



2020/2021

ADULT CATALOG

CAREER TRAINING PROGRAMS, POLICIES AND PROCEDURES

Tri-County Career Center – Adult Center
15676 State Route 691
Nelsonville, Ohio 45764
(740) 753-5464
(800) 637-6508 ext.3
www.tricountyhightech.com

Adopted August 19, 2020

Contents

2020-2021 PROGRAM CALENDAR (for multi-term programs)	4
STAFF	5
Administration	5
Board of Education	5
Adult Staff	6
TRI-COUNTY CAREER CENTER – ADULT CENTER ORGANIZATIONAL CHART	7
HISTORY	9
FACILITIES DESCRIPTION AND EQUIPMENT	9
OFFICE HOURS	9
MISSION, VISION, VALUES AND GOALS	10
ADMISSION POLICY	11
PROGRAMS	12
Cosmetology Certificate Program	12
Power Line Technician Training Program	13
Medical Assisting Technology Certificate Program	13
Nursing Assistant Certificate Program	14
Phlebotomy Training Program	15
Information Technology Courses	16
Aspire Program – Learn More. Earn More.	17
Assessment Center	17
Customized Training for Business and Industry	17
GRADING SYSTEM	18
EXAMS AND ASSESSMENTS	18
GRADUATION REQUIREMENTS	18
CAREER PASSPORTS	18
LATE ARRIVAL / EARLY DEPARTURE	19
ATTENDANCE POLICY	19
LEAVE OF ABSENCE AND WITHDRAWALS	19
ASSIGNMENT MAKE-UP	20
REFUND/WITHDRAWAL/ACCOUNT BALANCE POLICY	20
FIELD TRIPS	21
SHADOWING, INTERNSHIPS AND CLINICAL WORK EXPERIENCE	22
CLINICAL / INTERNSHIP SITES	22

CLASS CANCELLATION DUE TO WEATHER.....	23
MAKE-UP TIME FOR INCLEMENT WEATHER AND EMERGENCY CLOSINGS	24
COUNSELING AND STUDENT RETENTION SERVICES	24
JOB PLACEMENT	24
HEALTH SERVICES	24
STUDENT SAFETY	24
CHILD CARE CENTER	26
VISITORS.....	26
TELEPHONE CALLS.....	26
MEALS	27
LAB SAFETY.....	27
LAB CLEANLINESS.....	27
SCHOOL BUILDINGS, GROUNDS AND PROPERTY	27
USE OF SCHOOL COMPUTERS	27
UNAUTHORIZED USE OF SCHOOL COMPUTERS	27
COPYRIGHT LAW.....	28
VEHICLES AND THE SCHOOL PARKING LOT	28
SURVEILLANCE CAMERAS/SEARCH AND SEIZURE	29
STUDENT CODE OF CONDUCT.....	29
DRESS CODE.....	31
VIOLATION OF STUDENT CATALOG RULES.....	31
IDENTIFICATION CARDS.....	32
DISCIPLINARY NOTIFICATIONS, CONTRACTS AND DISMISSAL	32
STUDENT SAFETY	32
HEALTH AND SAFETY PLAN.....	32
EMERGENCY DRILLS AND EMERGENCY RESPONSE.....	33
ASBESTOS MANAGEMENT.....	33
SMOKING	34
DRUG-FREE SCHOOLS.....	34
HARASSMENT	34
GRIEVANCE PROCEDURE	35
THE COST OF PROGRAMS	36
AVAILABILITY OF PROGRAMS AND COURSES	37
FINANCIAL AID OBLIGATIONS/PAYMENT AGREEMENTS	37
AUDITING CLASS PENDING FINANCIAL AID APPROVAL	37
FINANCIAL AID PROGRAMS	38
SATISFACTORY ACADEMIC PROGRESS (SAP) FOR VETERANS WITH NO PELL FUNDING.....	39

READMISSION REQUIREMENTS FOR SERVICE MEMBERS	41
STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES	45
APPLYING FOR AID	48
ELIGIBILITY REQUIREMENTS FOR TITLE IV FUNDING	49
DISBURSEMENT OF PELL GRANT FUNDS.....	51
RETURN OF TITLE IV POLICY (R2T4)	56
FINANCIAL AID CONFIDENTIALITY POLICY	57
STUDENT RECORDS	58
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)	58
HOW TO REQUEST A TRANSCRIPT	59
CHANGE OF NAME OR ADDRESS.....	60
CAMPUS SECURITY AND CRIME REPORT	60
CRIME DEFINITIONS	61
CRIME STATISTICS	62
COMPLETION RATES	64
APPROVAL AND ACCREDITATION	64
STUDENT COMPLAINT PROCEDURES	64
POLICY AND PROCEDURES.....	64
ADDITIONAL INFORMATION.....	64
FACULTY INFORMATION	65
OFFICE STAFF	65
ADJUNCT STAFF	65

2020-2021 PROGRAM CALENDAR (for multi-term programs)

Term 1 begins Sept. 1st

SEPTEMBER - 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Term 4 begins March 10th

MARCH - 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER - 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL - 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Term 2 begins Nov. 2nd

NOVEMBER - 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Term 5 begins May 11th

MAY - 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER - 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE - 2021

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Term 3 begins Jan. 19th

JANUARY - 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Term 6 begins July 6th

JULY - 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY - 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

AUGUST - 2021

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holidays

9/7/20 Labor Day
11/26/20 Thanksgiving Day

12/25/20 Christmas Day
1/1/21 New Year's Day

1/18/21 Martin Luther King Day
2/15/21 President's Day

5/31/21 Memorial Day
7/4/21 Independence Day

STAFF

Administration

Connie Altier

Superintendent

Kelly Leffler

Director

Rodney Schilling

Treasurer

Board of Education

Mark Barrell

Lance Bell

Roger Brown

Micah Covert

Gary Dicken

John Depoy

Ray Hatem

John McGaughey

Bruce Nottke

Jim Palmer

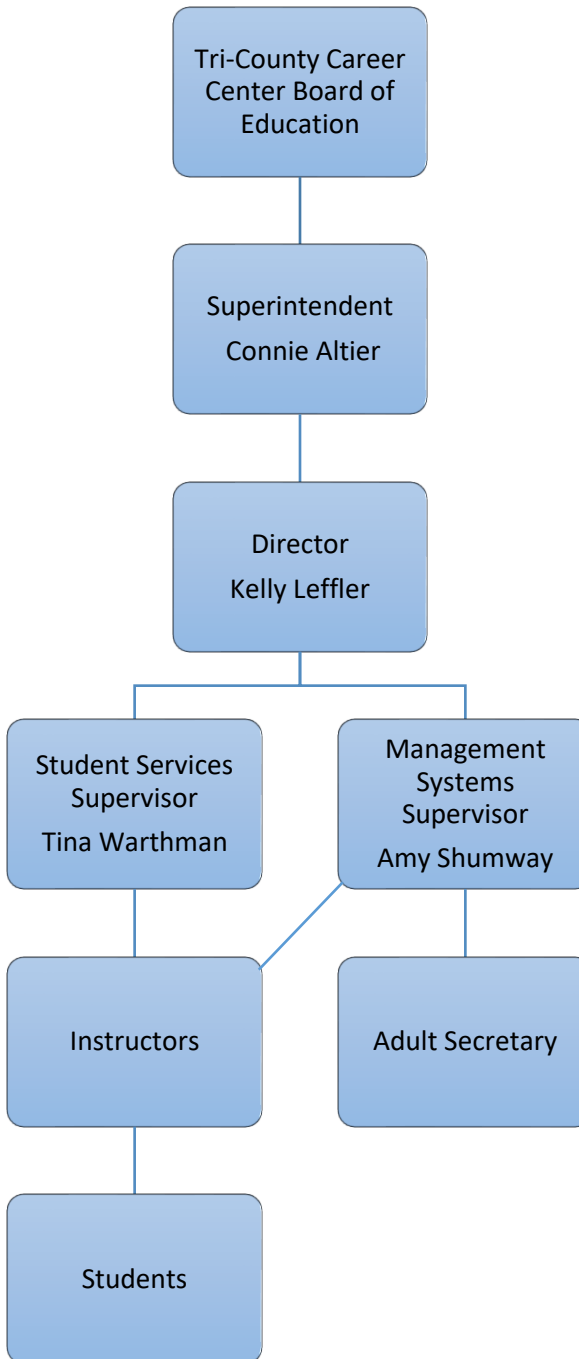
Edgar Penrod

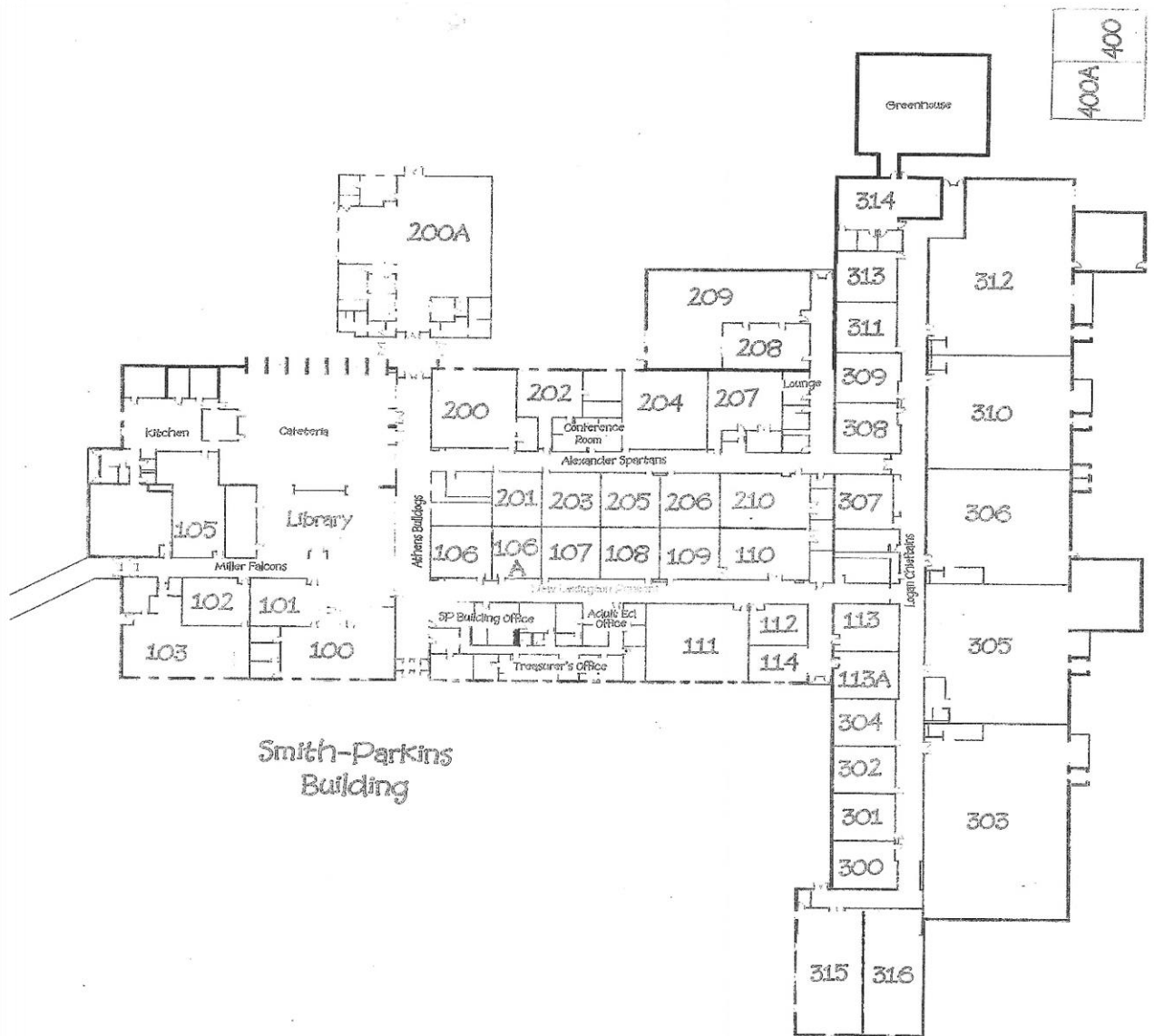
Adult Staff

Tammy Ball	Nursing Assistant Instructor
Dustin Bolin	Electrical Instructor
Alicia Carter	Photography Instructor
Virginia Daubenmire	Cosmetology Instructor
Rob Davis	IT Instructor, Customized Training Instructor
Rebecca Dicken	Customized Training Instructor
Diana Forester	Pearson VUE Testing Coordinator
	Phlebotomy Instructor
Melissa Green	Nursing Assistant Program Manager - Instructor
Steve Green	OSHA 10, Chainsaw Safety and Awareness Instructor
Carol Kline	Nursing Assistant Instructor
Jeff Lutz	Auto Technology Instructor
Jeff McDonald	Welding Instructor
Katie Mosher	ServSafe, Customized Training Instructor
Amy Shumway	Management Systems Supervisor
	Secretary
Kathy Trace	Nursing Assistant Instructor
Morgan Tritipo	Medical Assisting Instructor
Tina Warthman	Student Services Supervisor
Mark Yanko	IT Instructor, Customized Training Instructor

TRI-COUNTY CAREER CENTER – ADULT CENTER ORGANIZATIONAL CHART

Adult Center
(subject to change)





Smith-Parkins Building

HISTORY

Tri-County Career Center was one of the very first vocational schools in the state of Ohio, opening its doors in 1968. We are now one of 49, most of which also serve a post-secondary population for career-technical training. Tri-County began offering programming to adults in 1968, mostly in the form of short-term industrial trade programs and “hobby” courses of general interest. The Ohio State Department of Education encouraged vocational schools to provide adult instruction. The reason for this was that vocational schools were very expensive to equip initially and then to maintain. By serving two population groups, we were better utilizing the state and federal funding invested in our facility. In 1981, a full-time Director was designated for the Adult Center. At this time, we began to grow in terms of full-time certificated program offerings. In 1988, the Center became designated as a Full-Service Center. This was an Ohio Department of Education recognition identifying us as a provider of a full range of student services including; full and part-time programming, financial aid, assessment, counseling and placement services, ABLE, now known as Aspire, etc.

The Commission of the Council on Occupational Education accredits Tri-County Career Center – Adult Center. Full-time programs are approved by the Ohio Department of Education.

Tri-County Career Center – Adult Center is a University System of Ohio provider.

FACILITIES DESCRIPTION AND EQUIPMENT

The facilities at Tri-County Career Center - Adult Center include classrooms and industry-appropriate training laboratories, administrative offices, a library and a cafeteria. There is a privately operated childcare facility on site. Students interested in learning more about this service may call (740) 753-5387.

Tri-County Career Center – Adult Center is located at 15676 State Route 691 in Nelsonville. The facility was built in 1967 with many renovations in the past couple years. This training facility is equipped with current labs and classrooms that have technology and equipment for today’s workforce.

OFFICE HOURS

Monday through Thursday
8:00 a.m. – 5:00 p.m.

Friday
8:00 a.m. – 3:30 p.m.

MISSION, VISION, VALUES AND GOALS

THE MISSION of Tri-County Career Center – Adult Center is to inspire, challenge and prepare students to reach their career potential.

OUR VISION is to promote workforce development and economic growth by preparing those we train for employment, career enhancement and ultimately, better futures.

WE VALUE:

- High Quality
- Student success
- Educational leadership
- Relevant, hands-on training
- Career development
- Timely response and results
- Low student/teacher ratios
- Professional comprehensive services
- Lifelong and transferable skill development
- Credentialing (licensure and industry certifications)
- Data-driven performance and decision-making
- Teamwork
- Partnership development
- Community needs
- Adapting to change

OUR GOALS ARE:

- To be helpful to students in reaching personal aspirations and career goals.
- To be forward-thinking and cutting-edge.
- To respect our students as customers, as adults and as individuals.
- To continuously improve ourselves professionally
- To provide a safe, nurturing, supportive environment for learning.
- To realize individual accountability for decisions and actions.
- To appreciate and accept diversity.
- To make certain the students we serve are our number one priority.
- To recognize that relationship development is important to self-esteem.
- To satisfy customer expectations.
- To provide affordable services.
- To maintain a modern and aesthetically pleasing training facility.
- To keep both open doors and open minds.

