be of worthy character,
- have good mentality,

- exhibit creditable achievement,
- have a commendable attitude, and
- be recommended by the instructor.

A NTHS member shall have:

- A grade of “A” in technical instruction at Central Tech for the first three grading terms of the application year, and
- A grade no lower than “B” in academic courses at Central Tech and/or the partner school for first semester of the application year, excluding Central Tech career major grade (secondary students only), and
- At least 97% in attendance and punctuality (This means no more than five absences through the third nine weeks.), and
- No probationary or disciplinary actions during the application year.

A NTHS member shall:

- Be a member of a local, state, and national career tech student organization (BPA, HOSA, SkillsUSA), and;
- Make a significant contribution to community service and/or school projects.

A NTHS member shall receive:

Official NTHS membership certificate, pin, card, window decal and newsletter, official seal to be attached to Central Tech certificate, participation in the official NTHS induction ceremony, and up to three letters of recommendation, on the member’s behalf, for a job application or college admission. (Letters are available upon request to the NTHS national office.)

Section 4: Administrative Organization and Institution Eligibility Information

4.1 Divisions and Responsibilities

Institutional and Divisional Structure

The organizational chart of Central Tech is located in the office of the Superintendent. The following personnel have responsibilities with respect to awarding and disbursement of student financial aid:

Responsibilities of the Business Office

- Coordinate activities and cooperate with the financial aid office in
 - Projecting cash needed to cover disbursements
 - Processing cancellations and institutional refunds
 - Obtaining authorization to disburse FSA funds
 - Being aware of the changes in FSA laws and regulations
 - Submitting accurate and timely reports
 - Reconciling records to ensure that financial aid adjustments are properly recorded
- Maintain a system of internal controls that includes adequate check and balances
- Ensure that the functions of authorizing and disbursing FSA funds remain separate
- Maintain records consistent with Generally Accepted Accounting Principles (GAAP)
- Maintain records to ensure a clear audit trail
- Draw down and return FSA funds to program accounts
- Process return of Title IV funds to appropriate accounts and post-withdrawal disbursements to students according to the applicable federal laws and regulations
- Assist in reporting GSA expenditures to DOE in a timely manner
- Reconcile accounts, including:

- Reconciling cash between school records and bank statements and reports
- Reconciling federal funds between bank statements and federally reported balances
- Assist in completing applications, fiscal reports for federal funds, and FISAP
- Maintain a cash management system to meet disbursement requirements and federal laws and regulations
- Provide general stewardship for federal funds
- Prepare for and participate in FSA program reviews and audits

Responsibilities of the Bursar

- Disburse funds to eligible students from FSA program accounts
- Maintain a system of student accounts that records charges, credits, and amounts due
- Balance their accounts with the Business Office and Financial Aid Office

Responsibilities of the Financial Aid Advisor

- Advise students and parents about financial aid
- Provide students with consumer information, as required by federal regulations
- Develop written policies and procedures regarding the administration of Title IV funds
- Determine students' eligibility for financial aid
- Process student financial aid awards
- Coordinate financial aid activities with other institutional offices that administrate financial aid programs
- Interact with various outside groups, agencies, associations, and individuals about issues concerning the school's administration of financial aid programs
- Monitor students satisfactory academic progress (SAP)
- Maintain institutional records that document activities of the financial aid office and provide data for reports
- Keep current on changes in laws and regulations to ensure that the school remains in compliance
- Report Federal Pell Grant expenditures in a timely manner
- Calculate the return of Title IV funds and, if it applies, authorize post-withdrawal disbursements to students
- Reconcile student financial aid data provided to the business office to ensure that all disbursements have been issued, refunds have been accounted for, and expenditures have been reported
- Ensure that the functions of authorizing and disbursing Title IV funds remain separate
 - authorizing disbursement of FSA funds to student accounts or to students directly
 - authorizing return of Title IV funds to program accounts and post-withdrawal disbursements to students
 - notifying a student who owes an overpayment as a result of the student's withdrawal from the school in order for United States Department of Education (DOE) or the school to recover the disbursement
 - notifying DOE of the overpayment
 - coordinating submission of the Fiscal Operations Report and Applications to Participate (FISAP)
- Coordinates assistance programs with agencies such as the Oklahoma Department of Career and Technology Education, Veterans Administration, Workforce Investment Act, Bureau of Indian Affairs, Oklahoma State Regents for Higher Education, Oklahoma Department of Human Services, Oklahoma Rehabilitative Services, Oklahoma Career Tech Foundation, Oklahoma Physician Manpower Training Commission, and other agencies and scholarship organizations.

Responsibilities of the Career Counselor

- Manage the adult student enrollment process, including but not limited to student eligibility, career advisement, etc.
- maintain accurate, complete and updated contact information on all adult students
- report and update changes in program/career major costs to the Bursar
- assist in maintaining checks and balances - monitoring continuous adult student enrollment and attendance

- advise adult students with attendance issues, initiate attendance contracts, counseling forms or drop forms with effective dates and report these issues to the Financial Aid Advisor immediately
- advise adult students with unsatisfactory academic progress issues, initiate counseling forms or drop forms with effective dates and report these issues to the Financial Aid Advisor immediately
- advise adult students of other resources or assistance available through social service agencies, community programs, or other groups that could provide help for special situations

4.2 Fiscal Records Compliance Audits

The Board of Education shall employ an Auditor who is a Certified Public Accountant and is approved by the State Department of Education whose term of office and compensation shall be at its discretion. The duties will be to audit all accounts and to make reports as required by State Law, Oklahoma Department of Career and Technology Education, and the local Board of Education. Basic duties shall be to prepare and to submit a complete Financial Statement at the close of the fiscal year and the Estimate of Needs as determined by the Board of Education.

4.3 Central Tech Title IV Certification and Application Updates

The current Program Participation Agreement expires March 31, 2028. State Authorization for our next recertification process will begin approximately December 2027. This should allow adequate time for review by the U.S. Department of Education and response by Central Tech if/when it is requested.

General Requirements

Definitions

- National Student Loan Data System (NSLDS)
- Eligibility and Certification Approval Report (ECAR)
- Program Participation Agreement (PPA)
- Electronic Application for Approval to Participate (E-APP)

The Financial Aid Advisor is responsible for submitting timely and complete ECAR to the DOE. Copies of the E-APP and supporting documentation are maintained in the Financial Aid Office. The Financial Aid Office also maintains copies of the ECAR and the signed PPA.

