

ASHTABULA COUNTY TECHNICAL & CAREER CAMPUS

WORKFORCE DEVELOPMENT REGISTRATION

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	

To best serve your personal and financial needs, please check all that apply to provide statistical information for reporting purposes only:

- GENDER** Male Female
- SPECIAL** Unemployed Homeless Single Parent Parent on Active Duty
 Low Income Disabled English Learner Non-Traditional
- ETHNICITY** Caucasian Multiracial Asian American Indian
 Black Hispanic Pacific Islander

EDUCATION LEVEL

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

METHOD OF PAYMENT

- Pell Grant (*Programs 600hrs or More*) Payment Plan Cash / Credit Card / Check
- Direct Student Loans WIA Trade Re-Adjustment Act (ODJFS)
- PRC (ACDHFS) Veteran's Administration Bureau of Vocational Rehabilitation
- Employer (*Name*) _____

PROGRAMS 600 HOURS OR MORE

Registration must be accompanied by a nonrefundable \$50 fee that is applied toward tuition. I have received a copy of the Adult Workforce Development Catalog and Consumer Handbook for review prior to enrollment.

PROGRAMS BELOW 600 HOURS

Payment in full or a payment plan must accompany this registration form. No refund will be made for training programs less than 300 hours if withdrawal is initiated after the first day of class. If a balance is due, the student is required to pay in full.

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

Signature

Date



Ashtabula County Technical & Career Campus Workforce Development Department Policies and General Information

By signing below, I certify that I have received and have read the Policies and General Information of the Ashtabula County Technical & Career Campus. Further, I understand that changing conditions may necessitate a change in any of these policies.

Printed Name: _____

Signature: _____

Date: _____

V. POLICIES & GENERAL PROCEDURES

ENROLLMENT / ADMISSION*

Admission is open to anyone 18 years of age or older. To enroll, students must attend a mandatory orientation, complete an Individual Career Development Plan, complete an enrollment agreement, and pay a \$50 non-registration fee. This fee is applied towards tuition, and is refundable in the event a training program is cancelled. You must provide proof of your high school diploma, transcripts or GED and complete a WorkKeys pre-entrance assessment.

**For further information on admission to the LPN, RN and CPCT training programs, please refer to their handbook.*

TUITION AND FEES

All tuition and fees must be paid, or an approved method of payment in place two weeks prior to the scheduled start date of a training program.

Tuition costs are subject to change.

Many students have their training program paid for by their employer. A letter from the 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. A student must notify the Workforce Development department if their company requires verification of grade(s) for tuition reimbursement.

PAYMENT PLANS

With approval from the Workforce Development Director or designee, students may elect to pay for their program 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 will not be permitted to attend class until the payment has been received. If any balance exists at the end of the training program, accounts may be turned over to a collection agency.

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.ed.gov. The school code for A-Tech is 015449. A high school diploma, transcripts 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, in addition to any monies being 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. Refer to the Consumer Handbook for additional information and Policies.

GRADING SCALE

Instructors use the following grading scale, unless a specific training program requires a higher standard:

100-92%	A
91-83%	B
82-74%	C
73-65%	D
Below 65%	Failing

CLOCK HOUR

All training programs are measured in the form of clock hours. A clock hour is defined as a fifty (50) minute class session and a ten (10) minute break.

GRADUATION REQUIREMENTS* (Length of time required to meet graduation requirements are dictated by program length)

Workforce Development students completing training programs at A-Tech are awarded a career passport and other certificates as follows:

- Complete a training program offered by A-Tech.
- Attain a cumulative grade average of 74% (“C”) or above if the training program is graded, or a “P” if the training program is Pass/Fail.
- Maintain a cumulative attendance of at least 90%.
- Tuition and fees paid in full.
- Pass Workkeys Assessment, Industry Credential, Industry Assessment, etc.

AWARD OF DISTINCTION – Students will graduate with distinction if they achieve a 98% or above attendance rate. Certificate of Completion awarded within three-weeks of successful completion.