ADMISSION POLICY

This Admission Policy is used to define the enrollment requirements for all students who wish to enroll at Tri-County Career Center-Adult Center as a regular student in an eligible program. Tri-County Career Center-Adult Center is an equal opportunity employer and follows the same policies in accepting applications from potential students. Tri-County Career Center is open to all students regardless of race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. This policy is in compliance with the U.S. Department of Education, Ohio Department of Higher Education as part of the Ohio Technical Centers, the Council on Occupational Education (COE), and the Veterans Administration Education Department.

To be eligible for admission, a student must be able to read and write English, and they must meet the following requirements:

- Students enrolling in the Cosmetology and Medical Assisting Technology programs must meet with the Student Services Supervisor/Financial Aid to enroll.
- Students enrolling in the Cosmetology and Medical Assisting programs are required to take a TABE test.
- Students enrolling in the Cosmetology and Medical Assisting Technology programs must be 17 years of age with a high school diploma, GED, or Adult Diploma issued by the Ohio Department of Education.
- Nursing Assistant enrollment may be done by phone or in person at the Adult Office.

Prospective students are encouraged to meet with the individual program instructor to determine program specific requirements related to study and classroom expectations, externships and certifications requirements, etc.

Tri-County Career Center has dedicated itself to providing equal admission opportunities, equal education opportunities and equal employment opportunities to all people regardless of race, color, faith, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or on the basis of legally acquired genetic information.

NOTE: The Cosmetology and Medical Assisting Technology programs are Title IV eligible. For short-term courses, students are referred to their county Ohio Means Jobs (OMJ) office for eligibility and availability, Opportunities for Ohioans with Disabilities (OOD), Ohio Bureau of Worker's Compensation Rehabilitation (BWCR), Training Readjustment ACT (TRA/TAA), and the Veterans Administration. Please refer to pages 38 and 39 for contact information and eligibility requirements.

Training may be paid for by cash, check (payable to Tri-County Career Center), MasterCard or VISA. Students are not considered fully enrolled until payment or third-party authorization is finalized. If a student has a prior outstanding financial obligation to Tri-County Career Center (high school or Adult Center) he/she will not be admitted unless arrangements have been made to meet with the Director and Management Systems Supervisor for determination.

Adults with documented disabilities may enroll in any full-time program provided they can meet all the requirements necessary for the program. A TABE (Test of Adult Basic Education) assessment will be provided to determine the academic and career/technical levels. Upon completion of the evaluation process, students with disabilities may be referred through an agency for tuition, fees and services.

PROGRAMS

These programs are measured in clock hours. A clock hour is defined as 60 minutes of class/lab/externship participation by a student.

Trade and Industrial Certification Programs

Cosmetology Certificate Program

School Location – 15676 State Route 691, Nelsonville, OH 45764

Accrediting Body - Tri-County Career Center - Adult Center is accredited with The Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, 770-396-3898, or toll-free 800-917-2081, <https://council.org/>.

The Cosmetology Certificate program is a 1500 clock hour training program that includes supervised hands-on experience with real clients, and a professional 150-hour internship opportunity. This comprehensive certificate course of study meets all of the requirements necessary for graduates to qualify for the:

- Ohio State Cosmetology and Barber Board Licensing Examination
Ohio State Cosmetology and Barber Board
1929 Gateway Circle, Grove City, Ohio 43123
Tel: (614) 466-3834 Fax: (614) 644-6880
- ACT WorkKeys® National Career Readiness Certificate

Start Date

Enrollment is at the beginning of the program.

Career Opportunities

Cosmetology Program graduates are prepared for a career as a Cosmetologist, which includes Stylist, Hair Cutting Specialist, Salon Owner, Color Specialist, Nail Technician, Skin Care Technician, Beauty Advisor, Platform Artist or Product Educator.

Our program is approved by the Ohio State Cosmetology and Barber Board and prepares students to sit for their licensing examination.

Program of Study – Course Description

- State Board Rules and Regulations – The student will learn about the laws that govern the practice of cosmetology in the State of Ohio, including inspections and enforcement.
- Sanitation and Bacteriology – The student will learn how to keep the salon environment sanitary as well as dispensary requirements and operations.
- Scalp Care – The student will learn the anatomy of the head, hair and scalp including the proper care of the scalp and diseases and disorders.
- Hair – The student will learn curling, styling, cutting, and trimming techniques including the care of wigs.

- Hair II – The student will learn about permanent waves, chemical relaxing, tinting, bleaching and foiling.
- Manicuring – The student will learn the anatomy of nails, bone, skin and muscles, various nail techniques, artificial nail applications, and hand and arm bleach and massage.
- Skin Care – The student will learn the anatomy of the body, plus facial, eyebrow arching, make-up application, and body massage techniques.
- Artificial Lashes/Extensions
- Facial Make-up/Brow Tinting
- Salon Operations – The student will learn about the day-to-day operations of a salon.
- Communication Skills – The student will learn about human relations, sales, and interpersonal skills.
- Skill Practice – The student will have hands-on competency based training and skill check offs in the lab as well as a 150-hour internship in an area salon.
- Workforce Development – The student will prepare a resume; learn job search techniques and interviewing skills.

Power Line Technician Training Program

The Power Line Technician Certificate program is a 300 clock hour training program.

Health Occupations Certification Programs

Medical Assisting Technology Certificate Program

The Medical Assisting Technology training is a 1,350-clock hour, 12-month certificate program. In addition to the skills learned in the classroom, valuable real work experience is gained through a 247-hour clinical site placement in a medical facility. Students have the opportunity to gain industry-recognized credentials including:

- Registered Medical Assistant (RMA) from American Medical Technologists
- Certified Electronic Health Record Specialist from the National Healthcareer Institute
- First Aid and CPR from the American Safety and Health Institute (ASHI)
- ACT WorkKeys® National Career Readiness Certificate

Start Date

Enrollment is at the beginning of the program.

Career Opportunities

Graduates will be prepared for entry-level employment as trained medical assistants or medical office assistants, in health care settings. Your training will prepare you to be skilled in the following areas: phlebotomy, pharmacology, clinical laboratory, patient assessment, physician assistance, rehabilitation, medical office management, medical records, coding, insurance billing, and electronic medical records. The majority of employers require Medical Assistants to be certified so that they may perform all duties required by the position, including Electronic Order Entry. Passage of the Registered Medical Assistant

examination will additionally certify students as an RMA, which meets the requirements of most state laws.

Program of Study – Course Description

- Anatomy and Physiology – The student will learn about the inter-relationships of organ systems, and functions of the body as a whole.
- Medical Terminology – The student will learn words commonly used in healthcare, including how to pronounce, transcribe, abbreviate and use them correctly.
- English and Writing Basics – The student will learn writing and grammar skills for use in a medical environment.
- Keyboarding Skills – The student will learn basic keying skills, including keying from script, rough draft and statistical copy using standard proofreader’s marks.
- Medical Office Management – The student will learn essential skills related to the use of basic office equipment, office management, financials, records maintenance, and communications.
- Medical Law and Ethics – The student will learn about the caregiver’s legal and ethical responsibilities and understand how to comply with these requirements.
- Electronic Medical Records – The student will learn basic information relative to charting, transportability, privacy and use of electronic medical records for patient/client care.
- Medical Billing and Coding – The student will learn about insurance regulations, coding procedures/services/diagnosis, accurate submission of health claims, and follow-up.
- Pharmacology – The student will learn current practices and procedures of medication administration, medications, and drug preparation.
- EKG – The student will learn electrocardiography essentials and cardiac testing including lead placement, interpretation, and how to run a test.
- Phlebotomy – The student will learn venipuncture (blood draw) including reading orders, taking tests, use of needles and tubes, and handling of specimens (including urinalysis).
- Human Behavior – The student will learn appropriate ways to interact and communicate as a caregiver based on a patient’s physical/emotional needs, circumstances, life stages, mental and emotional stability, and diversity.
- Clinical Skills – The student will have hands-on competency based training and skill check offs in labs and in clinical placements in order to prepare for certification assessments and placement in healthcare jobs.
- Workforce Development – The student will prepare a resume; learn job search techniques and interviewing skills.

**This program can earn advanced standing in related associate degree programs.*

Nursing Assistant Certificate Program

The Nursing Assistant full program is a 110-clock hour, 3-week certificate program. Modules are also offered for individuals who do not require the full training program. A clinical experience will be provided in both a home health care site and a long-term care facility for those taking the full 110 hour program. Throughout this comprehensive course of study, graduates of the full program have the opportunity to gain industry-recognized credentials including:

- State Tested Nursing Assistant (STNA) recognition from the Ohio Department of Health
- First Aid and CPR from the American Safety and Health Institute (ASHI)
- ACT WorkKeys® National Career Readiness Certificate

Start Date

The Nursing Assistant program is offered monthly based on student enrollment numbers. Start dates are posted on the website.

Career Opportunities

This training program will prepare the student for entry-level employment as a nursing assistant or home health aide. For recognition as a State Tested Nursing Assistant in Ohio, a student must complete at least 75 hours of approved training and pass both sections of the Ohio Nurse Aide Examination. Our program and its curriculum are specifically approved by the Ohio Department of Health and we are a registered test site for both the knowledge and skills sections of the examination.

Program of Study – Course Description

- Communication and interpersonal Skills – The student will learn responsibilities of the nurse aide including behaviors, interacting with residents, care planning and record keeping.
- Infection Control – The student will learn how to prevent the growth of pathogenic microorganisms and be able to recognize the signs of infection.
- Safety and Emergency Procedures – The student will learn basic safety, use of oxygen, ambulation, fire safety, and other disaster preparedness.
- Promoting Residents' Independence – The student will learn how to promote a resident's independence.
- Respecting Residents' Rights – The student will learn resident rights and how to respect them professionally.
- Basic Nursing Skills – The student will learn to recognize common diseases, observation of vital signs, nutritional needs, and comfort measures.
- Personal Care Skills – The student will learn how to assist with oral care, bathing, and toileting.
- Mental Health and Social Service Needs – The student will study the emotional needs of residents, rest and sleep, sexuality, depression and dying.
- Basic Restorative Services – The student will learn about prosthetic devices, bowel/bladder complications, and complications of immobility.
- Home Health Care – The student will learn about home care of clients including, housekeeping, personal care, meal preparation, safety, money, and time management.

Phlebotomy Training Program

This 232-hour course includes lecture, lab and clinical training that will prepare a student for **Phlebotomy Technician Certification (CPT)** through National Healthcareer Association (NHA).

Course Content Includes:

Anatomy and physiology as related to Phlebotomy, medical terminology as related to Phlebotomy, professionalism/medical law and ethics, universal precautions and bloodborne pathogens, communications, venipuncture/skin puncture skills and competencies, understanding the medical laboratory, other specimen collection and testing (urinalysis, hemocult, throat cultures), CPR and First Aid.

Clinical Experience:

Students will complete 128-hours of unpaid clinical training which is part of the total 232-hour course. Clinical sites are with major healthcare providers in a multi-county region, including West Virginia.

Students must provide their own transportation to participate in clinicals. Students must tentatively plan to be available for clinicals from 6:30 a.m. to 5:30 p.m. weekdays, although individual starting dates and times will vary. Evening hours may be available.

Special Requirements:

Students must attend 100% of their assigned clinical hours and complete 100 successful venipunctures and 10 successful capillary punctures in order to be considered a completer of this course.

To be eligible for clinical experiences students must:

1. Demonstrate professionalism and integrity in the classroom and lab
2. Attend 90% of the scheduled classroom/lab hours
3. Have a passing grade (80% average on quizzes and tests)
4. Pass a BCI background check (fingerprinting)
5. Pass a random urine drug screening
6. Documentation of a negative TB skin test must be submitted to the Instructor by the start of the 3rd week of class. (County Health Departments or a physician)
7. Submit documentation of Hepatitis B vaccination, or consent for Hepatitis B vaccination (as designated by Tri-County Career Center - Adult Center) or signed refusal of Hepatitis B vaccination. (A vaccination or waiver is required by clinical sites.)
8. Provide immunization records including proof of influenza vaccination

NHA Certification Information:

Successful completion of this course including the venipunctures qualifies the student to sit for the CPT certification exam. **Taking this exam is a requirement for this course.** Fees for this certification exam are included in the course fees. To be eligible for certification through NHA the student must:

- Be at least 18 years of age
- Have a high school diploma or GED
- Submit to a criminal background check

A felony conviction may affect your ability to sit for the certification exam and/or to gain employment in the field. Employment as a phlebotomist usually requires a criminal background check; contact the Instructor directly if you have specific questions about this. If for any reason you cannot or do not take the certification exam, you will not be considered a completer of this course.

Information Technology Courses

Basics

- Introduction to Computers

Operating Systems

- Windows

Microsoft® Office Programs

- Microsoft® Word (Introduction, Intermediate and Advanced)
- Microsoft® Excel (Introduction, Intermediate and Advanced)
- Microsoft® Access (Introduction and Intermediate)
- Microsoft® PowerPoint (Introduction and Intermediate)

Internet

- Internet
- Desktop Publishing
 - Adobe InDesign
 - Adobe Photoshop
 - Microsoft® Publisher
- IC³ GS Standard – A global certification program that sets the standard for basic computer and Internet literacy. No Prerequisite.

Certification Testing Site

We are an authorized testing center for Microsoft® Office Specialist (MOS) and IC³ certifications. The MOS program is globally recognized as the standard for demonstrating desktop skills with the Microsoft® Office suite.

Aspire Program – Learn More. Earn More.

The Aspire program provides FREE services for individuals who need assistance acquiring the skills to be successful in post-secondary education, training, and employment. This program is designed to help a student who does not have a high school diploma or GED prepare for the GED test. The Aspire program can also provide remedial help in math and reading skills. Classes are held in Room 114 of the Smith-Parkins Building on Wednesdays from 12:30 to 4:30 p.m. Instructors should refer any of their students who require remedial attention to the Aspire program.

Assessment Center

A variety of assessment instruments to measure skills for

- Business
- Behavioral/Personality
- Knowledge
- Information Technology
- Industrial and Manufacturing
- Background Checks
- GED Testing



Our Pearson VUE authorized test center offers several cutting-edge certification exams. Register online at www.pearsonvue.com or www.ged.com

Customized Training for Business and Industry

The Adult Center is here to serve your specific customized training skill needs. We have the professionals to assist you through the process. We can serve your needs from credentials to hands-on training in our up to date and well-equipped laboratories. If computer training is your need, we can provide training at your site or ours.

So, give us a call (740)-753-5464 and let us get started.

We can deliver:

Microsoft® Office Suite
OSHA
CPR and First Aid

Introduction to Welding
Maintenance Training
...And many more!

GRADING SYSTEM

The following grading system is used to evaluate the student's cumulative average:

Scale	Grade	Grade Point
98 – 100	A+	4.00
94 – 97	A	3.67
90 – 93	A-	3.34
87 – 89	B+	3.01
83 – 86	B	2.68
80 – 82	B-	2.35
77 – 79	C+	2.02
73 – 76	C	1.69
70 – 72	C-	1.36
67 – 69	D+	1.03
63 – 66	D	.70
60 – 62	D-	.37
59 – Below	F	.00

EXAMS AND ASSESSMENTS

Exams and assessments are used for purposes of evaluation as well as to measure student progress and achievement. They help demonstrate student proficiency and may provide valuable insight into whether a student will be successful in a chosen career.

Industry Credentialing Programs: Students in these programs are required to participate in three ACT WorkKeys Assessments, as well as program-specific technical assessments. Students will be advised of the designated WorkKeys levels associated with his/her course of study.

GRADUATION REQUIREMENTS

For satisfactory completion of a full-time industry-credentialing program, a student must have met all school requirements including:

- A 2.0 accumulative grade point average;
- Completed at least 90% of the scheduled hours;
- Made arrangements to pay all financial obligations in full
- Made attempt to attain appropriate WorkKeys assessment levels, and
- Had an opportunity to obtain the related industry credential(s).

