

ASHTABULA COUNTY TECHNICAL & CAREER CAMPUS
WORKFORCE DEVELOPMENT REGISTRATION
(Programs 300 Hours or more)



1565 State Route 167 • Jefferson, OH 44047 • Phone: (440) 576-6015 • Fax: (440) 576-5258

Social Security Number		Program Name		Application Date	
Last Name		First Name	MI	Date of Birth	
Address		City		State and Zip	
Home Phone	Cell Phone		E-Mail Address		
Employer – Company Name and Phone No.					

Please circle your response to the following to provide statistical information for report purposes only:

Gender: Male Female

Special: Disabled Disadvantaged Non-Traditional Single Parent Displaced Homemaker

Ethnicity: White Black Hispanic Asian or Pacific Islander Native American Multiracial

How did you find out about A-Tech? Friend Brochure Radio Employer Newspaper Website Agency

EDUCATION LEVEL:

- High School Graduate Year Graduated _____ School Attended: _____
- GED Year _____
- Vocational Certificate Type: _____ School Attended: _____
- College Associate or Bachelor Degree: _____ College Attended: _____

METHOD OF PAYMENT (Programs over 300 hours):

- Pell Grant
- Cash / Credit Card
- Payment Plan
- Trade Re-Adjustment Act (ODJFS)
- Bureau of Vocational Rehabilitation
- Direct Student Loans
- WIA - Case Worker: _____
- Employer - Name: _____
- PRC (ACDHFS)
- Veteran's Administration

\$50 Non-refundable Registration Fee, which is part of the program cost, must accompany this application to confirm enrollment into program.

I have received a copy of the Student Catalog and Consumer Handbook for my review prior to enrollment at the Ashtabula County Technical and Career Campus.

I understand that any financial obligations that are due to A-Tech is my responsibility.

(Signature)

(Date)



A method of payment must be in place two weeks prior to the scheduled start date of a program.

METHODS OF PAYMENT:

FINANCIAL AID:

All students who wish to apply for any Title IV funds must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The school code for A-Tech is 015449. A high school diploma, or G.E.D. is required, and only U.S. citizens or those eligible to attend school in the U.S. can receive financial aid. **Note to students participating in Federal Financial Aid programs:** Any money due to A-Tech will be credited to their account directly from the Federal Financial Aid programs *before* any moneys are disbursed to the student. Students are required to pay the balance of any tuition not covered by Title IV funds. Please contact the Financial Aid office at (440) 576-5506 with questions.

PAYMENT PLAN:

With approval from the Workforce Development Superintendent/Director, students may elect to pay for their course with a payment plan. A-Tech will issue monthly statements that are payable by the fifteenth (15th) of each month. If no payment is made by the first of the following month, the student is subject to a two percent (2%) surcharge of the amount due, that will be added to fees for each month until the amount due is paid. In addition, the student may not be permitted to attend class until the payment has been received. If any balance exists at the end of the course, accounts may be turned over to a collection agency.

EMPLOYER PAID:

Many students have their course paid for by their employer. A letter from your employer documenting payment is required. In the event that the student leaves their employer and the employer discontinues tuition payment, the student is responsible for the payment of any remaining tuition. Please notify the Workforce Development department if your company requires verification of your grade(s) or attendance for tuition reimbursement.

WITHDRAWAL POLICY Students planning to withdraw must notify their instructor and

the Workforce Development department. For students who withdraw without notifying us, the school will use two weeks of consecutive absences to determine that the student has withdrawn and use that date as the withdrawal date for calculating any return of Federal funds to the U.S. Department of Education. If a student has a Federal loan, it is his/her responsibility to inform the guaranty agency/lender that he/she is no longer in school. It is also the student's responsibility to arrange for a Federal loan exit counseling session with the school's financial aid office.

DISMISSAL / TERMINATION

Violation of the school's rules, policies, and regulations may be cause for termination from the school and participation in A-Tech activities. A record of termination will be maintained.

CANCELLATION POLICY

A-Tech reserves the right to cancel a program due to low enrollment; all monies paid by the student shall be refunded. Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following the scheduled orientation and after a tour of the campus and inspection of equipment.

REFUND POLICY

Tuition will be refunded within forty-five (45) days after the date of determination of the withdrawal and is based on the total hours scheduled to attend. Any funds received and able to apply toward the amount due will be applied and if a balance remains, the student will be billed. Written notification of withdrawal from a student is not required for a refund payment. Via a signed authorization, students will have an opportunity to allow the school to refund loan money if their costs incurred are lower than any funding for tuition received to date. The official withdrawal is defined as the students last day of attendance:

<u>% of Hours</u>	<u>% Retained by A-Tech</u>	<u>% Refund to Student</u>
0-20%	20%	80%
21-30%	30%	70%
31-40%	40%	60%
41-50%	50%	50%
51-60%	60%	40%
61-100%	100%	0%

The Federal Return of Title IV Aid worksheet will be used to determine refunds for students who receive Title IV financial aid. Federal Law requires Federal Financial Aid Funds must be returned in the following order to the following programs (if applicable):

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. PLUS Direct Loans
4. Federal Pell Grant Programs
5. Other (WIA, BVR, other agencies, lenders or scholarship)
6. Student

***THIS PAGE IS RETAINED BY THE STUDENT**

Equal Opportunities: Ashtabula County Technical and Career Campus does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.