Information collected and reported on the ECAR includes: accrediting body, state authorizing agency, names and titles of key school officials, school location(s), educational program/career major offerings, and Title IV approval status.

Updating Application Information

Information reported on the ECAR is updated on at least a yearly basis. Any changes in curriculum and course offerings are first approved by our state accrediting body and authorizing agency (Oklahoma Department of Career and Technology Education). Changes to educational program/career major offerings or key officials are then submitted to the DOE using the E-APP. If mid-year changes are required, the E-APP may be updated mid-year.

Section 5: Types of Student Financial Aid

The following programs of assistance are available at Central Tech:

Need Based Aid

- Federal Pell Grant
- Oklahoma Tuition Aid Grant (OTAG)

- Oklahoma’s Promise (OHLAP)
- Workforce Investment ACT (WIA)
- Bureau of Indian Affairs (BIA)
- Oklahoma Department of Career and Technology Education Scholarships
- Federal Supplemental Education Opportunity Grant (FSEOG)

Non-Need Based Aid

- Vocational Rehabilitation Services
- Veteran’s Administration Educational Benefits
- Central Tech Foundation Scholarship
- Otha Grimes/Francis Tuttle Scholarships
- Choices Tuition Waiver
- Physician Manpower Scholarship

5.1 How to Apply for Federal Student 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.studentaid.gov. Computers are available on both Central Tech campuses for individuals who do not have access to a computer.

Students who apply may qualify for:

- Federal Pell Grant Program
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Oklahoma Tuition Aid Grant (OTAG)
- Federal Work Study (FWS)

Items needed to complete the FAFSA: Income information, (i.e. federal tax forms, W-2’s), driver’s license number, social security number, balances of cash, savings, and checking accounts and asset information. (Note: Can’t find your federal tax return? Obtain a free IRS Tax Transcript by calling 1-800-829-1040; or online at irs.gov).

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 repayment arrangements, do not owe money back on a federal student grant or have made satisfactory repayment arrangements, will notify Central Tech 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.

Additionally, by signing the FAFSA you agree that you will provide information to verify the accuracy of the FAFSA. This information may include Federal Tax Returns, 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 Federal Student Aid (FSA) user ID and password. Students can create personal FSA ID at <https://studentaid.gov>.

5.2 Federal Pell Grant Program

Definition

The Pell Grant Program is a federally funded grant program which provides from \$740.00 up to \$7,395.00 for the 2024-2025 award year to post-secondary students enrolled at least half time in program that are at least 600 hour.

Application Procedures

The application process for Federal Title IV aid programs is as follows: Students must complete a “Free Application for Federal Student Aid” form, apply online at www.studentaid.gov. Students are directed to read the instructions carefully when completing the FAFSA. All records and other materials used in completing the application should be saved. This information may be needed later to provide verification of the submitted information. Students without a computer may meet with the Financial Aid Advisor to use a school computer to fill out the FAFSA. For assistance in completing the FAFSA, you may schedule an appointment with the Financial Aid Advisor, Angela Piotrowski at 918-352-2551 ext. 237 on the Drumright Campus or 918-224-9300 on the Sapulpa Campus and by email at angie.piotrowski@centraltech.edu. After submitting the FAFSA, the student will receive a Student Aid Report (SAR) stating eligibility. These reports include a summary of application information and the determination of an eligibility index. This index (also known as SAI) is the result of computations involving the financial and non-financial data submitted on the application. The method for computing eligibility applies to all dependent and independent students uniformly.

Central Tech will receive an electronic transmission of the Student Aid Report (SAR). Transmissions are usually received within three (3) to five (5) days of the date the FAFSA is processed by the Central Processing System. Central Tech only receives student information for students who indicate Central Tech’s school code of **009964**.

The Financial Aid Advisor will determine if all application requirements have been met. If so, the SAI, Pell indication is used to calculate the scheduled Pell Award Chart. Depending on the program/career major enrolled and number of hours left to complete, typically two disbursement periods are scheduled per Academic Year. The student is notified of his/her award amounts and estimated disbursement dates with an award letter.

General Qualifications of Students Seeking Assistance and Procedures

To receive federal student financial aid an applicant must:

- Have a valid SAR
- Be enrolled as a regular student in a Central Tech program/career major of at least 600 clock hours or greater
- Be a U.S. Citizen or eligible non-citizen. Eligible non-citizens may be required to furnish proof of immigration status. The Financial Aid office will advise the applicant what type of documentation is required.
- Be in good standing and maintain satisfactory academic progress in the course of study he/she is pursuing according to the standards of Central Tech.
- Not owe a refund on any grant, not in default on any student loan, and have not borrowed in excess of loan limits under Title IV programs at any institution.
- Agree to use all Title IV funds received for expenses related to study at Central Tech only.
- 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.
- Be registered with the Selective Service if required.
- Have a high school diploma, GED, home school affidavit, or have met the (ATB) ability-to-benefit requirements prior to July 1, 2012.
- Not be simultaneously enrolled in an elementary or secondary school.
- Certify by signing a statement of Educational Purpose, that he/she will use federal student financial aid only for educational costs.
- Must not have any disqualifying drug convictions
- Have financial need, if applicable.

These are general eligibility requirements. Students must meet the eligibility requirement outlined in Section II-A, Title IV Programs of Assistance – General Conditions of Eligibility. In addition, a student’s eligibility for Title IV aid could be affected by such factors: Prior degrees, enrollment status, remedial course work, correspondence study, and study by telecommunications, incarceration, and conviction for drug offenses.

Default

If the ISIR shows a student loan default status, the Financial Aid Advisor will notify the student requesting that he/she come into the office so the aid advisor can explain the process of consolidation, rehabilitation, and provide guidance of resources available to regain eligibility if so desired.

Any student wanting to obtain information regarding student loan deferment and/or receive assistance to obtain student loan deferment may contact the Financial Aid Advisor.

Criteria for Selecting Recipients from Group of Eligible Applicants

All eligible recipients will be awarded aid. Federal Pell Grant disbursements are based on:

- Federal Pell Grant Cost of Attendance for a full academic year
- Enrollment Status of the student
- Length of the program/career major and length of time the student is enrolled
- Federal Pell Grant Disbursement Schedule (revised annually by the Department of Education)

Central Tech has set its academic year at 900 clock hours and 26 weeks, and 1050 hours and 35 weeks of instruction.