CAREER PASSPORTS

Upon the satisfactory completion of a full-time industry-credentialing program, each student receives a Career Passport. This professional portfolio contains formal documents that identify and describe each student's marketable skills. The passport identifies the student's level of competency, accomplishments, letters of commendation, grades and other relevant information pertaining to the student. The Passport is provided at the end of the program for each student successfully completing the graduation requirements. All school fees must be paid in full prior to graduation to receive the Career Passport.

LATE ARRIVAL / EARLY DEPARTURE

Punctual arrival is an expectation. **Any student with three instances of tardiness in a term is subject to disciplinary actions up to and including dismissal from the program.** Students will be expected to sign corrective action contracts.

A student arriving late or leaving early is to sign in/sign out with their Instructor so that they receive appropriate credit. Time which is “docked” due to late arrival or departure during class time will be recorded in 15-minute increments. For example, a student that is anywhere between one to fifteen minutes tardy is docked the full 15 minutes; 16 to 30 minutes tardy will result in the student being docked the full 30 minutes, and so on. Failure to properly sign in or out on a given day will result in the student receiving NO CREDIT HOURS for that day.

ATTENDANCE POLICY

Regular class attendance is essential for success at Tri-County Career Center – Adult Center and in the workplace. Excessive absenteeism often results in poor performance, limited job skills, lower grades, loss of financial aid, loss of credit and dismissal from the program.

Overall, students are required to attend at least 90% of the scheduled clock hours for their program. Each student is responsible for knowing the attendance expectations of (1) their program, especially as related to externship assignments, and (2) their particular source(s) of financial aid.

If a student finds it necessary to be absent for any reason for any length of time, it is the student’s responsibility to contact Tri-County Career Center - Adult Center Office and report the absence.

If a student’s absence puts them in violation of the attendance requirements, a written excuse acceptable to the Student Services Supervisor is required. Examples of excused absences include illness (with doctor’s excuse), death in the immediate family, quarantine, religious observance, jury duty or unavoidable job-related absences. **These absences will only be excused if the school is notified on the day of absence.**

LEAVE OF ABSENCE AND WITHDRAWALS

Tri-County Career Center-Adult Center feels that there is sufficient time allowed in the attendance policy to cover personal illness, bereavement, court appearances or emergencies.

A leave is not usually permitted except for extenuating circumstances beyond the control of the student. A leave will be granted one time per year and for one week. If possible, the student may arrange with the instructor to make up hours at his/her own expense. The student will need to provide documentation of absences. If a student must leave for an extended period, it is best for the student to withdraw and re-enroll later. If a student is not able to complete the program, they must return in the next school year to complete. For an LOA to be approved, the following must be followed:

- The student must submit in writing, signed, dated and include the reason for the request to the Student Services Supervisor/Financial Aid and Director. Student is required to submit the request for LOA in advance unless unforeseen circumstances prevent the student from doing so. For example, if the student becomes injured in a car accident and needs a few weeks to recover before returning to school.
- The Student Services Supervisor/Financial Aid and Director will notify the student in writing of the determination within two weeks.

- Student clearly understands there is reasonable expectation that they will return from the LOA. The school will not grant the student an LOA merely to delay the return of unearned Title IV fund.
- The school will not assess the student any institutional charges, the student's need may not increase, and, therefore, the student is not eligible for any additional Title IV aid. The school may grant a full tuition credit toward the course the student chooses to reenter as a way to comply with this requirement that the student not be assessed any additional charges upon return from the leave.
- The LOA (**only one per year**), must not exceed 180 days in any 12-month period.
- Upon return to the student's program, the student must complete the number of hours and the weeks of instruction in the payment period.

Federal policy states that a student has 150% of the published length of the program to complete all required coursework. Example: if a program takes 900 hours and 30 weeks to complete, the maximum timeframe would be 1350 hours and 45 weeks at the same pace of the normal program hours. Students who request to return must meet with the Student Services Supervisor/Financial Aid and Instructor to devise a plan of completion to make sure the student can meet the minimum requirements of satisfactory academic progress.

ASSIGNMENT MAKE-UP

If acceptable documentation for excused absences only is presented to the Student Services Supervisor, the student may make arrangements to make up assignments missed and to earn credit for those assignments. It is the student's responsibility to check with his/her Instructor(s) regarding all make-up work **immediately upon return from an absence**. In cases when absences can be anticipated, work should be made up before the absence. In all cases, make-up work must be completed by the deadline set by the Instructor. Make up hours requiring individualized instruction will be billed at \$25 hourly, and "slot-in" hours at \$6 hourly.

REFUND/WITHDRAWAL/ACCOUNT BALANCE POLICY

If a student finds it necessary to leave a program, they must contact the Adult office to officially withdraw from Tri-County Career Center-Adult Center and complete the necessary forms. Completing the forms in the Adult office is preferred. If a student is not able to complete forms in the Adult office, forms can be emailed or mailed to student to complete and return as soon as possible. An official withdraw date is necessary for determining the amount of tuition refund for which a student may be eligible or for calculating a balance due from the student. Personal items and school-issued books, kits, etc., that belong to the student who withdraws must be claimed within 30 days of the date of withdrawal or these items become the property of the school.

Each student is primarily responsible for his/her education expenses including, but not limited to, tuition, books/supplies and fees. Students are responsible for the payment of all books, tools, and supplies issued to a student prior to the student's official withdrawal date.

Withdrawal from a program does not extinguish a student's tuition obligation and other related fees/expenses. A student who withdraws is still responsible for all or a portion of the program tuition, depending on the student's official withdraw date.

Title IV payment periods are 450 hours each. Tri-County Career Center-Adult Center breaks down the payment period into two 225 hours **terms** for tuition purposes when a student withdraws. Below is a breakdown for the school's eligible Title IV programs

Medical Assisting Technology (1350 hrs.) 225 hours = one **term** – half of a Title IV Payment Period.

- A student who withdraws **5-8** days into the term owes **25%** of their tuition
- A student who withdraws **9-12** days into the term owes **50%** of their tuition
- A student who withdraws **13-16** days into the term owes **75%** of the tuition
- A student who withdraws **17** day into the term owes **100%** of the tuition

Cosmetology (1500 hrs.) is divided into four 225-hour **terms** for the first two payment periods (900 hours) and two 300-hour terms for the third and fourth payment periods.

- A student who withdraws **5-8** days into the term owes **25%** of their tuition
- A student who withdraws **9-12** days into the term owes **50%** of their tuition
- A student who withdraws **13-16** days into the term owes **75%** of their tuition
- A student who withdraws **17** days into the term owes **100%**

For Nursing Assistant and short-term programs tuition and fees:

- One hundred percent (100%) of the tuition and fees are due at the onset of the program and there will be no refunds after the third full day of class. Fees paid are fully refundable through the third day of class. In the event of a class being delayed or canceled, all fees paid will be refunded in full by Tri-County Career Center. Sources of funding provided through third-party sponsors will be applied to student charges. In the event that sponsor-supported funds are reduced or denied, the student must pay the "balance due" amount. This includes Nursing Assistant modules.

Refunds due to students will be processed no later than 45 days from the date of determination. Students do not have to request the refund if due.

Account Balance Policy:

- If a withdrawal or dismissal results in an account balance, an invoice will be mailed to the student. If a student has not paid or set up payment arrangements after that notice, the student will receive two additional invoices (a month apart). If no response, a student will receive a letter stating that failure to respond within 10 days will result in their balance being turned over to a collection agency.

FIELD TRIPS

Transportation to and from field trips is the responsibility of the student. All students participating in school-sponsored activities away from the campus shall use their own means of transportation. The school is not responsible for the student to and from the activity. The board of education recognizes the value of student social events and class trips in enhancing and enriching the school experience for the adults of this community. Students are expected to participate in all class field trip activities. If a student chooses not to participate, they will be marked absent. If there are extenuating circumstances preventing participation, prior arrangements must be made with the Instructor. All school rules apply to students on all field trips. Misconduct on field trips will result in disciplinary action.

SHADOWING, INTERNSHIPS AND CLINICAL WORK EXPERIENCE

Students may, with their Instructor's approval, earn hours through an approved internship or clinical work agreement with an employer. The work performed will provide skill training in some of the occupational competencies required for the student's Career-Tech training certificate. The employer/work site must not be owned or operated by the student or the student's immediate family.

The employer and the student will sign a work agreement prepared by the Program Instructor which explains the responsibilities of the parties. A student who fails to comply with the terms of the agreements will not be allowed to continue with the work experience.

*Any additional hours earned beyond class hours required will not reflect on certificate.

CLINICAL / INTERNSHIP SITES

Cosmetology Program Internship Sites

Attitudes Hair Design and Nails
15 Public Square
Nelsonville, Ohio 45764
(740) 753-4434

Great Clips, Logan
12900 St. Rt. 664 S
Logan, Ohio 43138
(740) 385-6408

Great Clips, Athens
553 East State Street
Athens, Ohio 45701
(740) 447-5234

Smart Style, Athens
929 East State Str.
Athens, Ohio 45701
(740) 594-6388

Smart Style, Logan
12900 State Route 664 S
Logan, Ohio 43138
(740) 380-3299

Infinity Salon
1002 East State Str.
Athens, Ohio 45701
(740) 594-4600

Hair Studio in the Hills
31620 Chieftain Drive
Logan, Ohio 43138
(740) 385-4247

Precision Design
515 East Front Street
Logan, Ohio 43138
(740) 385-4555

Medical Assisting Program Clinical Sites

OhioHealth Heritage College

Primary Care
11 John Lloyd Memorial Drive
Nelsonville, Ohio 45764
(740) 753-1931

Primary Care
5 Cardaras Drive
Glouster, Ohio 45732
(740) 767-3525

Pediatrics Parks Hall
24 West Green Drive
Athens, Ohio 45701
(740) 592-7040

Family Practice Parks Hall
230 Parks Hall
Athens, Ohio 45701
(740) 593-2516

Orthopedics & Sports Medicine
75 Hospital Drive
Athens, Ohio 45701
(740) 566-4720

Memorial Health System
Belpre Medical Campus
805 Farson Street, Suite 113
Belpre, Ohio 45714
(740) 374-9954

Holzer Health Systems

Primary Care, OB & Pediatrics
2131 East State Street
Athens, Ohio 45701
(740) 589-3100

Primary Care
500 Burlington Road
Jackson, Ohio 45640
(740) 288-4525

Primary Care & Pediatrics
88 East Memorial Drive
Pomeroy, Ohio 45769
(740) 992-0060

Hopewell Health Centers

Primary Care
2541 Panther Drive, NE
New Lexington, Ohio 43764
(740) 342-4192

Primary Care
88 North Plains Road
The Plains, Ohio 45780
(740) 797-2352

Primary Care
30381 Chieftain Drive
Logan, Ohio 43138
(740) 385-2555

Hopewell
541 State Route 664 North
Logan, OH 43138
(740) 385-3371

Nursing Assistant Program Clinical Sites

The Laurels of Athens
70 Columbus Circle
Athens, Ohio 45701
(740) 592-1000

Hickory Creek Nursing Home
51 East 4th Street
The Plains, Ohio 45780
(740) 797-4561

Interim Healthcare of Athens
2099 East State Street, Suite D
Athens, Ohio 45701
(740) 592-4901

Interim Healthcare of Logan
12873 Grey Street
Logan, OH 43138
(740) 385-3623

CLASS CANCELLATION DUE TO WEATHER

When classes are canceled for “Tri-County Career Center” due to inclement weather, the class cancellation also applies to the “Adult Center.” Cancellations are announced on the following stations:

CITY	AM STATION	FM STATION	TV STATION
ATHENS	970 WATH AM		
LOGAN	1510 WLGN AM	98.3 FM	
NELSONVILLE		107.7 FM	
WBNS-TV	1460 AM	97.1 FM	Channel 10
WCMH-TV			NBC Channel 4
WSAZ-TV			NBC Parkersburg
WSYX-TV			ABC Channel 6

Students may also contact the school at (740)753-3511 and access school closing information by entering the number “1”.

Columbus television stations 4,6,10 and the local Nelsonville cable station generally announce our closings.

You may also check online at www.tricountyhightech.com

Students may also receive a telephone call or text from the school notifying them of delays and/or closings.

MAKE-UP TIME FOR INCLEMENT WEATHER AND EMERGENCY CLOSINGS

If classes are forced to close due to inclement weather, Instructor unavailability or other emergencies, students will be required to make up class hours. Individual program Instructors will arrange suitable make-up days with their classes.

COUNSELING AND STUDENT RETENTION SERVICES

Tri-County Career Center – Adult Center is committed to student retention and successful program completion. Our Student Services Supervisor is a licensed social worker (LSW) and is available to discuss your academic, personal and career questions. The Student Services Supervisor can help you find and access the resources that you need to successfully complete your program.

JOB PLACEMENT

Tri-County Career Center – Adult Center does not guarantee job placement of students upon completion of a program. However, the Student Services Supervisor, as well as other designated staff, are available to assist students approaching graduation with their employment search. Tri-County Career Center – Adult Center posts job opportunities on a job board in the 100 hallway.

HEALTH SERVICES

Tri-County Career Center – Adult Center does not maintain a health center. Students who are ill should not come to school. Students who become ill while at school may be asked to leave.

Students must complete a Student Accident Report for any accident that occurs on school property that results in injury. Completed reports are to be filed with the Adult office.

Students are encouraged to purchase medical insurance for their own protection.

STUDENT SAFETY

Because of their proximity to students, staff members are frequently confronted with situations that, if handled incorrectly, could result in liability to the District and personal liability to the staff member. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

1. Each staff member maintains a standard of care for supervision, control and protection of students commensurate with assigned duties and responsibilities.
2. A staff member provides proper instruction in the safety matters presented in assigned courses.

- a) Establish appropriate safety rules.
 - b) Teach how to practice safety and prevent accidents.
 - c) Teach safe use and proper care for tools and equipment.
 - d) Develop habits of good housekeeping, proper storage and handling of materials and sanitation.
 - e) Be familiar with personal protection devices and safe clothing.
 - f) Teach cooperation with others in the promotion and operation of a safety program in the schools, on school grounds and in school vehicles.
3. Each staff member shall immediately report to the principal/Director any accident or safety hazard he/she detects. – Using form when an injury is involved.
 4. Each staff member immediately reports knowledge of threats of violence by students to the Director.
 5. A staff member shall not send students on any errands (school or personal) that would require students to leave school.
 6. A staff member shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol or drugs.
 7. A staff member shall not transport students in a private vehicle without the approval of the Director.
 8. Students are to be instructed to tell staff members, parents or law enforcement officials of any suspicious strangers in or around school property.
 9. A staff member shall not disclose information concerning a student, other than Directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background
 10. A staff member shall make provision for labs to be inspected annually to detect and remedy health and safety standards.

Procedures and Specific Guidelines

Sickness: In case of sickness, students, staff, and guest are to report to the Adult office. Office staff and/or Director will take appropriate action to whatever symptoms the individual is having and administer proper care or contact Emergency personnel.

Accidents: In case of an accident, the school employee is to take the individual to the school office or contact the office to come to the student if the student cannot be moved. If the accident is life threatening, immediately call 911 before contacting the office. The office will call emergency contact information of the individual. The school employees involved and any witnesses to the accident will complete an Accident Report form and return it to the school office. Follow up of the accident will be completed by the Administrative office.

- Emergencies: In the case of a medical emergency, the District Emergency Safety Plan should be followed, specifically the Medical Emergency section, as follows:
 - Call 911 immediately if the situation is life threatening.
 - Call the main office by phone.
 - Contact the building administrator(s).
 - The building administrator(s) will respond to the scene and assess the medical response needed.
 - Administrators and School Resource Officers (SROs) will assist at the scene.
 - SROs will coordinate emergency services response, if possible.
 - ALWAYS call the Main Office, even if 911 has been called in order to notify the building administrator of the situation.
 - If 911 has been called, SROs and Administration will meet the ambulance and other emergency responders in the parking lot and bring them in the building by the shortest route.
- Drills for tornado, and intruder are held numerous times each school year. Fire drills are conducted on a monthly basis at random times throughout the school day. All emergency plans for evacuations are posted in each classroom.
- Each program is equipped with the appropriate first aid and/or safety devices in classrooms and shop areas. The center also has an emergency defibrillator.
- Students in some programs go through CPR training every year to earn their CPR certification.
- Several staff members in the building are CPR certified.

CHILD CARE CENTER

Students are not permitted to bring children with them to class. A violation of this policy will result in the student being asked to leave class and counted as absent for the day.

Contact the Student Services Supervisor for further assistance with your childcare needs.

VISITORS

Members of the community are always welcome to visit and should be directed to the administrative offices to obtain a visitor's pass when they enter the campus. Visitors may be asked to show proper identification. Students are not to bring visitors, spouses/significant others or children to spend the day or any part of the day in class with them.

TELEPHONE CALLS

Office phones are for the use of school personnel in carrying out the business of the school. Students will not be called to the phone except for emergency situations. The caller must identify the student's name, the Instructor's name, and the program/course title in order to reach the student quickly in an emergency. Students are asked to request that friends and relatives not call during school hours either on school lines or personal cell phones.

Cell phones are to be turned off during class time. If a cell phone causes disruption in a classroom, then disciplinary action will be taken. This may include confiscation of the device. Confiscated devices may be open for review by legally authorized officials.

MEALS

The school cafeteria has vending machines, which sell snacks and assorted beverages. Microwaves are also available to heat food brought from home. Students are asked to consume all food and drink in the cafeteria.

LAB SAFETY

Each student is required to equip themselves with appropriate and protective clothing and safety glasses in lab areas, where necessary. Safety glasses must be worn when operating equipment in the industrial lab area. Students must sign a "safety pledge" form.

LAB CLEANLINESS

All students are responsible for cleanliness in the lab areas. Instructors will designate the clean-up procedures, and all students are required to participate in clean-up activities.

SCHOOL BUILDINGS, GROUNDS AND PROPERTY

Cooperation of students is necessary to maintain the facilities for future students. Care for school property is the job of everyone. Students who lose or damage school-owned property such as textbooks, library books, locks, instructional aids, materials or equipment will be required to replace the property or pay for the loss or damage.

Classroom and lab capacity is generally 20 students; this amount will vary with each program.

USE OF SCHOOL COMPUTERS

Students using the network and Internet systems will be required to complete an Internet Usage Agreement form. Students are permitted to bring their own technology devices (laptops, iPads, etc.) to use with appropriate permissions and for educational uses only.

Students are forbidden to use the computer system, computer network, telecommunication devices or information devices for harassing or bullying a student, staff member or other individual. In accordance with ORC 149.43, all emails and correspondence (messages-responses) may constitute a public record and therefore may be available upon request.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be found in violation of Tri-County Career Center - Adult Center's Code of Conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and criminal prosecution and lifetime inclusion on sexual offender registries.

UNAUTHORIZED USE OF SCHOOL COMPUTERS

A student shall not gain access, attempt to gain access, or cause access to be gained to any school district computer system, computer network, wireless network, telecommunication device or information device without the consent of, or beyond the scope of the express or implied consent of, the school district or person authorized to give consent to the student; use, attempt to use, or cause or attempt to cause the use of, any school district computer system, computer network, telecommunication device or information

device for any purpose other than as authorized by the school district or person authorized to give such authorization; use, attempt to use or attempt to cause the use of any school district computer system, computer network, telecommunication device or information device for any illegal or unlawful purpose or in any manner injurious or potentially injurious to the school district.

Therefore, students must not use, or attempt to use, a school computer, network, iPad, telephone, or any other electronic device without the prior approval of a teacher or designated staff person. Each computer, etc. must be used for its authorized purpose only. Students are forbidden to use computers, and electronic devices for harassment, bullying, or any illegal purpose, or attempt to use them to injure a student, staff, or individual. Students are not eligible to use said electronic devices without a signed Internet Usage Agreement.

In accordance with ORC 149.43, all emails and correspondence (messages and any responses) may constitute a public record and therefore may be available upon request.

COPYRIGHT LAW

The copyright law of the United States (title 17, United States code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user makes a request for, or later use of, a photocopy or reproduction for purpose in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

VEHICLES AND THE SCHOOL PARKING LOT

While on school grounds, students shall observe all state, local and school traffic regulations. Upon arrival at school, students are to lock their cars, immediately leave the parking lot, and enter the school building. Students shall not return to their vehicles during the day unless leaving the school grounds with the Instructor’s authorization. Students are not permitted to sit in or congregate around cars before, during or after school hours including school lunch times.

Students should park beginning in row four of the parking lot in front of the school. No student shall park in visitors parking, staff parking or areas behind the buildings. Students are required to register their vehicle if attending classes prior to 3:00 p.m. Vehicle Registration Forms can be picked up from the Student Services Supervisor. Any student driver who does not conform to the above standards shall be subject to appropriate disciplinary action. Local law enforcement agencies and the school will cooperate in the enforcement of these regulations.

Tri-County Career Center – Adult Center does not assume responsibility for the care or protection of any vehicle or its contents while on school property. All vehicles entering school property are subject to search. Any student who exercises the privilege of parking an automobile on school grounds shall be deemed to have given implied consent to a search of such automobile at any time a search is required by the school administration. Failure to comply with a reasonable search by law enforcement, school officials or search dogs is considered insubordination. The same applies to the search of any school property utilized by students (desks, lockers, computers, etc.). Be aware that when the safety of others is a concern, there is no expectation of privacy.

SURVEILLANCE CAMERAS/SEARCH AND SEIZURE

Surveillance cameras are in use on school property 24 hours each day, seven (7) days a week. Lockers, desks, cabinets and similar property provided to students as a convenience for their use are the property of the Tri-County Career Center Board of Education. Lockers and other property carry no expectations of privacy for the students who occupy them and are subject to search by school authorities at any time, including random searches, without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Searches of student, including his/her possessions and vehicle, may be conducted at any time that the student is under the jurisdiction of the Tri-County Career Center Board of Education. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination. Search dogs may also be used to assist.

STUDENT CODE OF CONDUCT

The courts have held that each student has the responsibility to act in such a way as to not interfere with the rights of others in the same educational opportunities. A student may forfeit his/her rights when his/her conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights.

A violation of any Tri-County Career Center - Adult Center rule may result in disciplinary action, including probation and dismissal. The Student Code of Conduct is not intended to be exhaustive and conduct not included in the list may still constitute a violation subject to disciplinary action. No form of violence, disruptive or inappropriate behavior will be tolerated.

Discipline is within the sound discretion of the Tri-County Career Center - Adult Center staff and administration. Due process ensures that disciplinary action will only be imposed after review of the facts of the situation.

The Student Code of Conduct applies to conduct that occurs not only on school property but also off school property if the student is deemed to be engaged in school-related activities (for example, field trips, internships, clinical work experience) at the time of the misconduct.

1. DISRUPTION OF SCHOOL:

A student shall not by use of force, violence, coercion, passive resistance or other actions cause material disruption or obstruction of regular school routine. This also includes on line activities that disrupt the school day and acts of immorality.

2. DAMAGE TO SCHOOL PROPERTY:

A student shall not cause or attempt to cause damage to school property including building, grounds equipment or materials.

3. DAMAGE TO PRIVATE PROPERTY:

A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.

4. FIGHTING OR ASSAULT:

A student shall not participate in an altercation, cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students or visitors while under the jurisdiction of the school. Any student who assaults another will be recommended for dismissal from his/her training program.

5. DANGEROUS WEAPONS AND INSTRUMENTS:

A student shall not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument of violence, including but not limited to: knives (any cutting instrument consisting of a sharp blade), guns, any explosive, incendiary or poison gas including bombs, grenades, rockets, missiles, mines or device that can be converted into such a destructive item. This includes look-alike weapons.

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, laser pointers, "stun" guns and jewelry.

If a student brings a dangerous weapon or any similar object that is designed/intended to invoke bodily harm or fear of bodily harm, or uses any object to threaten harm or harass another on school property, in a school vehicle, or to any school-sponsored training, the Director shall terminate the student's training. Criminal charges may be filed for this violation.

Students, staff members and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threat of violence to the Director, their Instructor or the Student Services Supervisor. Failure to report such knowledge may subject the student to discipline.

6. NARCOTICS (including Marijuana), ALCOHOLIC BEVERAGES, DRUGS AND LOOK-ALIKE DRUGS:

A student shall not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic or mind-altering substance and/or drug paraphernalia. Any student using or having drugs, alcohol and/or paraphernalia for such use in their possession may be asked to submit to testing for such based on "reasonable suspicion" and/or dismissed from his/her training program.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students should contact the Student Services Supervisor or Adult Director whenever such help is needed.

7. INSUBORDINATION:

A student shall not disregard or refuse to obey reasonable direction or instructions given by authorized school personnel. This includes falsely reporting or obstructing an investigation by withholding information. Tri-County Career Center - Adult Center shares a campus with high school students under the age of 18. Fraternalization between adult and high school students is not permitted.

8. PROFANITY AND/OR OBSCENE LANGUAGE:

A student shall not use profanity or obscene language, either written, verbal or electronic, in communicating with authorized school personnel above, or another student. Included in this prohibition would be the use of obscene gestures or threats, signs, pictures or publications.

9. THEFT:

A student shall not take or attempt to take the public property or equipment of the school district or the personal property of another student, Instructor, visitor, or employee of the school district.

10. VIOLATION OF THE LAW:

A student shall not violate any law or ordinance when the student is properly under authority of school personnel. This shall include, but is not limited to, acts of arson, false alarms and possession and/or use of fireworks or explosives.

11. ACADEMIC DISHONESTY:

A student shall not cheat or plagiarize information from another student or staff member by an intentional distortion of the truth. Students shall not lie about, fabricate, distort or change information given to school staff or administration. This includes information obtained from the internet.

12. HARASSMENT/BULLYING:

A student shall not haze, harass, persecute, intimidate, bully, or participate in any act that injures, degrades or disgraces any student, visitor or staff member. This also includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or to the property of such official or employee. Bullying, intimidation and harassment is an intentional written, verbal or physical act exhibited to another particular student more than once.

The behavior can cause both physical and mental harm and is sufficiently severe, persistent, or pervasive that creates and intimidating, threatening or abusive educational environment.

13. IMMORALITY:

A student shall not engage in sexual acts or commit any acts of gross immorality on school property. A student shall not publish, distribute or possess obscene or pornographic material on school property or access obscene or pornographic internet sites or bring obscene or pornographic digital materials into the school building or onto school computers.

DRESS CODE

Tri-County Career Center - Adult Center wants to provide the best possible atmosphere for learning. Students are asked to thoughtfully consider the impact their conduct and appearance has on other students. In general, school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and school.

The dress code for students is as follows:

1. Dress and grooming should be clean, in good taste and consistent with what is acceptable in the world of work.
2. Dress and grooming should not disrupt performance or constitute a health threat to the individual, other students or disrupt the teaching-learning process.
3. Tube tops, cut-off shirts, muscle shirts, tank tops, leggings, spaghetti straps, flip flops, and net shirts are not appropriate at school. Shoulders, side torso and midriff areas must be covered. If leggings or tights are worn, a shirt must cover to the same length as a skirt.
4. Hats may be worn in the lab/classroom only at the teacher's discretion.
5. Shorts/dresses/skirts should not be overly tight or short (two inches below fingertips).
6. Clothing and accessories must not be overly suggestive, bear profanity or appear to promote drugs, alcohol or sex.

If a student's dress or grooming is inappropriate or disruptive to the school program or constitutes a health or safety problem, the student will be so informed and the student will have to change. If a student must leave school to change, the absence will be considered unexcused. Any matter concerning student dress not covered by this policy which requires a decision will be made by the Adult Director.

VIOLATION OF STUDENT CATALOG RULES

A student shall not violate any rule contained in the Adult Center Catalog.

IDENTIFICATION CARDS

All students at Tri-County Career Center will be issued a student ID card. **This card is to be worn at all times while on the Center's Property. Any staff member in the building may ask to see your ID card.** The ID has a clip and/or lanyard and should be displayed so that it is visible on your person. Lost ID cards may be purchased for \$3.00. The cards are the property of Tri-County Career Center. Failure to wear your ID card may result in discipline.

DISCIPLINARY NOTIFICATIONS, CONTRACTS AND DISMISSAL

Students whose progress or behavior is unsatisfactory will be notified by their Instructor and may be placed on disciplinary notification involving corrective action contracts.

The period for corrective action will be determined by the Instructor and the Student Services Supervisor, but in any event, will not be longer than thirty (30) days. Students who do not show improvement during the period may be dismissed.

STUDENT SAFETY

Students having non-emergency safety concerns related to personal issues and property, etc. should contact the Student Services Supervisor. In an emergency situation, help may be obtained by dialing 911. Instructors and the office staff should also be alerted to emergency situations. There are AEDs (automatic external defibrillators) for use on school property, located in the main office of the Smith-Parkins and the Porter buildings. Information regarding safety issues which may potentially impact students including health and weather alerts, terrorist acts, sex offender registration, etc. will be distributed when necessary.

For building and personal security, all students will be issued an ID card. This card is to be worn at all times while on Tri-County Career Center's property. Any staff member in the building may ask to see a student's ID card.

HEALTH AND SAFETY PLAN

Tri-County Career Center's Board of Education is concerned with the safety of all students, employees and members of the school community present on center's property and at all center sponsored events on site. The center has an in-depth safety plan that covers all aspects of security and safety for the district. This plan is reviewed annually and sent to the state for approval.

The practice of safety is also a part of the instructional process. The staff is required to attend or participate in safety training throughout the year. The lab Instructors also have OSHA training and other specific safety training for each program. The training also includes traffic and pedestrian safety, fire prevention, in service training and emergency procedures appropriately geared to students at all levels.

The center has camera surveillance system in both buildings and on the grounds. The camera has capacity to hold over a month of recordings. Each staff member and student is given a badge to wear to distinguish what program and who they are. The doors have a locking system that staff can use their name badge to enter the building. All visitors must enter through the front doors at both buildings or buzz through for access to the back of the school.

The center has a safety committee that meets at least annually. The committee is comprised of various staff at the center along with parents and students. Law enforcement review our safety plan annually. The school also has a School Wellness Program that is board approved.

EMERGENCY DRILLS AND EMERGENCY RESPONSE

Emergency drills including fire, tornado and lockdown drills will be held regularly. The route to follow is posted in each room. Proper instruction on procedure will be given by the Instructor in each class. All classrooms are equipped with a telephone, intercom system and emergency lighting. Phones can be direct dialed to 911. The hallways are equipped with emergency lighting.

1. **TORNADOS:**

Unannounced tornado drills are conducted annually. The alarm for the tornado warning differs from the regular fire/evacuation system. It is a long “whooping” sound. When the tornado warning alarm is given, students are to respond in an orderly manner and move quietly to suitable sheltered areas. Remain inside the building and listen for instructions.

DO NOT leave the building, remain in large laboratories, remain in or report to areas paneled with glass or containing windows. **Suitable shelter areas include** restrooms, custodial rooms, offices (without windows) and storage closets. Tornado shelter areas are posted in each classroom and lab.

2. **FIRE:**

Fire drills are held monthly and school-wide participation is required by law. When the fire alarm sounds, all students and personnel are expected to leave the building. A map indicating an evacuation route is posted in every classroom and the Instructor will provide directions for proper evacuation. There are audible and visible strobes in place for fire emergencies.

3. **LOCKDOWN:**

Unannounced lockdown drills are conducted annually. When there is an announcement made regarding a lockdown, **everyone** is to go to the nearest room with a door. Go inside, stay away from windows, lock the doors and await further instructions. Never leave a locked-in area until the all clear is assured. Follow your Instructor’s direction or the announcements.

4. **POWER FAILURE:**

If the school experiences a power failure during the school day, a directional announcement will be given over the battery backup intercom system. Emergency lights will automatically light the school corridors for a short period of time. You may expect the following directional announcement:

“The school is experiencing a power failure, please move to a room with windows, cafeteria, parking lot or the gazebo area and await further instructions.”

INSTRUCTORS SHOULD NEVER MOVE STUDENTS OUTDOORS IF THERE IS INCLEMENT WEATHER.