Method and Frequency of Disbursement

Students receive their first disbursement as soon as the student, the financial aid office, the business office, and the government process all necessary paperwork. This is a collaborative effort with many players involved. Since the majority of students begin in August, first disbursements are usually made by September. Disbursement dates vary depending on the program/career major enrolled and the full-time or half-time status of the student and school board meetings. Central Tech's grant approved programs/career majors range from 600 to 1500 hours. Disbursement periods are divided into two equal time frames. Students are provided an award letter, which provides estimated disbursement dates and related clock hours. The financial aid office notifies the business office, which in turn, requests grant funds and disburses via checks to the students. Students that are eligible for grant disbursement are notified of the days and times available for pick up from the Bursar.

Students withdrawing from school prior to Central Tech receiving a valid ISIR are not eligible to receive Pell Disbursements. However, eligible students who have not received a disbursement prior to withdrawal may be eligible for a post-withdrawal disbursement for the time enrolled as an eligible student. Students are sent a post-withdrawal acceptance letter and have ten (10) days from the date of notification to accept their disbursement. The disbursement is then processed and mailed to the student.

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

5.3 Federal Supplemental Educational Opportunity Grant (FSEOG)

Purpose

The FSEOG is a grant for undergraduate students with exceptional financial need. To establish eligibility, the Free Application for Federal Student Aid (FAFSA) must be completed.

Award Amounts

The maximum FSEOG that Central Tech will award is \$500.00 for a full academic year. The minimum FSEOG amount that Central Tech will award is \$100 for a full academic year.

FSEOG Recipients

FSEOG funds are awarded to students with the lowest expected family contributions (EFC) who will also receive Pell Grants in that award year. Eligible applicants are funded on a need basis.

A student who receives a Pell Grant at any time in the award year may be awarded an FSEOG for that award year; the student does not have to receive a Pell Grant in the same disbursement period as the FSEOG. If the student loses Pell Grant Eligibility prior to disbursement of the FSEOG, Central Tech must cancel the FSEOG award.

Frequency of FSEOG Disbursements

If FSEOG is awarded for a full academic year, Central Tech will pay a portion of the grant during each payment period. To determine the amount of each disbursement, Central Tech will divide the total FSEOG award by the number of disbursement periods the student will attend. However, Central Tech is allowed to pay an FSEOG in unequal amounts if the student has costs or resources that are different for different disbursement periods. Central Tech can make disbursements within a payment period in whatever installments will best meet the student's needs.

5.4 Federal Work Study Program (FWS)

Definition

Federal Work Study (FWS) is a federally funded work program available to eligible post-secondary students enrolled at least half-time.

Eligibility Requirements

Students must meet the general qualifications of students Federal Pell Grant presented previously on page 17. Eligibility is also based upon demonstrated financial need

Criteria for Selection

Students with demonstrated financial need who have indicated a willingness to work will be awarded FWS on a first-come basis.

Method and Frequency of Disbursement

If the student qualifies for assistance through the FWS Program, the award letter will state the amount of the FWS award. The student should contact the Central Tech Financial Aid Advisor in order to be placed in a job that will allow him/her to work compatibly with his/her class schedule. The rate of pay will always be at least equal to the federal minimum wage. The student will be allowed to earn wages under the FWS program up to the amount of his/her award and will be paid monthly by check.

5.5 Oklahoma Tuition Aid Grant Program (OTAG)

Definition

The Oklahoma Tuition Aid Grant program assists schools in providing grants to eligible students who have substantial need. Student awards and disbursements will be determined by the same method used for awarding and disbursing the Pell grant.

Application Procedures

The applicant must complete the Oklahoma Residency section of the FAFSA to qualify for Oklahoma Tuition Aid Grant (OTAG).

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 enrollment 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 academic progress (SAP) in his/her program/career major.

Criteria for Selection

OTAG is awarded on a need basis. Applicants should complete and submit the FAFSA to the federal student aid application system as soon as possible.

Method and Frequency of Disbursement

Funds for Oklahoma Tuition Aid Grant (OTAG) are sent to Central Tech and disbursed to students by the business office per payment period.

According to the OTAG disbursement policy, Central Tech will collect applicable tuition and fees from the OTAG disbursement before a refund is issued to the student. Applicable outstanding book and supply charges will also be deducted with appropriate authorization from the student.

5.6 Oklahoma's Promise (OHLAP)

Oklahoma's Promise is a state incentive grant through the Oklahoma Higher Learning Access Program (OHLAP). This grant is awarded by the Oklahoma State Regents for Higher Education. The grant application must have been completed by the student between the 8th and 10th grades of their secondary education. The intent of Oklahoma Promise is to provide assistance to students from lower income families in pursuit of a post-secondary educational degree.

Central Tech 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 enrollment 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 financial need as determined annually in accordance with OHLAP criteria.

Students must maintain satisfactory academic progress (SAP) in his/her program/career major.

Method and Frequency of Disbursement

Disbursements are contingent upon the student maintaining satisfactory academic progress (SAP) in program/career major in accordance with Title IV funding regulations. OK Promise funds are disbursed per payment period.

5.7 Workforce Investment Act

Workforce Investment Act (WIA) is a federal program of assistance. Students must be “economically disadvantaged”, unemployed or underemployed to qualify for this program. This program also provides job retraining assistance for those unemployed due to industry closings or lay-off (dislocated workers). Job training programs can include occupational training, on-the-job training with private employers, youth employment training (under 21 years of age), literacy training, and others. A Workforce Oklahoma WIA office is located in Sapulpa.

Workforce Oklahoma WIA
1700 South Main Street
Sapulpa, OK 74066
(918) 224-9430

Central Tech’s Financial Aid Office will assist students with all the necessary paperwork requirements.

5.8 Bureau of Indian Affairs

Students may contact their Tribal offices for assistance with costs related to their education. Grants may provide may be available for tuition, books, supplies, and living allowances.

5.9 OK Career Tech Scholarships

Scholarship opportunities exist in various forms and sources. The OK Career Technology Education Foundation provides a different scholarships for which adult students may apply. Speak with the Financial Aid Advisor for more information.

Oklahoma Career Tech Foundation Scholarship

The Oklahoma Career Tech Foundation was formed in 1970 for the purpose of administering scholarship monies generated by gifts from individuals who have expressed concern for the continued advancement of career and technical education in Oklahoma. These scholarships are unique in that they are reserved for deserving adult students who may not qualify for other student assistance programs. They are also unique in that they are awarded more on the basis of need and commitment than good grades alone.

OkACTE/ESSP Casey Cundiff Outstanding Student Scholarship

This scholarship is available to assist a student in accessing or completing a career and technology education program/career major or entering into the occupation for which he/she has trained.