ASBESTOS MANAGEMENT

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This law requires all schools to be inspected for asbestos-containing materials. The inspection of this school was completed in October 1988 and during 1989, all asbestos plaster was removed from small areas in the cafeteria, library and boiler rooms. An extremely small amount of asbestos remains in the pipe systems above the ceilings in an area inaccessible to students. A management plan approved by the Ohio Department of Health outlines the methods we will use to maintain these materials in a safe manner for students and staff. Re-inspection was completed in August of 2009. A copy of the plan is on file, for your review, in the administrative offices.

SMOKING

In compliance with federal regulations, it is a violation of the policy of Tri-County Career Center to possess, smoke or use tobacco in any form on school property, this includes electronic cigarettes. Students are not permitted to bring tobacco products into the school building. Students are not permitted to smoke in their vehicles on school grounds; students who wish to smoke during class breaks must leave school property.

DRUG-FREE SCHOOLS

In accordance with federal law, the board of education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. The term “drug” includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statutes or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student catalog, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

HARASSMENT

It is a violation of law and of school rules for any student or staff member to haze, harass or bully another student or a staff member, or any person associated with the school district while on district property or at any school-related event on or off district property. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or harassment. **Any student who believes he/she is the victim of any of the above actions or has observed such actions taking place by another student, staff member or other person associated with the District should contact the Director of the center.** The report shall be investigated in a timely and confidential manner. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment or its recurrence up to and including dismissal from the program.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District’s website. The administration provides training on the District’s hazing and bullying policy to District employees and volunteers who have direct contact with students. District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties of compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

GRIEVANCE PROCEDURE

Tri-County Career Center – Adult Center hereby notifies students, parents and employees that it does not discriminate on the basis of sex, race, religion, color, faith, national origin, ancestry, citizenship status, age, disability, economic status, military status or on the basis of legally acquired genetic information in the programs and activities it operates.

Grievance Procedure Coordinator:

Tri-County Career Center - Adult Center has designated the following employees to coordinate its efforts to comply with Title IV, Title IX and Section 504 regulations and must notify all its students and employees of the grievance procedure:

Upon receipt of a complaint, the Director will forward this information to the following employees designated by the Tri-County Career Center Board of Education to coordinate its efforts to comply with Title IV, Title IX and Section 504 regulations:

Tom McGreevy, Principal/Director

15676 State Route 691

Nelsonville, OH 45764

Telephone: 740-753-3511

Amanda Wiseman, Assistant Principal

15676 State Route 691

Nelsonville, OH 45764

Telephone: 740-753-3511

Outline of Grievance Procedure:

- Step 1:** Where appropriate, any student of Tri-County Career Center having a complaint about his/her treatment may arrange a conference to discuss the matter with the person or persons involved within ten school days of the date the incident occurred.
- Step 2:** If the student is not satisfied with the results of the conference, or a conference as outlined in Step 1 above is not appropriate or desired given the nature of the grievance, the problem may be discussed with the student's Instructor within ten school days of the date the incident occurred. In a grievance where the complaint involves a student's Instructor, students may discuss the matter with Tri-County Career Center - Adult Center's Student Services Supervisor.
- Step 3:** If the complaint is still not satisfactorily resolved, the grievance may be placed in writing and presented to the Adult Director within five (5) days of the meeting with the Instructor or Student Services Supervisor.
- Step 4:** In the event the problem persists, a written copy of the grievance should be given to the Superintendent within ten (10) days after the meeting with the Adult Director.
- Step 5:** If the complainant feels that the grievance is a result of discrimination on the basis of race, color, faith, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or on the basis of legally acquired genetic information and the school grievance procedures have been exhausted without satisfactory resolution, the student may file the complaint or grievance with the Office of Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

All written grievances must be initiated within five working days of the occurrence. All written grievances must be signed by all persons involved. Grievance Records will be maintained in the Tri-County Career Center - Adult Center office. Further grievance concerns can be referred to:

The Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898 800-917-2081
www.council.org/

THE COST OF PROGRAMS

All students should assess all of the costs of attending this school. Tri-County Career Center – Adult Center provides students with estimated standard budgets to give them a starting point for calculating their own expenses. Actual expenses vary among students depending on lifestyles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, the schedule of tuition and fee costs are outlined below with estimates of living expenses. The following estimates are based, in part, upon U.S. Department of Education criteria.

Program	Actual 2020-2021 Tuition x Number of Terms	Estimated Expenses for Books, Supplies, Exams	Approximate Total Cost
Cosmetology	\$1,050 X 7 terms	\$2,523	\$9,873
Medical Assisting	\$1,050 X 6 terms	\$1,800	\$8,100
Tuition/Fees Effective November 2, 2020			
Program	Actual 2020-2021 Tuition x Number of Terms	Estimated Expenses for Books, Supplies, Exams	Approximate Total Cost
Cosmetology	\$1,100 X 7 terms	\$2,523	\$10,223
Medical Assisting	\$1,100 X 6 terms	\$1,800	\$8,400

Estimated Monthly Living Expenses	
Housing, Utilities, Food	\$760
Transportation	\$249
Miscellaneous	\$453

<u>Nursing Assistant</u>	
Nursing Assistant Full Program 2020-2021 Tuition and Fees inclusive	\$978
Module 1 – Nursing Assistant Tuition and Fees inclusive	\$682
Module 2 – Home Health Aide Tuition and Fees inclusive	\$116
Module 3 – CPR/AED and First Aid Tuition and Fees inclusive	\$72

Phlebotomy	
Phlebotomy Technician Training	\$1,835

Note – Program prices are subject to change based on supplier cost.

For more information regarding other non-credential short-term training programs, please see the program flyer.

AVAILABILITY OF PROGRAMS AND COURSES

- Programs and courses are dependent upon enrollment and the approval of the administration.
- Tri-County Career Center – Adult Center reserves the right to cancel or postpone a course.
- Information is subject to change.

FINANCIAL AID OBLIGATIONS/PAYMENT AGREEMENTS

All students enrolled in 8-15 month programs, as well as students enrolled in some of the other programs at Tri-County Career Center – Adult Center, will execute a payment agreement covering the amount of that term’s training costs. A payment agreement establishes, without regard to financial aid or other funding sources, that a student is primarily responsible for his/her education expenses. A student who has failed to meet his/her obligations as defined in the payment agreement shall not be allowed to attend classes the following term until (1) the outstanding balance is paid, or (2) the school is adequately assured of receiving payment.

AUDITING CLASS PENDING FINANCIAL AID APPROVAL

Students who have not had their financial aid eligibility determined by the start of the class, or who have appealed the loss of Pell Grant Funds and are awaiting a decision on the appeal, may be allowed to audit a class until their eligibility is determined. While a student is auditing a class and until his/her, eligibility is determined, he/she will not receive books or supplies and will not receive transcribed grades but will be expected to complete the same work assignments as the other students in the program.

A student auditing a class will receive full credit towards program completion for the audited hours if he/she completes all of the necessary assignments during the auditing period and if one of the following conditions is met:

1. The student is determined to be eligible for financial aid: OR
2. The student pays 100% of the tuition for the term; OR
3. The student executes a payment agreement covering all of the educational expenses for the term and successfully pays 100% of his/her educational expenses according to the terms of the payment agreement.

If a student fails to meet one of the above conditions, the student will be withdrawn from the class. A student who withdraws upon learning that they are not eligible for financial aid will not be charged tuition for the audited hours.

FINANCIAL AID PROGRAMS

1. PELL GRANT

Description:

The Pell Grant is an award issued by the federal government to help students pay for their education after high school. This is considered free money and does not have to be paid back. A student must be enrolled in a Pell approved program (900 hours or more) to be eligible for a financial aid offer. Please refer to page # 48.

In most circumstances, students are REQUIRED to APPLY for PELL GRANT FUNDING BEFORE they may apply for other sources of funding.

2. OPPORTUNITIES FOR OHIOANS WITH DISABILITIES (OOD)

Description:

The Opportunities for Ohioans with Disabilities is a State of Ohio agency responsible for rehabilitation of the state's physically, mentally and emotionally disabled citizens.

Application Procedure and Eligibility Requirements:

Eligibility for financial aid through the OOD is determined by a student's assigned case manager. For the OOD office in Athens, call (740) 592-4411. To find the OOD office nearest you, call 1-800-282-4536.

3. TRAINING READJUSTMENT ACT (TRA/TAA) FUNDS

Description:

These funds are available through Ohio Means Jobs to unemployed "Dislocated Workers" to pursue training.

Application Procedure and Eligibility Requirements:

To determine eligibility, students should contact their county's Ohio Means Jobs Office. (For telephone numbers, see # 5 below "Ohio Means Jobs Offices.")

4. OHIO BUREAU OF WORKERS' COMPENSATION REHABILITATION (BWCR)

Description:

The Ohio Bureau of Workers' Compensation Rehabilitation is a State of Ohio agency responsible for the rehabilitation of workers injured physically, mentally and/or emotionally on the job.

Application Procedure and Eligibility Requirements:

Eligibility under the BWCR is determined by assigned case managers. Call 1-800-644-6292 for the nearest local office.

5. OHIO MEANS JOBS OFFICES

Tuition assistance and other forms of assistance may be available by contacting a student's county Ohio Means Jobs office.

Athens County: (740) 797-2523 or (800) 762-3775 *(toll free)*
Aspire Lab (740) 797-1405 or (877) 351-0405 *(toll free)*
Fairfield County: (740) 652-7889 or (800) 450-8845 *(toll free)*
Meigs County: (740) 992-2117 or (800) 992-2608 *(toll free)*

Perry County: (740) 342-3551 or (800) 551-3551 *(toll free)*
South Central Ohio Job and Family Services:
Hocking County (740) 385-5663 or (855) 726-5237 *(toll free)*
Vinton County (740) 672-2250 or (855) 726-5237 *(toll free)*

6. SELF PAY

A payment plan can be arranged through the Student Services Supervisor for those students who either do not qualify for financial aid assistance or whose assistance does not cover 100% of their educational expenses.

7. VETERAN'S ADMINISTRATION

To apply for VA Education Benefits on-line, or to get more information on the educational benefits, please visit the VA website at <https://www.gibill.va.gov>. Either print a copy of the approval from the website or bring in your certification of eligibility to the Student Services Supervisor/Financial Aid Office. The following courses at Tri-County Career Center - Adult Center are approved for VA funding: Medical Assisting, Nursing Assistant, and Cosmetology.

To be certified for VA Education Benefits through Tri-County Career Center – Adult Center, a student must meet with the Student Services Supervisor/Financial Aid Office and submit all required documentation/forms. Prospective students may also want to file the FAFSA for possible Pell Grant.

VA Payments for all chapters, except Chapter 33, Post 911 G.I. Bill, are typically paid directly to the student so students not using Title IV funding to pay for his/her tuition must go on a payment plan and make regular payments in order to maintain status in the program. See Financial Aid Obligations/Payment Agreement.

8. Veteran Benefits and Transitions Act of 2018

In compliance with the Veteran Benefits and Transitions Act of 2018, any covered individual is permitted to attend or participate in their intended course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to education assistance under Chapter 31 or Chapter 33 of this title and ending on the earlier of the following dates.

- The date on which the secretary provides payment for such course of education to such institution.
- The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

Tri-County Career Center – Adult Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 Veteran Benefits recipient borrow additional funds to cover the individual's inability to meet his/her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. Applicable students are required to provide Tri-County Career Center – Adult Center with documentation to ensure that they are entitled to G.I. Bill Benefits. The restriction on penalties would not apply in cases where the student owes additional payment to the school beyond the amount of tuition and fee payment from VA to the school.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR VETERANS WITH NO PELL FUNDING

To remain enrolled at Tri-County Career Center – Adult Center, a student must be making Satisfactory Academic Progress.

Each term, a student's Satisfactory Academic Progress is evaluated by the Student Services Supervisor mid-term and at the end of the term. (SAP evaluation)

At each SAP evaluation, the Student Services Supervisor will review a student's attendance and grade records to determine if the student:

1. Has completed 90% of the scheduled clock hours; and
2. Has a grade average of 2.0.

Any student who has been independently documented as having special needs and/or learning disabilities may be evaluated as to SAP on a case-by-case basis. In evaluating such a student, factors to be considered shall include any training/occupational profile, the particular need or disability and the progress the student is making toward completing the training program and becoming employable.

The maximum time frame in which a student must complete a training program is one and one-half the number of clock hours required for normal completion of the program. For purposes of applying SAP policies, it is assumed that all students will complete the entire program.

If it is determined that the student is NOT making Satisfactory Academic Progress, the student will be placed on Academic Warning, Academic Probation or Dismissed from Tri-County Career Center – Adult Center in accordance with the following guidelines:

ACADEMIC WARNING

At the end-of-term SAP evaluation, if a student fails to meet any one of the requirements for SAP, the student will be notified within a reasonable amount of time that he/she is being placed on an Academic Warning which will remain in effect until the following mid-term SAP evaluation. This Academic Warning will have no immediate effect on a student's financial aid benefits.

ACADEMIC PROBATION

A student placed on an Academic Warning who fails to meet any one of the requirements for SAP by the following term's mid-term SAP evaluation, will be notified within a reasonable amount of time that he/she is being placed on Academic Probation for the next term. Academic Probation will remain in effect until the following term's end-of-term SAP evaluation. During Academic Probation, a student's financial aid benefits will be placed on hold until the student successfully completes the probationary period. If, by the end of the Academic Probation period, the student has not corrected all deficiencies, the student will lose his/her Pell Grant funding. Other sources of financial aid or support may follow this policy as well.

SPECIAL GRADING CIRCUMSTANCES

In order to keep an award of financial aid, students must maintain a pace of progression toward completion within a maximum time frame. The maximum time frame for any program is 150% (one and one-half the number of clock hours) of the published length of that program. There are some special grading circumstances that will affect SAP and this completion timeline:

Transfer Credit Hours – Those hours approved for transfer into this school will count as hours attempted and completed during the same term as this content is delivered within this school's curriculum.

Withdrawal Status Upon Return – When a student withdraws and returns to finish a program; if they are in good standing regarding SAP (hours and attendance), then the student may return with the previous hours earned and credited, at the point in the curricular delivery where they left. If a student withdrew without maintaining SAP (warning or probation), then their prior grades and attendance are counted the same toward the current SAP as when they left. Any hours attempted but not completed will count towards the 150%-time limit.

Repetition – In some cases, a student may repeat a “course” or specific curricular part of a program in order to improve a grade. The total hours attended previously and the repeat hours will be counted towards attendance and the maximum completion time of 150%.

DISMISSAL

If, by the end of the Academic Probation period, the student has not corrected all deficiencies, the student may be dismissed from Tri-County Career Center – Adult Center. Students will have the option to return. Please refer to the Reinstatement/Returning Student Policy.

Students receiving VA monies are required to maintain the same attendance and academic grade as well as all other students. Tri-County Career Center - Adult Center will notify the VA to terminate the payment of educational benefits.

READMISSION REQUIREMENTS FOR SERVICE MEMBERS

Tri-County Career Center-Adult Center will not deny readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service.

To readmit a service member with the “same academic status” means that the Tri-County Career Center-Adult Center will readmit the student as indicated below.

- Promptly readmit to the school a student with the same academic status as the student had when the student last attended the school or was last admitted to the school, but did not begin attendance because of that membership, application for membership, performance of service, application for service, or obligation to perform service.
- “Promptly readmit” means that the school must readmit the student into the next class or classes in the student’s program beginning after the student provides notice of his or her intent to reenroll, unless the student requests a later date of readmission or unusual circumstances require the school to admit the student at a later date.
- To readmit a student with the “same academic status” means that the school will admit the student to the same program to which he or she was last admitted by the school or, if that exact program is no longer offered, the program that is most similar to that program, unless the student requests or agrees to admission to a different program.
- The student will be at the enrollment status that the student last held at the school, unless the student requests or agrees to admission at a different enrollment status.
- The student will readmit with the same number of clock hours completed previously, unless the student is readmitted to a different program to which the completed clock hours are not transferable.
- The student will readmit with the same academic standing (example: with the same Satisfactory Academic Progress status) the student previously had, and
- If the student is readmitted to the same program, for the first academic year in which the student returns, the following will be assessed:
- Tuition and Fee charges that the student was or would have been assessed for the academic year during which the student left the school; or
- Up to the amount of tuition and fee charges that other students in the program are assessed for that academic year, if veteran’s education benefits as defined in section 480(c) of the HEA, or other service member education benefits, will pay the amount

in access of the tuition and fee charges assessed for the academic year in which the student left the school; or

- If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, assessing no more than the tuition and fee charges assessed for the academic year.
- If Tri-County Career Center-Adult Center determines that the student is not prepared to resume the program with the same academic status at the point where the student left off, or will not be able to complete the program, the school must make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program including, but not limited to, providing refresher courses at no extra cost to the student and allowing the student to retake a pretest at no extra cost to the student.

Tri-County Career Center is not required to readmit the student on his or her return if:

- After reasonable efforts by the school, the school determines that the student is not prepared to resume the program at the point where he or she left off;
- After reasonable efforts by the school, the school determines that the student is unable to complete the program; or the school determines that there are no reasonable efforts the school can take to prepare the student to resume the program at the point where he or she left off or to enable the student to complete the program.
- “Reasonable efforts” means actions do not place an undue hardship on the school.
- “Undue hardship” means an action requiring significant difficulty or expense when considered in light of the overall financial resources of the school and the impact otherwise of such action on the operation of the school.
- The school carries the burden to prove by the preponderance of the evidence that the student is not prepared to resume the program with the same academic status at the point where the student left off, or that the student will not be able to complete the program.
- This section applies to a school that has continued in operation since the student ceased attending or was last admitted to the school but did not begin attendance, notwithstanding any changes of ownership of the school since the student ceased attendance.
- The requirement of this section supersede any State law (including any local law or ordinance), contract, agreement, policy, plan, practice, or other matter that reduces, limits, or eliminates in any manner any right or benefit provided by this section for period of enrollment during which the student resumes attendance, and continuing so long as the school is unable to comply with such requirements through other means.
- *Service in the uniformed services.* For purposes of this section, service in the uniformed Services means service, whether voluntary or involuntary, in the Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.
- *Readmission procedures.* (1) Any student whose absence from a school is necessitated by reason of service in the uniformed services shall be entitled to readmission to the school if:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance oral or written notice of such service to an office designated by the school, and provides such notice as far in advance as is reasonable under the circumstances;
- The cumulative length of the absence and all previous absences from that school by reason of service in the uniformed services, including only the time the student spends actually performing service in the uniformed services, does not exceed five years; and
- The student gives oral or written notice of his or her intent to return to the Student Services Supervisor/Financial Aid office;
- For a student who completes a period of service in the uniformed services, not later than three years after the completion of the period of service; or
- For a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services, not later than two years after the end of the period that is necessary for recovery from such illness or injury.
- Tri-County Career Center-Adult Center will designate the Student Services Supervisor/Financial Aid office for a student to contact to provide notification of service for readmission. This office can assist the student with the necessary documentation.
- Any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance written or oral notice of service to the appropriate official at the school may meet the notice requirements by submitting, at the time the student seeks readmission, an attestation to the school that the student performed service in the uniformed services that necessitated the student's absence from the school.
- A student's cumulative length of absence from a school does not include any service that is required, beyond five years, to complete an initial period of obligated service;
- During which the student was unable to obtain order releasing the student from a period of service in the uniformed services before the expiration of the five-year period and such inability was through no fault of the student; or
- Performed by a member of the Armed Forces (including the National Guard and Reserves) who is ordered to or retained on activity duty under involuntary active duty by a military retiree; involuntary active duty in wartime; retention on active duty while in captive status; involuntary active duty during a national emergency for up to 24 months; involuntary active duty for an operational mission for up to 270 days; involuntary retention on active duty of a critical person during time of crisis or other specific conditions; involuntary active duty by retired Coast Guard officer; voluntary active duty by retired Coast Guard officer; involuntary active duty by retired Coast Guard enlisted member; voluntary active duty by retired Coast Guard enlisted member; involuntary retention of Coast Guard enlisted member on active duty; or
involuntary active duty by Coast Guard Reserve member for natural or man-made disasters.
- Ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress as determined by the Secretary concerned;
- Ordered to active duty (other than training) in support, as determined by the Secretary concerned, of an operational mission for which personnel have been ordered to active duty under section 12304 of title 10, United States Code;
- Ordered to active duty in support, as determined by the Secretary concerned, of a critical mission or requirement of the Armed Forces (including the National Guard or Reserves); or

- Called into Federal service as a member of the National Guard under chapter 15 of title 10, United States code, or section 12406 of title 10, United States code (example-called to respond to an invasion, danger of invasion, rebellion, danger of rebellion, insurrection, or the inability of the President with regular forces to execute the laws of the United States).
- *Notification of Intent to Reenroll.* A student who fails to apply for readmission within the periods (advanced written/oral notice of intent to return) to Student Services Supervisor/Financial Aid does not automatically forfeit eligibility for readmission to the school, but is subject to the school's established leave of absence policy and general practices.
- *Documentation.* A student who submits an application for readmission to the school shall provide the school documentation to establish that the student has not exceeded the service limitation; and
- The student's eligibility for readmission has not been terminated due to an exception (voluntary active duty by retired Coast Guard).
- Documents that satisfy the requirements, but are not limited to, the following:
 - 1) DD (Department of Defense) 214 Certificate of Release or Discharge from Active Duty.
 - 2) Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the describes services.
 - 3) Letter from the commanding officer of a Personnel Support Activity or Someone of comparable authority.
 - 4) Certificate of completion from military training school.
 - 5) Discharge certificate showing character of service.
 - 6) Copy of extracts from payroll documents showing period of service.
 - 7) Letter from National Disaster Medical System (NDMS) Team Leader or Administrative Officer verifying dates and times of NDMS training or Federal Activation.

The types of documents that are necessary to establish eligibility for readmission will vary from case to case. Not all of these documents are available or necessary in every instance to establish readmission eligibility.

Tri-County Career Center-Adult Center cannot delay or attempt to avoid a readmission of a student by demanding documentation that does not exist, or is not readily available, at the time of readmission.

- *Termination of Readmission Eligibility.* A student's eligibility for readmission to a school by reason of such student's service in the uniformed services terminates upon the occurrence of any of the following events:
 - 1) A separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge.
 - 2) A dismissal of a commissioned officer permitted under section 1161(a) of title 10, United States Code by sentence of a general court-martial; in commutation of a sentence of a general court-martial; or, in time of war, by order of the President.
 - 3) A dropping of a commissioned office from the rolls pursuant to section 1161(b) of title 10, United States Code due to absence without authority for at least three months; separation by reason of a sentence to confinement adjudged by a court-martial; or, a sentence to confinement in a Federal or State penitentiary or correctional institution.

STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES

A student receiving a Pell Grant (Title IV Federal Financial Aid funds), has certain rights that should be exercised as well as responsibilities that must be met. Knowing these rights and responsibilities will allow the student to make better decisions about his/her educational goals.

A STUDENT HAS THE RIGHT TO KNOW:

- The financial aid programs which are available at their school.
- The deadlines for submitting applications for the financial aid programs available.
- How the financial aid will be distributed; how decisions on the distribution are made; and the basis for those decisions.
- How his/her financial need was determined. This includes how costs for tuition, fees, room, board, travel, books, supplies, and personal and miscellaneous expenses, etc., are considered in determining a student's financial need.
- What resources (such as parental contribution, other financial aid, his/her assets, etc.) were considered in the calculation of his/her financial aid need.
- How much of his/her financial need, as determined by the institution has been met.
- That he/she can request an explanation of the various programs in his/her aid package.
- The school's refund and tuition proration policy.
- How the school determines whether he/she is making Satisfactory Academic Progress (SAP) and what happens if he/she is not.

A STUDENT IS RESPONSIBLE FOR:

- Completing all application forms accurately and submitting them on time to the right place.
- Providing correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- Returning all additional documentation, verification, corrections and/or new information requested by either the Student Services Supervisor or the agency to which he/she submitted his/her application.
- Reading and understanding all forms that he/she is asked to sign and keeping copies of them.
- Accepting responsibility for all agreements that he/she signs.
- Knowing and complying with the deadlines for application or re-application for aid.
- Knowing the school's refund and tuition proration policy.
- Considering a school's programs and performance (which all schools must provide to prospective students) before deciding to attend the school.

VERIFICATION POLICY AND PROCEDURES

If the Institution Student Information Record (ISIR) indicated that the student has been chosen by the U.S. Department of Education for verification, the school is responsible for this process. The school may also select any student for verification even if the application was not selected by the U.S. Department of Education.

The Student Services Supervisor/Financial Aid will contact the student to explain that their application has been selected for verification and provide instructions on how to proceed. The Student Services Supervisor/Financial Aid will schedule an appointment for the student to come in to the office to complete the worksheets. If corrections are necessary, the Student Services Supervisor/Financial Aid will submit corrections electronically to the U.S. Department of Education.

ACCEPTABLE DOCUMENTATION

In most cases, completed Verification Worksheets and an IRS Tax Return Transcript (if the IRS Data Retrieval Tool was not used during completion of the FAFSA), and W2s or other sources of income can satisfy the verification requirement. Alternative documentation may be accepted in some cases. The Student Services Supervisor/Financial Aid can tell the student what documentation is needed and acceptable for each item to be verified.

DEADLINE

If verification has not been completed within the first week (4 days) of class, the student will not be permitted to continue the class. No funds will be disbursed prior to verification being completed. If a student's award changes as a result of verification/correction, a revised financial aid notification will be signed within two weeks of the completed verification/correction process.

IRS Data Retrieval Tool (DRT)

Students are strongly urged to use the Data Retrieval Tool, either at the initial FAFSA filing or through the correction process. If student is verified and used the DRT, they will not have to obtain a tax return transcript.

Unusual Enrollment History (UEH)

A student may be flagged by the U.S. Department of Education for Unusual Enrollment History. This usually means that a student has attended multiple schools in the past four enrollment years without completing. If a student is flagged, they may be required to supply additional information for the Student Services Supervisor/Financial Aid to prove that credit was earned at all of the previous schools. Failure to supply adequate information will result in denial of Title IV funding. A student may appeal in writing to the Student Services Supervisor/Financial Aid and Tri-County Career Center - Adult Center Director if they are denied funding. Evaluation will take place and determination will be final.

If Tri-County Career Center - Adult Center denies a student Title IV aid for Unusual Enrollment History, the student may attend a full-time program at Tri-County Career Center - Adult Center without having Title IV aid and pay out-of-pocket for the first payment period. At the end of the first payment period, if the student is meeting the requirements of Satisfactory Academic Progress, the student could then be considered for the Title IV eligibility for the remaining program hours. The Pell grant is not retroactive.

Special Circumstances and Professional Judgement

The EFC formula is basically the same for all applicants and prior-prior year's income is used in the calculation. The Student Services Supervisor/Financial Aid has the authority on a case-by-case basis to adjust certain data elements for a student with special or unusual circumstances. Some examples would be a layoff, marriage or divorce, unusually high medical or tuition bills, etc. If you feel that you have a special circumstance, please contact the Student Services Supervisor/Financial Aid office to discuss your situation and find out what documentation is needed. After reviewing all documentation, the Student Services Supervisor/Financial Aid office will make a decision to approve or deny your request. **The decision is final and cannot be appealed to the Federal Department of Education.** Please note the use of professional judgment is allowed but not required.

Dependency Status & Override Policy

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

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

- You have reached the age of 24 prior to January 1st of the upcoming year.
- You are married as of the date you submitted the FAFSA.
- You are enrolled in a graduate or professional educational program beyond a Bachelor's Degree.
- You have children who receive more than half of their support from you.

NOTE: Having a child does not automatically make you independent. The student must be providing over half of the child's support from July 1, 2019 – June 30, 2020.

- You have dependents (other than your children or spouse) that live with you and receive more than half of their support from you, now and through the end of the year.
- Both parents are deceased or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
- You are currently serving on active duty in the U.S. Armed Forces (other than training).
- You are a Veteran of the U.S. Armed Forces.
- You are an emancipated minor.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

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

Dependency Override

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override is reviewed on a case-by-case basis, not for a group of students with similar circumstances. ***It is not unusual for a student between the ages of 18 and 24 to move away from his/her parents and have a full-time job. This is a "life choice" and does not qualify for a Dependency Override.***

To receive a Dependency Override, the student must make a request to the Student Services Supervisor/Financial Aid Office and be able to provide necessary documentation. The Student Services Supervisor/Financial Aid Office will determine what type of documentation is appropriate for the situation.

Drug Convictions Consequences

In accordance with federal law, the board of education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. The term "drug" includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statutes or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subjected to disciplinary action, in accordance with due process and as specified in the student catalog, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

A federal or state drug conviction (but not local or municipal conviction) can disqualify a student for Federal Student Aid funds. A student self-certifies in applying for aid that he/she is eligible. Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment which the student was receiving federal aid. They do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. If a student becomes ineligible for Title IV aid, they must pay all money owed to the school. A student's eligibility period will differ depending on the drug conviction. The chart below illustrates the period of ineligibility for federal student aid funds, depending on whether the conviction

was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

	Possession of Illegal Drugs	Sale of Illegal Drugs
1 st Offense	1 year from date of Conviction	2 years from date of conviction
2 nd Offense	2 years from date of Conviction	Indefinite period
3 ⁺ Offense	Indefinite period	

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. The school will provide each student who becomes ineligible for federal student aid funds due to a drug conviction, a written notice that clearly explains the loss of eligibility and the methods how they can become eligible for aid again.

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

Students denied eligibility for an indefinite period can regain eligibility after completing the following options:

1. Successfully completes a rehabilitation program, as described below, which includes the passing of two unannounced drug tests from such a program.
2. Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
3. Successfully completes two unannounced drug tests which are part of a rehabilitation (student does not have to complete the remainder of the program).

In these cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the school that they have successfully completed a rehabilitation program. When a student regains eligibility during the award year, federal student aid fund may be awarded for the current payment period.

All full-time students eligible for Title IV funding will receive a Consumer Information and Drug Conviction Consequences sheet showing the full policy. Students must sign and date. A copy will be placed in the student's financial aid file and the original returned to the student.

APPLYING FOR AID

FSA ID

Students and possibly parents must have a FSA ID (federal student aid ID). You can go to <https://fsaid.ed.gov> to create your username and password. This is used to log in to certain U.S. Department of Education websites. The FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. **It is very important that you have your FSA ID with you at all times when you need to access your student aid.**

FAFSA

The first step to qualify for financial aid is to file Free Application for Student Aid (FAFSA). The FAFSA is processed by the U.S. Department of Education. The results are sent to the school as an Institutional Student Information Report (ISIR) and the students as a Student Aid Report (SAR). The school cannot determine financial aid without a SAR. You can file online at <https://fafsa.ed.gov>. **The school code number for Tri-County Career Center-Adult Center is: 015232.**

ELIGIBILITY REQUIREMENTS FOR TITLE IV FUNDING

Financial Aid is awarded to help the student link the gap or supplement the amount you and your family are able to contribute toward your education expenses. In order to determine this need, it is necessary for the student to complete the Free Application for Federal Aid (**FAFSA**) with information concerning your family's financial strength such as income and assets, size of household, number in college, and any unusual circumstances or expenses.

The Basic Concept Applied in a "Needs Analysis" Is:

Cost to go to School	(Your tuition, fees, transportation, personal expenses)
<u>-Family Contribution</u>	(The amount you and your family can contribute toward these costs)
=Your Financial Need	(Your eligibility for Pell Grants, other resources/agency support)

For The Title IV Program (Pell Grant), A Student Enrolled at Tri-County Career Center-Adult Center must:

- Have a financial need.
- Be a regular student enrolled in an eligible program.
- Meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Be registered with the Selective Service if you are a male, 18 years of age and born after 12/31/1959.
- Not be incarcerated in a federal or state penal institution.
- Have either a high school diploma from an accredited school, GED, or Adult Diploma issued by the Ohio Department of Education.
- Have a valid Social Security Number.
- Sign a statement on the Federal Application for Student Aid (FAFSA) that you will use federal student aid only for educational purposes.
- Sign a statement on the Federal Application for Student Aid (FAFSA) you are not in default on a federal loan or owe money back on a federal student grant.
- Not own property that is subject to a judgement lien due to an obligation owed to the federal government.
- Have not been convicted under federal or state law of the sale of or possession of drugs. (You may still be eligible depending on the number of offenses and when they occurred)
- Must provide information in order for the school to obtain financial aid history.
- Not be currently enrolled in a high school program.
- The student does not have a baccalaureate or first professional degree or is enrolled in a post baccalaureate teacher certificate or licensing program.