Washington/Dubose Memorial Scholarship

Applicants for this scholarship must plan to enroll in a full-time program at an Oklahoma Career and Technology Center or as a full- time student in an accredited institution of higher learning for the fall and spring semester of each year. Applications are available from OAMCTE members, and the deadline is May 1st each year. Speak with the Financial Aid Advisor for more information.

5.10 Central Tech Foundation Scholarships

Central Tech offers foundations scholarship opportunities to its students. Completing the FAFSA is a prerequisite for all scholarships. Applications for scholarships awarded through the Central Tech Foundation are available in the Financial Aid Office, Counselor’s office and the Career Counselor’ office

5.11 Central Tech Tuition Scholarship

Choices Scholarship

This scholarship is for tuition only and available to seniors who graduate from a high school or present a Home School Certificate of graduation within the Central Tech district. The waiver is valid for up to four (4) years after their graduation date. Certain minimum requirements must also be met to be eligible. Applications are available in the Student Services office each Central Tech campus. The Choices Scholarship does not have a dollar amount attached. Choices Scholarship will be applied to tuition up to 1600 hours for approved programs/career majors.

5.12 Health Profession Scholarships

Physician's Manpower (PMTc) Nursing Student Assistance Program

PMTc is an Oklahoma supported program that was established in 1982 for the purpose of providing financial assistance to Oklahoma nursing students pursuing LPN, AND, BSN, and MSN degrees. It is for nursing student only. Between 250 and 300 nursing students receive funding each year. There is one application period per year which runs April to June. Applications must be complete and received by the Physician Manpower Training Commission in Oklahoma City, OK by June 30th of each year. This program is a scholarship loan program in which students applying for the scholarship are required to sign a contract with the State of Oklahoma for one year of nursing service upon completion of the Nursing program and successful attainment of licensure. More information and applications are available at <http://www.pmtc.ok.gov/nsap.htm>.

5.13 Vocational Rehabilitation

This program of assistance is for individuals who have a physical or mental disability that presents an obstacle to employment. Services can include testing, psychological evaluation, medical examination, and counseling services. Educational assistance provided can include the cost of tuition, fees, books, supplies, and other supportive services.

Students with disabilities may contact Oklahoma Department of Rehabilitation Services for assistance with educational expenses.

Vocational Rehabilitation Services
444 S Houston Ave #200
Tulsa, OK 74127
918-581-2301

Central Tech's Financial Aid Office will assist students with all the necessary Vocational Rehabilitation paperwork requirements.

5.14 VA Education Benefits

Most daytime programs/career majors offered at Central Tech have been approved for training students that are eligible to receive VA educational benefits. Students that are veterans or dependents of veterans may be eligible to receive VA Education Benefits. Students are encouraged to apply for benefits online through the GI Bill® (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.) website at VA.gov.

Student's will receive a Certificate of Eligibility (COE) from the VA defining their benefits. This COE will need to be submitted to the Financial Aid Office with additional required documentation. Then Financial Aid Office will complete the student's certification using VA Enrollment Manager.

Central Tech Eligibility Requirements

Eligibility for VA educational benefits is determined by the VA. The student must also be enrolled in an approved program/career major. Students requesting use of their VA educational benefits should submit the following documentation to the financial aid office:

- Certificate of Eligibility (issued by the VA),
- Transcripts of the student's previous education (If the student is a veteran – a military transcript is required)

Criteria for Determining Amount of Student's VA benefits

There are various forms of GI Bill® benefits, called chapters. Each Chapter of benefits provide fund differently. Educational assistance can range from monthly basic allowance for housing (BAH), to the total cost of institutional charges and BAH. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.)

Method and Frequency of Disbursement

Financial aid office staff also serves as School Certifying Officials (SCO) for student VA educational benefits. Once a student has enrolled and provided the required documentation to the financial aid office, or SCO. The SCO will complete the certification using VA Once. The VA disburses student BAH in arrears, or at the end of each month. Student verification of attendance is required for some chapters of benefits. Contact the VA at 1-888-GI BILL-1 (1-888-442-4551), or the Central Tech financial aid office for more information.

5.15 Discounts

Senior Citizen Discount (Board Policy C-38)

All students of the Central Tech Adult Career Development department who are sixty-two years of age or older shall be entitled to a twenty-five percent (25%) discount on any class offered through that Central Tech department. Courses taught by outside agency instructors will not be included in this discount.

Section 6: Institutional and Financial Aid Policies and Procedures

6.1 Definition of Regular Student and Special Student

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.

Special Student

Entering students who do not possess a high school diploma or GED and have not attained passing scores on an Ability-to-Benefit test are classified as special students and are therefore not eligible to receive Title IV Student Financial Assistance.

General Education Development (GED) preparation is an opportunity for adults who have not graduated from high school to earn the equivalent of a high school diploma. GED classes are free, and are facilitated on both Central Tech campuses. An individual that is at least 18 years of age or older can enroll based on class availability. Classes are not facilitated during June and July. Central Tech is not currently a GED testing site.

Monday and Thursday, 3:30 pm – 6:00 pm
Central Tech Drumright Campus

Wednesday, 4:00 pm – 6:30 pm
Central Tech Sapulpa Campus
Kathy Thompson – Instructor
(918) 352-2492

6.2 Institutional Costs

Tuition and Fees

Tuition for an adult (post-secondary) student is based on the program/career major in which he/she is enrolled.

Programs/Career majors that qualify for financial assistance range from 600 to 1500 hours. A complete list of programs/career majors offered at Central Tech is available from the Career Advisors, Counselors, and Financial Aid Advisor or at www.centraltech.edu.

Post-secondary Student Tuition

(Calculated on number of hours in a Program/Career Major of enrollment)

<u>Resident</u>	<u>Nonresident</u>
(In Central Tech District)	(Out of Central Tech District; in Oklahoma)
\$1.50 per hour	\$3.00 per hour

Books, Fees, and Supplies

Books and supply costs vary depending on programs/career majors. The Estimated Expense list for each program/career major can also be found at www.centraltech.edu in the student catalogue. Cost of books are to be determined.

Living Costs

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

Student Budgets

For the purpose of awarding Federal Title IV aid, the Central Tech district estimates reasonable expenses for periods ranging from 6 to 12 months. The budgets are derived from the U.S. Department of Labor, Bureau of Labor Statistics. For detailed calculations of budgets see the financial aid office. Estimated Expense Sheets for every program are available in the Financial Aid Office as well as online at www.centraltech.edu

Central Tech does not participate in student loans.