- In the case of a student who has been convicted of, or has pled nolo contendere or guilty to, a crime involving fraud in obtaining Title IV, HEA assistance, has completed the repayment of such assistance.

Confirmation of Citizenship

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

U.S. Citizen or National:

- Must correct SSN, name or date of birth if these are in error and resubmit application.
- If data still does not match, the student must provide documentation to prove citizenship.
- Other documents could include birth certificate or Certificate of Naturalization.

Eligible Non-Citizen

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

Students who are required to undergo secondary confirmation will be providing in writing:

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

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

Academic Year and Payment Period Structure

Clock hour programs must have an academic year with a minimum of 26 weeks and a minimum of 900 hours in order to be eligible to receive Title IV federal student aid. The academic year is determined by length of program. Full amounts are offered to programs 900 hours or higher.

Program	Total Hours	Title IV	Title IV	Title IV	Title IV
	PP – 1	PP - 2	PP – 3	PP - 4	
Cosmetology	1500	1-450	451-900	901-1200	1200-1500
Medical Assisting Technology	1350	1-450	451-900	901-1350	

In order to receive Title IV funds, a regularly enrolled student in an eligible program must be at least 17 years of age and have proof of high school completion. A copy of one of the following documents must be submitted to the Student Services Supervisor/Financial Aid at the time of enrollment.

U.S. Diploma Requirements:

- High School Transcript: a copy of a signed and dated transcript indicating date of graduation.
- High School Equivalency: (GED or State of Ohio Adult Diploma) a copy of certificate or proof of completion.
- Home Schooling: a copy of a home school certificate and any supporting Credential with appropriate seal and signatures. Home schools must be Recognized as such in state where issued.

If there are any concerns about the validity of the high school's credentials, the school will first check the "Unacceptable Proof of Graduation" list. If the high school is on the list, it will be judged as unacceptable. If it is not on that list, but the school still has questions about the validity of the high school credential, we will ask for a transcript from the high school showing classes completed and passed. If we still are not satisfied as to the validity of the credential, we may contact the state's Department of Education in which the school is located to make sure if the high school is approved by the state. If it cannot be confirmed, the transcript will not be accepted. We will also not accept any transcript that has been altered in any way.

Tri-County Career Center-Adult Center is not qualified to evaluate or translate foreign diplomas. The student will be required to have their transcript evaluated, at their cost, by a company that offers this service.

Students need to be alert to "diploma mills". The definition of a diploma mill is an entity that 1) charges someone a fee and requires him to complete little or no education or course work to obtain a degree, diploma, or certificate that may be used to represent to the general public that he/she has completed a program of postsecondary education or training; and 2) lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government, or other organization that recognizes accrediting agencies or associations.

Ability to Benefit

Tri-County Career Center-Adult Center does not offer the "Ability to Benefit".

DISBURSEMENT OF PELL GRANT FUNDS

The following procedure describes how the Pell Grant funds are received and disbursed. Other forms of financial aid are received by the school and applied directly to the student's bill. Pell funds are distributed to the student only in those cases where the total financial aid to be received exceeds the student's bill for tuition and books/supplies for that term.

All financial aid funds are disbursed by the Treasurer's office. All checks for grant monies going directly to students shall be distributed by the Treasurer's office. Pell draws, application to student accounts, and subsequent disbursements are made in equal amounts after every 225-clock hours.

The following procedure is used:

The Student Services Supervisor/Financial Aid Office shall determine each student's eligibility for a Pell Grant disbursement. Once the student has been determined to be eligible, the Student Services Supervisor/Financial Aid Office prepares a Financial Aid Notification letter showing the amount of the expected Pell Grant disbursement for each term. Each term, the Student Services Supervisor/Financial Aid Office prepares an eligibility roster and submits it to the Treasurer's office for disbursement.

The Treasurer’s office prepares a purchase order(s) for the school indicating the student and the amount of the grant that is to be credited to that student’s account. The Treasurer’s office also prepares individual purchase orders for those students who will receive grant funds directly. The Treasurer’s office requests/draws the Pell Grant funds to transfer into our school’s bank. Students should anticipate approximately ten business days for all of this preparation.

Once notified by the bank that the funds have been received and deposited into the Pell account, the Treasurer’s office issues checks to the school and to the student within three (3) business days. The Treasurer’s office distributes the checks to the individual students entitled to them.

Students must individually sign a receipt for any check that is in an amount greater than \$25, or have previously signed a written authorization naming someone else to sign the check receipt on behalf of the student. Any check that has not been signed for and received by the student within fourteen (14) days after the student is notified of the check’s issuance, may be mailed to the last known address of the student

NOTE: Any student who has not received a valid SAR/ISIR will not be issued a Pell Grant payment and will not receive a disbursement until such time as the SAR/ISIR is received by the Student Services Supervisor.

Satisfactory Academic Progress (SAP)

Tri-County Career Center-Adult Center is required to ensure that students receiving federal student aid (Title IV) are making adequate progress toward completing their program. The following policy is as strict or stricter than other schools’ satisfactory academic progress policy.

Official Satisfactory Academic Progress (SAP) will be evaluated at the end of each payment period.

The official SAP evaluation point will occur after hours and weeks have been successfully completed at the end of a payment period. **Please refer to the chart below for office Title IV evaluation points.**

<u>Program</u>	Title IV PP - 1	Title IV PP - 2	Title IV PP - 3	Title IV PP - 4
Cosmetology	1-450 hrs. 15 Weeks	451-900 hrs. 15 Weeks	901-1200 hrs. 10 Weeks	1200-1500 hrs. 10 Weeks
Medical Assisting	1-450 hrs. 15 Weeks	451-900 hrs. 15 Weeks	901-1350 15 Weeks	

If a student is not making SAP at the end of payment period 1, then the student will be placed on an Academic Warning in payment period 2. The student will remain eligible for Title IV.

No aid will be disbursed in the second payment period unless student is making satisfactory academic progress.

The Student Services Supervisor/Financial Aid will review a student’s attendance and grades at the end of the first term (225 hours) of a payment period to determine if the student is making progress. This allows for early intervention if a student is having issues with attendance and/or grades. If a student is struggling with attendance and/or grades, the Student Services Supervisor/Financial Aid completes an evaluation form and meets with the student.

Qualitative

- Student must maintain a cumulative GPA of a “C” (1.69) or higher at each evaluation point.
- Student must be working toward the completion of their program.

<u>Scale</u>	<u>Grade</u>	<u>Grade Point</u>
98 – 100	A+	4.00
94 – 97	A	3.67
90 – 93	A-	3.34
87 – 89	B+	3.01
83 – 86	B	2.68
80 – 82	B-	2.35
77 – 79	C+	2.02
73 – 76	C	1.69
70 – 72	C-	1.36
67 – 69	D+	1.03
63 – 66	D	.70
60 – 62	D-	.37
59 – Below	F	.00

Quantitative

- Attendance: Student must complete 90% of the scheduled cumulative clock hours at the end of each official evaluation point.

Maximum Timeframe To Complete

A student must complete a program within 150% of the normal length of the program to remain on aid. Example: if a program takes 900 hours and 30 weeks to complete, the maximum timeframe would be 1350 hours and 45 weeks at the same pace of the normal program hours.

If a student does not meet the grades and attendance requirements, the following actions will be taken:

- **Warning:** Any student who does not have the required grade average or attendance percentage at the end of the payment period will be placed on warning until the end of the next payment period. The student will be notified by letter of the warning status. The Student Services Supervisor/Financial Aid will complete the Academic Warning form and meet with the student. Hours and/or grades will be reviewed with the student. The student will also sign and date the form to be filed in their financial aid file. Students placed on warning are eligible for one additional disbursement. Students will not be permitted more than one warning. If the student still does not meet the satisfactory academic progress standards at the end of the warning period, the student becomes ineligible for Title IV. To re-establish eligibility, the student must meet the minimum SAP requirements at the end of the ineligibility payment period to be eligible for Title IV the following payment period. The student may file a successful appeal to be placed on probation and to remain eligible for additional Title IV funding. **Note: Filing an appeal is optional. A student can re-establish eligibility without an appeal.**
- **Probation:** If a student fails to meet the requirements for satisfactory academic progress at the end of the warning period, the student will lose eligibility for Title IV funds. The student will be notified by letter of the loss of Title IV funds and a meeting with the Student Services

Supervisor/Financial Aid will be scheduled to discuss possible options to re-establish Title IV eligibility.

- If a student files a successful appeal and it is determined that the student should be able to meet the minimum SAP standards by the end of the payment period, the student will be placed on probation. The student will remain eligible for Title IV funds during the probationary period. If it is determined by the appeal that the student will require more than one payment period to meet minimum SAP standards, the student will be placed on probation and an academic plan will be developed for the student to meet these standards. The student's progress will be evaluated at the end of the payment period to determine if the student is meeting the requirements of the academic plan. The student is eligible to receive Title IV funds as long as the student continues to meet the requirements of the SAP standards and academic plan. If the student does not meet the requirements of the SAP standards or the academic plan, the student's Title IV eligibility will be terminated and the student may be subject to termination from the school. The Instructor and Student Services Supervisor will inform the student by letter of his/her probation/suspension status or dismissal from school.
- **Appeal:** A student must submit a written appeal for financial aid probation. The appeal should be a letter addressed to the Instructor and Student Services Supervisor/Financial Aid explaining in detail any special circumstances or undue hardship which may have caused the student's failure to meet the satisfactory academic progress, and/or attendance standards or academic plan provided to the student. The student must also explain what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. The Adult Director and Student Services Supervisor will make a determination of the appeal. The request for an appeal will be reviewed on an individual basis and the students will be notified of the results within two weeks. If the student finds the determination unfavorable, the student can request in writing that the appeal be referred to the Superintendent for review. The student will be notified by written notification regarding the determination. This determination is final. Documentation concerning the appeal will be maintained within the student's financial aid record.
- **Reinstatement:** Students are permitted to withdraw and return to the same program based on the discretion of the Instructor, Student Services Supervisor/Financial Aid, and the Adult Director. Title IV funds may not be available upon return to the program, depending on satisfactory academic progress at time of withdrawal and the timeframe in which the student returns. A student owing a balance will not be reinstated until the balance is paid in full.

A student who is not receiving Title IV funds due to unsatisfactory progress will have their aid reinstated only when the student is meeting the minimum SAP standards or wins an appeal. A student must complete the program within 150% of the normal length of the program. Example: if a program takes 900 hours and 30 weeks to complete, the maximum timeframe would be 1350 hours and 45 weeks at the same pace of the normal program hours. A student who becomes ineligible for Title IV funds will be responsible for paying all fees that were not covered by Title IV funds.

- **Repetitions**
In some cases, a student may repeat a "course" or specific curricular part of a program in order to improve a grade. The student's "best effort" of repeated clock hours will be factored into the qualitative measure (coursework with highest grade). However, the original and repeated clock hours will count as scheduled hours in the quantitative measure.

Program Transfer from another institution

Students currently enrolled at another institution may request to transfer to a program at Tri-County Career Center-Adult Center. Requests for transfer of hours will be reviewed and approved or denied on a case-by-case basis by the appropriate Program Manager. Particular programs may require additional approval by the Director.

The following information will be used to evaluate whether the student will receive advanced standing in the program:

1. The applicant must submit documentation to verify the mastery or successful completion of relevant course work. This could include an official school transcript, course outlines, copy of certifications, or other relevant documentation. **Tri-County Career Center-Adult Center does not grant credit for Remedial Course Work.**
 2. The applicant may be required to complete course exams in order to receive advanced standing or credit for a particular course. A passing score on the exam will be required.
 3. The applicant must meet all other requirements regarding the transfer from another institution.
- Students should contact the Student Services Supervisor for additional information and requirements.

Clock hours that transfer into and count toward the student's program of study will impact Satisfactory Academic Progress (SAP) by reducing the number of clock hours and weeks in the student's overall program and following maximum timeframe. Example: if 450 clock hours are transferred in a 1350 hour, 45 week program; the student's program for Title IV purposes become 900 hours and 30 weeks long. The student's maximum timeframe then becomes 1350 hours and 45 weeks long (30 weeks x 150% = 45 weeks).

Program Transfer within Tri-County Career Center-Adult Center

Transfers between programs at Tri-County Career Center-Adult Center are not permitted due to the clock-hour requirements needed to complete a program. If a student wishes to discontinue one program and start another, they must withdraw from one program and begin the other at the next available start date.

Withdrawal

If a student stops attending school for any reason, the student's pending disbursement will be placed on hold and the student's expected Title IV will be recalculated based on the total number of clock hours (percentage of time) the student was scheduled to attend school (as of the last day of academic attendance). In some situations, the student may be liable for repayment of financial aid fund disbursed and must pay it back to the school. The school will then refund the money back to the aid Program (see Return to Title IV). The student will also be invoiced for any tuition, books, supplies/lab fees, and assessments not covered by the aid.

Official Withdrawal:

Student completes forms to withdraw from class through the Adult office. The student's last day of recorded attendance will be used for last day of attendance.

Unofficial Withdrawal:

Student stops attending classes without providing notification to the school that she/he is withdrawing. Student does not complete proper forms for withdrawal. The school will reach out to the student (email, telephone, mail) for (7) days. If the student has not contacted the school, the student will be withdrawn from his/her training program. The student's last day of recorded attendance will be used as his/her last day of attendance.

Withdrawal Date:

The last date of recorded attendance will be the date used to determine the amount of aid the student has earned.

Date of Determination

The date the Student Services Supervisor/Financial Aid office determined that the student withdrew. This date is used for compliance in returning Title IV funds.

RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Tri-County Career Center-Adult Center will calculate the amount of Title IV funds earned. The unearned Title IV funds are returned to the Title IV, HEA, Federal fund programs according to the policies listed below.

RETURN OF TITLE IV POLICY (R2T4)

Tri-County County Career Center measures progress in clock hours and used the Title IV payment period for the period of calculation. This policy applies to students who **withdrew officially, unofficially or fail to return from a leave of absence or dismissed from enrollment** at Tri-County Career Center-Adult Center. It is separate and distinct from Tri-County Career Center-Adult Center's refund policy. (Refer to the institution's refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs. Tri-County Career Center-Adult Center participates in the Federal Pell Grant Program only.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal fund earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned. If the amount disbursed is less than the amount earned, the student may be eligible for a post-withdrawal disbursement.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

Tri-County Career Center-Adult Center is permitted to disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew. A student will be advised that they have a post-withdrawal disbursement. If the disbursement results in a Title IV credit balance, that credit balance will be disbursed to the student within 14 days. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Earned Aid:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the payment period. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Student Services Supervisor/Financial Aid.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The Calculation Formula is below:

Example of Title IV funds withdrawal from a Clock-Hour Program

If a student withdraws at the 111 hours "scheduled to complete point" into a 450-hour payment period, and if a full Pell award of \$5,815.00 is awarded to the student for an academic year (two 450-hour payment periods):

Title IV (Pell) disbursed for the payment period:	2,908.00
Institutional Charges for the payment period:	2,430.00

As a result of the student withdrawing at the 111 hour scheduled, the student only earned 24.7% of the Title IV aid, (111 hours/450 hours = 24.7%), or \$718.28 of the \$2,908 disbursed. The percentage of unearned aid is 75.3%. The school is responsible for returning to Pell either \$1,829.79 in unearned charges (\$2,430.00 cost of payment period x 75.3%) OR the difference between what was actually disbursed and what was earned by the student (\$2,908.00 - \$718.28 = \$2,189.72), whichever amount is less. In this example, \$1,829.79 would need to be returned to Pell. **If more money has been dispersed and received by the student than what was earned by the student, then the student may owe funds to the U.S. Department of Education.**

Any Title IV Pell funds that must be returned to the Federal Department of Education will be returned no later than 45 days from the date of determination that the student withdrew.

FINANCIAL AID CONFIDENTIALITY POLICY

Student financial aid records are considered confidential and hence are only available to authorized personnel for the purpose of making and maintaining financial aid awards.

Students who transfer out of this institution and into another postsecondary institution may be required to have a financial aid transcript sent to the new school. Students who apply for other sources of aid, depending on the agency involved, may be required to authorize in writing the release of financial aid information prior to the financial aid office releasing it.

CONSTITUTION DAY

Tri-County Career Center – Adult Center observes Constitution Day in accordance with Title IV Federal Guidelines.

STUDENT RECORDS

In compliance with federal regulations, the following guidelines have been established concerning student records:

1. Tri-County Career Center - Adult Center's secretarial staff is the records control officer for the district and is responsible for the processing and maintaining of all adult student records. The Adult office is located in the Smith-Parkins Building, at Tri-County Career Center and can be reached at (740) 753-5464.
2. Each student's records will be kept in a confidential file located in the Tri-County Career Center – Adult Center office. The information in a student's record file is available for review only by the adult student (18 years of age or older), the parents or legal guardian of a student who is less than 18 years of age, and those designated by federal law or district regulations. These records are kept in the center's office for two (2) years then archived for three (3) additional years. It is the student's responsibility to make copies of important documents for future use.
3. Financial aid records are confidential and kept in locked cabinetry. Financial records are released only with the student's signature.
4. Tri-County Career Center – Adult Center office has established the following information about each student as "Directory Information", and will make it available upon a legitimate request, unless an adult student or the parent or legal guardian of a minor student notifies the records control officer, in writing, within to (10) days from the date of this notification, that he/she will not permit distribution of any, or all, of such information: Name, address, e-mail and telephone numbers, major field of study, dates of attendance, date of graduation, awards received, school photographs, date of birth (DOB), and any other information the district considers would not be harmful, or an invasion of privacy if disclosed.
5. A copy of the Board of Education's policy and the accompanying district regulations are available at the center office. There will also be a person available to answer questions concerning the policy or regulations.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

As defined by the Federal Department of Education

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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

- Parents or eligible students have the right to inspect and review all of the student's educational records maintained by the school. Schools are not required to provide copies of materials in educational records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still

decides not to amend the record, the parent or eligible student has the right to place a statement within the record commenting on the contested information in the record.

- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know.
 - Other schools to which a student is transferring.
 - Certain government officials in order to carry out lawful functions.
 - Appropriate parties in connection with financial aid to a student.
 - Organizations conducting certain studies for the school.
 - Accrediting organizations.
 - Individuals who have obtained court order or subpoenas.
 - Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

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

NOTE: The USA Patriot Act of 2001 (Uniting and Strengthening American by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

HOW TO REQUEST A TRANSCRIPT

Students needing an official copy of their transcript must complete the form. Transcript requests will normally be processed within seven business days of the request being received by Tri-County Career Center - Adult Center office. There is a \$5.00 charge for each official transcript.

Order by Mail

To request a transcript by mail, print and complete the form or write a letter that includes the following information:

*Full Name (include any former names)

*ID Number or Social Security Number

*Date of Birth

*Current Address

*Phone Number

*Email Address

*Number of copies requested

*Address(es) where to mail transcript (it is the student's responsibility to provide a complete and accurate address.)

*Signature

*\$5 fee for each transcript

*Include a Check/Money Order payable to: Tri-County Career Center

Mail your request to:
TRI-COUNTY CAREER CENTER – ADULT CENTER OFFICE
15676 State Route 691
Nelsonville, OH 45764

Please allow seven business days to process all transcript requests. Transcripts will not be processed if the student owes a past due balance.

CHANGE OF NAME OR ADDRESS

Federal regulations require students to notify the Student Services Supervisor of any change of name, address or telephone number.

CAMPUS SECURITY AND CRIME REPORT

Pursuant to the Higher Education Act, as amended and the Jeanne Clery Act, the school is required to inform its students and employees of the policies and procedures it follows with respect to reporting crimes and emergencies, and what actions are to be taken with regard to these reports. The school is also required to compile and report certain crime related statistics. These are compiled from data provided by the Nelsonville Police Department

The following procedures should be followed with respect to criminal or suspected criminal activity:

Any person observing criminal or suspected criminal activity, or who is the victim of such activity, should report said activity to the Tri-County Career Center - Adult Center office. This may be done on a voluntary and confidential basis. When such activity is reported to the Tri-County Career Center - Adult Center office as it is occurring, the Director, or such other person as designated by the Director, shall immediately report the activity to the appropriate law enforcement authority.

A “timely warning” informational bulletin will be prepared and distributed to all students and employees when such activity is reported that could represent a general threat to any/all students and/or employees.

If law enforcement officials are notified and an incident report is filed, a copy must be filed with the Adult Center office. When an emergency is reported to the Adult office, the office personnel shall determine the appropriate response to be made.

The school places a high priority on the security of its students and employees. The campus buildings generally and the individual classrooms and offices are securely locked when not in use to restrict access to unauthorized personnel.

Please remember that this is a public facility and entrance to all buildings is by keycard access only, but doors may be unlocked during certain times of the day when classes are in session and custodians are on the property. Hallways and parking lots are well lit and under video surveillance for security purposes. Visitors to the buildings are asked to check in at the front offices and receive a visitor’s badge to wear.

The Nelsonville Police Department is the law enforcement agency responsible for patrol of the campus and its surrounding area. Any reported criminal or suspected criminal activity that needs to be forwarded to a law enforcement agency is to be referred to the Nelsonville Police Department or by calling 911. New students and employees are informed at their orientation session about security procedures. The school makes lockers, which have combination locks, available to the students to secure their personal property.

Call 911 in the event of a fire or medical emergency. Portable AED's are located in the main offices in each building. Basic First Aid kits are available in every room in the building. Telephones are installed in every classroom/lab/office. Dialing 8 will get an outside line but is not necessary when dialing 911.

CRIME DEFINITIONS

Murder/non-negligent manslaughter: the willful killing of one human being by another.

Negligent Manslaughter: the killing of another person by gross negligence.

Forcible Sex Offenses: forcible is directed as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses: forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-Forcible Sex Offenses: incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition: incest and rape.

Robbery: the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and /or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person with the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: the unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

Arson: willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, or personal property of another.

Hate Crimes: any of the aforementioned offenses, and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Categories of bias are:

- Race
- Gender
- Religion
- Sexual Orientation/Gender Identity
- Ethnicity/National origin
- Disability

In addition to the standard list of Clery reported crimes, the following are considered hate crimes when there is evidence that the offense was committed with bias against a protected class.

- Larceny
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Weapon Law Violations: the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons.

Drug Abuse Violations: violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of the laws or ordinance prohibiting the manufacture, sale, transportation, furnishing, and possessing of intoxicating liquor.

CRIME STATISTICS

Following are the annual statistics of the reported incidences of certain specified crime occurring on campus for the calendar year January 1, 2019 to December 31, 2019 as well as 2018 and 2017:

	2019 C	2019 PP	2018 C	2018 PP	2017 C	2017 PP
Murder/non-neg. manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	1
Non-forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	1	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	2	0	0
Hate Crimes (*)	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Violence Against Women Reauthorization Act 2013						
2019						
	On-Campus			Public Property		
Domestic Violence	0			0		
Dating Violence	0			0		
Sexual Assault	0			0		
Stalking	1			1		

C – campus; PP – public property

**Hate crimes are defined as crimes that show evidence of prejudice based on race, religion, sexual orientation or ethnicity.*

Upon written request, all victims of violent crimes will be provided the results of any disciplinary hearing conducted by the institution against the accused perpetrator.

The school currently does not have any off-campus locations of any student organization recognized by the school. The occurrence or suspected occurrence of any criminal activity or emergency while a recognized student organization was participating in an off-campus activity should be reported and treated in the same manner as if the incident has occurred on-campus. Any such incident would be reported for statistical purposes along with the on-campus figures.

Because of the numerous and various health risks associated with the use of illicit drugs and alcohol, the school is concerned about any student or employee who is a victim of drug or alcohol abuse, and will facilitate the process by which he/she receives help through programs and services available in the

community. A student should contact the Student Services Supervisor, and an employee should contact his/her Director or the Superintendent's office whenever such help is needed.

Following are annual statistics of the reported arrests for certain specified crimes related to the above information.

	2019 C	2019 PP	2018 C	2018 PP	2017 C	2017 PP
Liquor Law Violations	1 HS	0	0	0	0	0
Drug Abuse	8 HS	0	0	1	2HS	0
Weapons Possession	1 HS	0	0	0	0	0

Following are annual statistics of the reported referrals for certain specified crimes related to the above information:

	2019 C	2019 PP	2018 C	2018 PP	2017 C	2017 PP
Liquor Law Violations	1 HS	0	0	0	0	0
Drug Abuse	8 HS	0	6 HS	0	2 HS	0
Weapons Possession	1 HS	0	1 HS	0	0	0

C – campus; PP – public property; HS – high school student

Recognizing the emotional as well as physical trauma suffered by a victim of sexual offense, and further recognizing the importance of preserving evidence in such a case, the following procedures are to be used when a sexual offense is involved:

When a sexually related offense is reported, the Adult office personnel will first attempt to ascertain the physical well-being of the survivor and determine whether or not the survivor needs immediate medical assistance. If so, the office personnel will call the Southeastern Ohio Emergency Medical Services.

After calling for the appropriate emergency personnel, the Adult office personnel shall provide the survivor with a quiet and private location and if there is anyone that he/she would like to be present. The number of people should be kept at a minimum. After determining the well-being of the survivor, the Adult office personnel shall contact the Crisis Services at Tri-County Mental Health. These are trained specialists in sexual assault and crisis intervention. Teams are available to provide assistance to the Adult staff upon request of the survivor to intervene directly. The staff member to whom the offense is reported should contact Crisis Services, while maintaining confidentiality of the survivor, to receive assistance in advising the survivor.

Crisis Services (740) 593-3344. Call appropriate law enforcement officials if deemed necessary.

Staff are legally obligated to report to law enforcement any report of “date rape” or rape even if the incident occurred off campus.

Registered sex offenders are not permitted to attend classes on this campus. At the time of application to any Adult Center training program, it is a prospective student's responsibility to report any personal arrest or conviction for any sexual offense and any designation as a sexual offender. Such arrest or conviction may prohibit attendance in programming at the Adult Center. Registered sex offenders must notify the State of Ohio in accordance with the “Campus Sex Crimes Prevention Act” of 2000. Information regarding convicted sexual predators living in the geographic area may be found at <http://icrimewatch.net/ohio.php>. Additionally, the Ohio Department of Rehabilitation and Correction sex offender registry is available at <http://www.drc.ohio.gov/OffenderSearch/Search.aspx>.

Applicants are further advised that certain areas of study require background checks for misdemeanor and felony convictions which may prevent licensure and/or employment in the field of study. All staff members are required to undergo pre-employment criminal background checks.

COMPLETION RATES

The following information is being disclosed as required by the Student Right-to-Know Act. The information reflects students who completed within the normal time allowed for their programs. This information is for reporting purposes only. The rate for 2020 is 75%.

APPROVAL AND ACCREDITATION

Tri-County Career Center – Adult Center is accredited with The Commission of the Council on Occupational Education (COE).

STUDENT COMPLAINT PROCEDURES

In the event a student encounters a situation perceived to be unjust, the student will discuss the situation with the Instructor(s) involved. Using the problem-solving approach, the student and Instructor(s) will work through the problem and reach a satisfactory agreement. If a mutually agreeable solution cannot be reached, the grievance shall be put in writing and the problem referred to the Student Services Supervisor. The student, Instructor(s), and the Student Services Supervisor will review and discuss the situation and agree on a solution to the problem. If any of the parties remain unsatisfied, the matter will be taken to the Director. All persons involved will then attempt to reach a satisfactory resolution. The Director reserves the right to consult with the Superintendent of the school before reaching a final decision. The decision of the Director is final and binding.

POLICY AND PROCEDURES

The Policy and Procedures of The Commission of the Counsel on Occupational Education for Tri-County Adult Center is located on line at <https://www.tricountyhightech.com/COEPlans.aspx>.

ADDITIONAL INFORMATION

For information about financial aid, please contact:

Tina Warthman, Student Services Supervisor
15676 State Route 691
Nelsonville, Ohio 45764
twarthman@tricountyhightech.com
(740) 753-5464

For institutional information, please contact:

Kelly Leffler, Director
15676 State Route 691
Nelsonville, OH 45764
kleffler@tricountyhightech.com
740-753-5464

For institutional information, please contact:

Connie Altier, Superintendent
15676 State Route 691
Nelsonville, OH 45764
caltier@tricountyhightech.com
(740) 753-5379

FACULTY INFORMATION

FULL TIME FACULTY	POSITION	CERTIFICATIONS/DEGREE/EXPERIENCE
Connie Altier	Superintendent	BA, Business Education, (University of Rio Grande), MA, Educational Leadership, (University of Dayton), 29+ years experience in education
Kelly Leffler	Director	Masters in Arts with a Major in Workforce Development and Education, 16 years experience in industry, 18 years experience in education
Tammy Ball	Nursing Assistant Instructor	RN, Hocking College, LPN, Buckeye Hill Career Center School of Practical Nursing, STNA, Buckeye Hills Career Center, ACLS and BLS Certified
Virginia Daubenmire	Cosmetology Instructor	Ohio State Board of Cosmetology Salon Manager License, Ohio State Board of Cosmetology Instructor License, ATS, Hocking College
Diana Forester	Pearson VUE Testing Coordinator	Certified Pearson VUE Proctor
Melissa Green	Nursing Assistant Program Manager - Instructor	RN, NATCEP for the Ohio Department of Health, ASHI Training Center Director, ASHI Instructor Trainer
Jeff McDonald	Welding Instructor	AWS Certified in Stick and Stainless Steel Welding
Morgan Tritipo	Medical Assisting Technology Instructor	RN, (Hocking College), ACLS, BLS and PALS Certified

OFFICE STAFF

NAME	POSITION	EXPERIENCE
Amy Shumway	Management Systems Supervisor	20+ years experience in the field
	Secretary	
Tina Warthman	Student Services Supervisor	LSW; 18+ years experience in the field

ADJUNCT STAFF

ADJUNCT STAFF MEMBER	PROGRAM	Certification/Degree/Experience
Dustin Bolin	Electrical Instructor	Tri-County Career Center Graduate
Alicia Carter	Photography Instructor	Bachelors in Integrated Language Arts Education, (Ohio University)
Rob Davis	IT Instructor	Marketing Management, (Hocking College), Accounting and Computing, (Tri-County Career Center)

Rebecca Dicken	Customized Training Instructor	Business Management & Technology, (University of Toledo) Career Technical Education, (Ohio State University), Managing Cosmetology, (Toledo Academy of Beauty)
	Phlebotomy Instructor	
Steve Green	OSHA 10, Chainsaw Safety & Awareness Instructor	Associates in Construction Management, 29 years experience in the field
Carol Kline	Nursing Assistant Instructor	Masters in Health Care Administration, Bachelors of Science in Nursing, (Ohio University),
Jeff Lutz	Auto Technology Instructor	ASE Master Certified Automotive Technician, 27 years teaching experience, hundreds of hours factory training with Chrysler, Ford, Toyota and GM product lines
Katie Mosher	ServSafe, Customized Training Instructor	Certified Executive Chef, Culinary Arts and Food Service Management Certification
Kathy Trace	Nursing Assistant, CPR/First Aid Instructor	Masters in Health Care Administration, (Ohio University), Bachelors of Science in Nursing, Mt. Carmel School of Nursing
Mark Yanko	IT Instructor	Bachelors in Electronic Engineering Technology, Cisco Certified Academic Instructor-CCNA Level, 5 years Network Administrator, 14 years Cisco teaching experience