Federal Grants are entitlement programs so budget amounts do not affect the amount of Federal Aid a student may receive.

In-School Deferment

In-School Deferment form can be obtained by either contacting your lender or CT's financial aid advisor. In-school deferment forms will need to be submitted to the Financial Aid Advisor with information on the lender that the student is requesting the in-school deferment from.

6.3 Satisfactory Academic Progress (SAP)

Definition

In order to receive Title IV assistance, a student must be within the approved attendance policy, be progressing at a rate to complete the program/career major within the allotted time, and be in good standing. Good standing is initially defined as the student being eligible for admission to an educational program, as demonstrated by his/her high school diploma or GED or assessment, which is used to determine the ability to benefit. Continued eligibility is based on meeting the minimum standards in terms of conduct, grades, and Central Tech's attendance and satisfactory progress policy to continue enrollment.

Central Tech's Satisfactory Academic Progress (SAP)

All students at Central Tech must be making satisfactory progress toward completion of their identified training goals. All students are considered to be making SAP at the time of enrollment. SAP is comprised of qualitative measures, quantitative measures and attendance. A student is in compliance with Federal Student Aid (SAP) progress requirements if the student successfully completes or exceeds 90% of scheduled hours (successfully completed hour means both curriculum and seat time) and maintains a cumulative grade of "C" or better (qualitative standard). Students are required to attend 90% of the time. SAP is verified at the time the student is scheduled to have completed the hours in the payment period. Failure to meet SAP will result in the loss of eligibility to receive federal financial aid. If a student fails to maintain SAP, he/she will be notified in writing. Due to the length of programs/career majors Central Tech will not utilize the financial aid warning option. Additionally, all programs/career majors must be completed within 110% of the established time. Example: A 900 hour program/career major must be completed in 990 hours (900 x 110% =990). If at any point the student is not progressing at the 110% pace his/her financial aid will be terminated.

How to Re-Establish Eligibility

A student may appeal the initial termination of financial aid. The appeal form will be included with the notification of funding termination. The student must answer why he/she failed to meet SAP standards, what has changed in his/her circumstances, and what he/she plans to do differently from the past in order to meet minimum SAP standards. The

following are circumstances that could be considered extenuating circumstances allowing an appeal to be reviewed by the Financial Aid Appeals Committee:

- a. Illness of student
- b. Illness of dependent child
- c. Death of a family member
- d. Other circumstances not listed if there is documentation that the committee considers being circumstances beyond the student's control.

Conditions of any appeal will be considered on a case-by-case basis. The student has ten (10) working days from the date of notification to submit an appeal form and documentation to the Financial Aid Advisor.

The appeal will be reviewed by the Financial Aid Appeals Committee. The Appeals Committee will determine whether: 1) the student's financial aid will be reinstated with no action; 2) the student's financial aid will be reinstated on a probationary basis with an academic plan; or 3) the student's financial aid eligibility will be terminated. A student can regain eligibility by attending a minimum of one disbursement period based on the student's program/career major hours on a self-pay (or agency funded) basis. The student must request reinstatement of federal financial aid in writing. Upon receipt of reinstatement request, the Financial Aid Advisor will review the request and notify student in writing regarding eligibility status.

If an appeal form is not filed and documentation not received in ten (10) working days from the date of notification, the termination of financial aid will stand. The committee will review the appeal and notify the student of the results within ten (10) working days of date received. The determination of the committee is final.

Probation Status

If the appeal to reinstate the student's financial aid is approved, the student will be placed on financial aid probation for up to one disbursement period. If the student regains SAP standards by the end of this probationary period, the student will then be eligible to continue to receive financial aid. If the student does not regain SAP standards by the end of this probationary period, the student will become ineligible to receive further financial aid. The student must then meet requirements for financial aid reinstatement.

Academic Plan

If the appeal is approved a student may be placed on an academic plan. The approved appeal must specify if an academic plan will be used. The academic plan must describe the actions the student will take to regain SAP and also must provide a specific date that the student should be able to meet SAP standards. The student's SAP will be re-evaluated, at least, at the end date of the academic plan.

Should the committee decide not to reinstate the student's financial aid, the student remains ineligible for financial aid benefits until they have met the requirements for financial aid to be reinstated. He/she will be sent written notification. The notification will include the steps he/she must take for reinstatement of financial aid.

Financial Aid Reinstatement

If a student does not meet SAP, he/she becomes ineligible for financial aid. In order for the student's financial aid eligibility to be reinstated, without an approved appeal, he/she must meet the following requirements:

- Attend one semester without financial aid meeting SAP standards (Qualitative and Quantitative); and make up any missed days in conjunction to completing all coursework not completed due to lack of attendance.
- The student will be responsible for paying any balance owed to Central Tech for tuition and other expenses.

If all provisions have been met, at the end of this period the student must notify the financial aid office and formally request that his/her financial aid be reinstated. The student will be notified when all documentation has been reviewed and financial aid reinstated.

Note: Some programs/career majors require more stringent academic requirements than above. Students must comply with the provisions set forth by the program/career major he/she is attending.

Advanced Standing Transfer Credit

It is the policy of the Central Technology Center Board of Education to admit students to programs/career majors on advanced standing basis. Advanced standing is based on an evaluation of an individual's previous educational experience and the application of such education to the requirements of specific courses within the program/career major.

Advanced standing may be granted to individuals who have had equivalent courses, determined by comparison of course content. Students who feel that they are proficient in an area of study offered at this technology center may apply for advanced standing credit. In order to receive advanced standing credit, a student must successfully complete a comprehensive written and/or skills test. The test will be administered by a qualified representative of Central Tech and may include both a written cognitive assessment and a supervised skills demonstration assessment. Students may apply for advanced standing through the career counselor.

Transcripts from other schools, colleges, and accredited institutions will be evaluated by the administration and the instructor involved, and credit may be granted for appropriate units of instruction.

Central Tech will award advanced standing credit to enrolled students who have been honorably discharged from the Armed Forces of the United States. Students must enroll within three (3) years of initial enrollment for courses that are part of the student's military training or service and meet the standards of the American Council of Education (ACE) or equivalent standards for awarding academic credit if the award of educational credit is based upon the Central Tech's admission standards and the role, scope and mission of Central Tech.

Withdrawals and Incompletes

Students are given a letter grade at the time of withdrawal. Students making SAP at the time of their withdrawal and return to the same program within 180 days are considered to be in the same disbursement period.

Withdrawal scenarios:

Student did not complete 60% of the disbursement period and a Return of Title IV was made.

- If the student returns, the amount returned can be disbursed.

Student completed more than 60% and no Return was made.

- If the student returns, no disbursement would occur until the student had completed the previous disbursement period. (In other words, a student cannot be paid twice for completing the same coursework; nor will the student receive an additional disbursement until all of the course work, for which a previously payment was received, has been successfully completed.)

Students receiving an incomplete "I" grade for a disbursement period will result in an "F" if the student doesn't resolve the matter within 2 weeks of receiving the "I". The same SAP policy applies.

Leave of Absence Policy

A Leave of Absence (LOA) is defined as a period of time which can be granted to students for circumstances which require the student to be absent from school for five (5) or more consecutive class days (not to exceed thirty (30) calendar days). This includes students on military service orders. A student can receive one (1) LOA in a twelve- (12) month period. Requests for additional LOAs will be considered (on a case-by-case basis) based on the nature and gravity of the incident prompting the request. Requests for an extension to an approved LOA will also be considered on a case-by-case basis. Application for a LOA must be made in advance. Exceptions may be considered if the student can show with proper documentation that it was not possible to make the request in advance. A doctor's note does not remove the student's obligation to officially request a leave of absence. If a student fails to return to school at the end of the LOA, the school must treat the LOA as withdrawal. In such an event, the effective date of the withdrawal is the beginning date of the LOA.

The Leave of Absence process should originate with the Central Tech Enrollment Advisor. The student and Enrollment Advisor will develop the specific details of the Leave of Absence with input from the student's instructor and the Financial Aid Advisor (as needed). The Campus Director will approve or deny the LOA request. The student will report to the Full-time Programs Registrar upon return to classes; the Full-time Programs Registrar will notify the Instructor, Instructional Director, Enrollment Advisor and Financial Aid Advisor of the date of return. The Enrollment Advisor will monitor the LOA return date and will process a student drop for failure to return.

Repeating Coursework

Students are not allowed to repeat the same program in order to achieve a higher grade. However, if a student withdraws and re-enters the same program the instructor may require the student to start at the beginning of the program depending on how much time has lapsed. If the student re-enters the same program within 180 days of last attendance, the student cannot receive disbursement for repeating coursework. If the student re-enters the same program after 180 days they will be treated the same as a transfer student. The program/career major hours will be reduced by the number of hours the student receives credit. In this case, the student receive aid for repeating course work as the student is receiving credit for the repeated course. A student who completes an entire program/career major and re-enrolls to take another program/career major may receive for the other program/career major no matter how much time has lapsed.

6.4 Fraud and Abuse

Central Tech faculty/staff should report suspected cases of fraud or abuse to the Financial Aid Advisor, examples are:

- Use of false identities
- Forgery of signatures of certifications or documentation
- False claims of income
- False claims of citizenship
- False claims of independent student status

If the Financial Aid Advisor believes there is a valid suspicion of fraud, he/she will consult with the Central Techs legal counsel before referring the case to the Office of the Inspector General of the Department of Education's Regional Office for further investigation. Central Tech will, in turn, follow any instructions from the Department of Education as a result of the referral.

All credible information that indicates that a Title IV applicant may have engaged in fraud or other criminal activity will be provided in the referral. Fraud is intent to deceive and is not a mistake.

The Financial Aid Office reserves the right to request any additional documentation at any time to resolve conflicting information regarding a student's Title IV aid application.

OIG Contact Information

Regional Office Telephone: Dallas, TX (214) 661-9530
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1510

OIG Referrals

34 CFR 668.16(g)
IRS Publication 17

1-800-MIS-USED

Email: oig.hotline@ed.gov

Web: <http://www.ed.gov/about/offices/list/oig/hotline.html>

6.5 Misrepresentation

Central Tech has developed several policies to clearly define its goals and objectives. Should allegations of misrepresentation occur, grievance procedures are in place for students, students' families, and other entities in the community.

The following is a list of Central Tech School Board Policies that address these concerns:

- C-4 The Affirmative Action Plan
- C-9 Complaints
- C-4 Grievance Procedure: Parent-Teacher
- C-4 Grievance Procedure for Filing, Processing and Resolving Discrimination Complaints

Copies of these policies may be obtained from the Superintendent's office.

6.6 Title IV Refunds

School Policy

If a student withdraws from school after enrolling in a full-time program/career major, a refund of tuition will be made according to Central Tech's refund policy. 100% of the tuition will be refunded if the student drops before the first week of the student's scheduled start date. 50% of the tuition will be refunded to students that withdraw during the second week of instruction. There will be no refund after the third week of instruction. Fees and the cost of the student's books and supplies are non-refundable

Return of Title IV Funds Refund Policy

Federal law specifies how a school must determine the amount of federal financial aid (Pell Grant) that a student earns if he/she withdraws, drops out, is dismissed prior to completing more than 60% of a payment period.

The amount of federal financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed 60% or more of the payment period, all financial aid assistance is considered to be earned.

Credit Balances

When a student withdraws during a payment period and a credit balance is created, Central Tech will not release the credit balance until a Return of Title IV Funds calculation has been performed. The credit balance will be allocated as follows: first to repay any grant overpayment owed by the student as a result of the current withdrawal. Any remaining credit balance funds will be used to pay authorized charges at the institution and then if any funds remain, those will be paid to the student.

Funds Owed to Student

If a student withdraws from school before a disbursement or complete disbursement of funds has been disbursed the student may have an amount of Title IV aid owed to him/her.

The student will be notified by letter allowing them to accept or reject the refund. If the student accepts the refund, the funds will be made available in a timely manner.

Withdrawal from Program/Career Major

To withdraw from a program/career major, a student must first visit with his/her instructor and counselor and complete a withdrawal form. If a student does not meet the minimum program/career major or certification attendance requirements he/she may be withdrawn from a program/career major. The instructor or counselor will be responsible for notifying the financial aid office of the withdrawal. The last date of attendance will be noted on the withdrawal form. If a student does not return from an approved leave of absence he/she will be withdrawn from the program/career major. The first day the leave began will be counted as the last date of attendance.

The Student's Responsibilities in Regard to the Return of Title IV Funds Include

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation.
- A student may rescind his or her official notification of intent to withdraw on the Central Tech Student Status/Counseling form. This form can be completed with the campus Career Advisor.

Overpayments

Any cash that Central Tech disbursed to a student for a disbursement 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 disbursement period. An Overpayment of a grant means that a student's grant disbursement exceeds the amount he/she 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. Central Tech 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.

If the student or Central Tech owes a refund to Title IV for unearned aid received. Central Tech pays this for the student and invoices the students within 30 days of the withdrawal date. The student may make arrangements with the business office to pay the balance due. If the student fails to repay Central Tech, it is noted on student accounting and a stop enrollment occurs and the student cannot be admitted to CENTRAL TECH again until this amount has been paid in full.

Post-Withdrawal Disbursements

If the student was not paid within the "disbursement period" in which he/she was enrolled and was making satisfactory progress or was a first time student a "post-withdrawal disbursement" will occur if they withdraw. The Financial Aid Advisor will send the student a post-withdrawal acceptance letter and the student will have ten (10) days to claim the

award. Central Tech will credit the student's account for outstanding charges including tuition, books and supplies the student may have charged to their account. If the student accepts their award, Central Tech will disburse the funds within 120 days of the date the school determines the student withdrew.

6.7 Student Completion, Graduation, Placement and Retention

Completion/Certification:

Upon successful completion of the training program and successfully passing any skills examination and/or written examination, certification/completion certificates are granted through Central Tech and the State if program is eligible.

Central Tech is required by the Oklahoma Department of Career and Technology Education to report enrollment, completion, placement and retention rates for all students enrolled. Please see the financial aid office for detailed calculations of these rates for the past five (5) years.

Section 7: Consumer Information

7.1 Availability of Central Tech Employees for Information Dissemination

Angela Piotrowski, Financial Aid Advisor is available Monday through Friday from 8:00 to 4:00. She can also be reached at 918-352-2551 ext. 237 or by email at angie.piotrowski@centraltech.edu

7.2 College Navigator Website

A variety of Central Tech District institutional information can be found on the College Navigator website. Information on this website has been transferred from institutional reports to the Integrated Postsecondary Education Data System (IPEDS). Use the following link to find the information on <http://nces.ed.gov/collegenavigator/> search for the preferred Central Tech campus by zip code.

7.3 Gainful Employment

Many of the Central Tech's career training program/career majors are designed to lead to "gainful employment" in a particular occupation. To help students make an informed decision on whether a career training program/career major is right for him/her, Central Technology provide students with data on occupations, on full time graduation rates, school costs, job placement rates, and median loan debt. The Central Technology Centers Gainful Employment Disclosures may be viewed online at www.centraltech.edu.

7.4 Textbook Information

Costs for books and supplies vary by program/career major. Central Tech's website, www.centraltech.edu, provides information on books and supplies for all full time programs/career majors.

7.5 Net Price Calculator

A Net-Price Calculator is accessible on the Central Tech website, www.centraltech.edu, to assist current and prospective students/families to estimate the net price of training. This Net-Price Calculator is produced utilizing the template provided by the DOE. Central Tech's Financial Aid office updates the Net-Price Calculator yearly in accordance with the DOE regulations.

7.6 Vaccination Policy

Central Tech, 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 Career programs/career majors follow the policies as required by participating clinical sites and accrediting agencies. In addition, students enrolled in any other program/career major that would require vaccinations, will follow the policies of the participating accrediting agencies/sites requiring vaccinations.

7.7 Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities. 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.

7.8 Transfer and Release of Confidential Information

It is the policy of the Central Technology Center Board of Education to adhere to Oklahoma and Federal law concerning the transfer and release of confidential information including student records. Unless otherwise permitted by state or federal law or regulation, confidential information will be released only in accordance with Central Tech Board policy (E-8).

Access to Student Records

Access to student records will be given to students and parents according to the Family Educational Rights and Privacy Act (FERPA) and Central Tech Board policies (E-8). The school will require a prior written consent before information may be divulged to third parties. A copy of this Act and/or related Central Tech Board policies (E-8) can be obtained from the Superintendent’s office.

CLASSIFICATION OF STUDENT RECORDS

Financial Aid Records

Financial aid records are located in the Financial Aid Office. All financial aid records and files are retained for 3 years from the end of the award year for which the aid was awarded. The Financial Aid Advisor has the responsibility for maintaining all files and records.

Cumulative Records

The Cumulative Record exists as the official file record of each student enrolled in Central Tech. Said records will include, but are not limited to, the following items:

- Identifying data;
- Academic work completed;
- Grades;
- Achievement test scores;
- Attendance;
- Health data;
- Family background information; and
- Disciplinary records.

The Cumulative Record is the only record that is accessible pursuant to the circumstances delineated in the Family Education Rights and Privacy Act (FERPA) of 1974.

The Campus Directors are the only persons authorized to determine what is and what not a part of the Cumulative Record is.

Under no circumstance will any teacher, counselor, or administrator reveal any information concerning any student attending Central Technology Center, except as is permitted by the Family Education Rights and Privacy Act (FERPA) of 1974. (See Title 70, Oklahoma Statutes, Section 7-115.)

The Full-Time Programs Registrar (under the supervision of the Directors of Instruction) is responsible for the storing, filing, distribution, certification, and maintenance of all student records.

All student Cumulative Records are private by their nature and accordingly are not subject to the provision of the Public Record Act of Oklahoma (Title 51, Oklahoma Statutes, and Section 24.)

The destruction of student records is not subject to the provision of Title 70, Oklahoma Statutes, Section 5-122, and accordingly will be affected at the discretion of the Campus Directors.

Directory Information

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it may disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents;
3. The student's date of birth;
4. The student's class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's photograph; and
8. The school or school district the student attended before the student enrolled in this school district.

7.9 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, 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. For the purpose of this requirement, Central Tech celebrates Constitution Day and carries out activities which may include a guest speaker or a reading over the intercom about this very special day.

Students are also encouraged to complete Voter Registration Forms which are available at the receptionist desk.

7.10 Central Tech Security Policies and Crime Statistics

Institution's Annual Campus Security Report

The purpose of this report is to provide information pursuant to the Student Right-to-Know act by making available campus security and campus crime statistics to current and prospective students and employees of Central Tech. The report will discuss the role and function of the campus police personnel, school's security guidelines for reporting emergencies and crimes and school security guidelines regarding on and off campus facilities. The report will also outline the school's policy regarding alcohol and drug-related violations, including use, sale, possession and underage drinking. Finally, the report will describe the informational programs available to students and employees about drug abuse and alcohol abuse. See Appendix C.

Role and Function of Campus Police

Campus police's role is to promote and assist the District in creating a safe and orderly environment for students and employees of Central Tech. This is accomplished through providing assistance with traffic control, monitoring speeds and activities of vehicles on campus, patrolling to deter theft and vandalism, investigating thefts and accidents, providing security for special school functions and aiding stranded motorists, as well as enforcing school policies and procedures relevant to their role.

Security Guidelines for Reporting Emergencies and Crimes

Campus police report all emergencies and crimes to the Campus Director or facility administrator. When appropriate, local law enforcement authorities are asked to assist campus police personnel. Any resulting disciplinary action involving students is administered through the Director of the campus where the infraction occurs. Campus police maintain written reports of all emergencies, crimes, and relevant policy violations.

7.11 Drug and Alcohol Policies

The purpose of this policy is to comply with the School Laws of Oklahoma, 1986 Section 417 (70-24-138), regarding actions to be taken when students are under the influence of or in possession of non-intoxicating beverages (3.2 beer), alcoholic beverages or controlled dangerous substances.

It is the policy of the Board of Education of Central Tech that the use, possession or distribution of any non-intoxicating beverage (3.2 beer), alcoholic beverage or controlled dangerous substance is prohibited during school hours, on school property, on school transportation or at any event sponsored by the District. This policy applies to any student attending any class or activity under the supervision of the District.

Whenever it appears to any Central Tech staff member that a student may be under the influence of a non-intoxicating beverage, an alcoholic beverage or a controlled dangerous substance, that person shall report the matter, upon recognition, to the Campus Director or his/her designee. The Campus Director or his/her designee shall immediately notify the Superintendent or his/her designee and in the case of a high school student, a parent or legal guardian of the student of the matter.

No officer or employee of the district or member of the school board shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment or social service agency or facility any student reasonably believed to be abusing or incapacitated by the use of non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance unless such assistance or referral was made in bad faith or with malicious purpose.

Informational Programs available to Students and Employees about Alcohol or Drug Abuse, Campus Security and Crime Prevention

Students and employees are annually provided information as part of Central Tech's Drug and Alcohol-Free School Program. The information includes: standards of conduct, disciplinary sanctions on students, applicable legal sanctions, identification of potential health risks, and the location of local agencies that provide help to people experiencing problems with alcohol or drugs.

Central Tech believes it is responsible to provide healthy and safe facilities, surroundings and activities for employees, students, clients, and patrons. Care is taken to familiarize students and employees with information regarding the services provided by campus security.

Tobacco Policy

Central Tech is a "SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT".

Program Review

A review of the Drug Free School and Workplace Prevention Program will be coordinated by committee on a biennial basis to certify the following:

1. To determine its effectiveness and implement changes to the program if they are needed.
2. To ensure that its disciplinary sanctions are consistently enforced.

The review committee will present its findings to the Central Tech Board of Education for consideration and approval. All interested parties are invited to contribute pragmatic changes to the committee for consideration.

7.12 Additional Resources

For additional resources please refer to:

- Student Handbook
- PN Student Handbook
- Central Tech Catalog
- Central Tech Website <http://www.centraltech.edu>
- <https://studentaid.ed.gov/sa/>
- Angela Piotrowski, Financial Aid Advisor, 918-352-2551, ext. 237 or 918-224-9300, ext. 134

What to Disclose, When and to Whom		CT's Annual Notice of Required Disclosures of Student Consumer Information Description of Information to be Disclosed	Where to Find Information
What: Institutional Information When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> Cost of attending School i.e.: Tuition and Fees Institutional Refund Policy/Requirements for officially withdrawing from school Information regarding the school's academic support and Career Tech Career Majors Copyright/peer to peer Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation Description of any special services and facilities for disabled students Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them Vaccination Policy Net Price Calculator Constitution Day/Voter Registration 	<ul style="list-style-type: none"> *Student Handbook **Consumer Information Handbook CT Website: www.centraltech.edu 	
What: Financial Assistance When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application form procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements; (5) books and supplies policy Loan deferment information 	<ul style="list-style-type: none"> *Student Handbook **Consumer Information Handbook CT Website: www.centraltech.edu Financial Aid Policy & Procedures Handbook 	
What: Family Education Rights and Privacy Act (FERPA) When: Upon Request To: Enrolled Students Prospective Students Parents of enrolled students under the age of 18	<ul style="list-style-type: none"> Right to and procedures for inspecting and reviewing student's education records Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements Right of school to disclose personally identifiable information contained in student's education records without prior consent Students right for directory information to not be disclosed 	<ul style="list-style-type: none"> *Student Handbook **Consumer Information Handbook Board of Education Policy and Procedure Manual http://www2.ed.gov/policy/gen/guid/fpoc/ferpa/index.html 	
What: Completion/Graduation Rate and Transfer-out Rate When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> The institution's completion or graduation rate for full-time, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major within 110% of the normal time (scheduled length of career major) for graduation or completion Cohort for non-term schools (Technology Centers): Students who enter between 7/1 and 6/30 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours, or 30 days if their career major is longer than 1050 clock hours Transfer out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants Retention rates of certificate or degree seeking first-time full-time undergraduate students 	<ul style="list-style-type: none"> U.S. Dept of Ed's College Opportunities On-Line Website: http://nces.ed.gov/ipeds/ Select College Navigator 	
What: Campus Security Report Completed: Annually by Oct. 1 st To: Enrolled Students Prospective Students When: Upon Request and/or first day of class	<ul style="list-style-type: none"> Crime statistics for three (3) most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police: Polices concerning the security of and access to Campus facilities and procedures to report campus crimes Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws Emergency Response and Evacuation Procedures (Posted in all classrooms) 	<ul style="list-style-type: none"> *Student Handbook **Consumer Information Handbook CT Website: www.centraltech.edu Paper copy available upon request in the Student Services Office www.opc.ed.gov/security 	
What: Gainful Employment To: Prospective Students	<ul style="list-style-type: none"> Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc. 	<ul style="list-style-type: none"> CT Website: www.centraltech.edu 	
What: Drug and Alcohol Abuse Prevention To: Enrolled Students When: Annually on first day of class To: Current Employees When: Annually included with first paycheck of the school year	<ul style="list-style-type: none"> Information on preventing drug and alcohol abuse Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees A description of the health risks associated with the use of illicit drugs and alcohol A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution 	<ul style="list-style-type: none"> *Student Handbook **Consumer Information Handbook Paper copy available upon request in the Student Services Office Board of Education Policy and Procedures for Central Tech 	
<p>*Paper copy available in the Student Services Office and on the CT website at www.centraltech.edu **Paper copy available in the Financial Aid Office and on the CT website at www.centraltech.edu</p>			