**LPN and RN Students must follow the policy in their Handbook.*

SATISFACTORY ACADEMIC PROGRESS AND ATTENDANCE

- a. The following Academic and Attendance guidelines are for students attending full-time programs, with or without financial aid.
- b. Satisfactory Academic Progress (SAP) will be measured at the end of each financial aid payment period for all training programs. A cumulative academic grade average must be "C" or above at the end of each payment period based upon the scheduled hours and weeks in the payment period to remain qualified for a certificate of completion, financial aid and veteran's benefits purposes. This cumulative average is based upon all academic activity from the first day of class through the end of each payment period. The student must also be successfully progressing in his/her program of training at a rate not to exceed a maximum time-frame of 110% of the normal time required to complete their program. A periodic review of the student academics (based on each training programs syllabus) will be conducted. An alert letter may be issued based on the student's current status. If at any point during the course of the program, it is determined, that a student cannot meet the SAP standards, those students receiving financial aid including Veterans benefits will be subject to having benefits terminated and may be subject to dismissal from the program.
- c. Attendance* in training programs has been shown to be a reasonable predictor of work attendance during employment. Therefore, attendance during a training program is carefully monitored. In order for a student to meet SAP standards and remain eligible for Title IV funds, if receiving, they must maintain a minimum attendance of 90% of the clock hours scheduled. Each student is responsible for properly signing in and out of each class session.
- d. A weekly review of attendance will be conducted and an alert letter may be issued based on current status. The Workforce Development Director or designee may implement academic/attendance probation, or dismissal from the campus. The student may be required to furnish an alternate method of payment. *Please note that LPN and RN students must follow the attendance policy in their Handbook, however, still maintain 90% attendance for Title IV.
- e. Make up time* may be granted, if available, to meet attendance and financial aid requirements for absences caused by reasons an employer would consider acceptable. Make-up time is arranged with instructors and must be approved by an authorized administrator. Make-up time is not intended to allow a student to earn leave time or to improve overall attendance record. Make-up time must be completed within the current payment period and may not exceed 10% of the total monthly required hours. *The exception to this policy would be for our LPN and RN students who must follow the Make-Up policy in their Handbook.
- f. Grades and attendance are checked each time a financial aid payment arrives for a student.
- g. Academic/Attendance Probation: If a student fails to meet the requirements for satisfactory academic/attendance progress, a consultation with the Workforce Development Director or designee will be scheduled to inform the student of their status. The student must file a successful appeal to be placed on academic/attendance probation. The Workforce Development Director or designee will review the student's appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic/attendance plan to come into compliance with the campus satisfactory academic progress standards. Probation duration to be determined by the individual academic/attendance plan and will be calculated by the minimum duration required to obtain 90% attendance and/or a minimum grade of 74%. Official determination will be made at the end of the payment period. During probation, the student may be required to sign a payment plan or furnish an alternate method of payment.
- h. Notification: The Workforce Development Director or designee will inform the student by letter of her/his probation status. The Workforce Development Director will notify the student of her/his dismissal from the school.
- i. Appeal Procedure: A student must appeal probation by completing the appeal form. The appeal will describe in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standard, or the educational plan provided to the student. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. A review board will be convened by the Workforce Development Director to consider the appeal. Appeals will be reviewed on an individual basis. Students will be notified in writing of appeal decisions within two weeks.
- j. Reinstatement/Termination: A weekly review of the student's status will be conducted. If the student comes into compliance before the end of the probationary period, financial aid will be reinstated. At the end of the probationary period, the student must be meeting the academic/attendance progress standards and the academic plan developed for the student in order for financial aid to be reinstated. If the student is not in compliance with the academic/attendance standards or the academic plan, the student's financial aid eligibility will be terminated and the student may be subject to termination from school.
- k. Interruptions, Course Incompletes, and Withdrawals: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal

l. Course Repeats: A student may repeat a course they failed or did not complete. The repeat grade will supersede any previous grade. However, for students repeating a course, they must complete the program within the maximum time frame allowed. Students will not receive financial aid for repeated coursework unless the student has not been in attendance for 180 days. (See policy on Returning Students).

m. Returning Students: Students who drop out and return to school must have their financial aid reviewed if they received financial aid funds during their previous enrollment. Students who return within 180 days will be considered in the same payment period they were in when they left school. Students will have to complete the hours remaining in the payment period for which they were previously paid before an additional payment of Title IV funds. Students returning after 180 days will be considered in a new payment period and will be eligible to receive additional funds as a new student up to the award year limit. If the school gives the student credit for hours previously attended, the school will treat the hours remaining in the program as if they are the student's entire program.

n. Completion of a training program: A student is expected to complete the program during the normal duration of the training program based on the clock hours and schedule. However, due to unforeseen circumstances, you may be allowed the opportunity to complete the program beyond the normal duration. The maximum time frame allowed for any student to complete a training program will not exceed 1.5 times the normal duration of the program. Additional fees may apply.

LEAVE OF ABSENCE

A student interested in an extended leave from his/her class must apply in writing to the Workforce Development Director who will approve or disapprove all requests. The maximum leave is 180 days in a one-year period. If the student is on a leave of absence, they are not considered to be withdrawn. All financial aid will be put on hold. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refunds and return of Title IV funds calculations will be based on that date. If the student has a Federal loan, the grace period begins retroactively to the student's last date of attendance.

WITHDRAWAL POLICY

Students planning to withdraw must notify their instructor and the Workforce Development Department. For students who withdraw without notifying A-Tech, the Workforce Development Department will use two calendar weeks of consecutive absences to determine that the student has unofficially withdrawn and use the last day of the two calendar weeks as the date of determination 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.

Module Withdrawals:

Students withdrawing from a portion or single module of a program will no longer be eligible for financial aid within their enrolled program. Any return of Federal funds to the U.S. Department of education will be processed as per the Refund Policy. Any outstanding tuition balance will be the responsibility of the student and payment arrangements must be in place at the time of module withdrawal. Certificate(s) of completion will only be issued for individual modules completed. No transcript or passport will be issued.

If a student stops attending school or officially withdraws from his or her program of training for any reason, the Title IV Aid will be recalculated based on the total number of clock hours / percentage of time the student was scheduled to attend school. If after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid amount already disbursed to the student, the student is liable for the amount of money and the student must pay it to the school. The school will then refund the money back to the Financial Aid Program. The student will also be invoiced for any tuition and school related expenses not covered by the Financial Aid.

Federal returns will be made within 45 calendar days of the determination date. A borrower must go through exit counseling online at www.studentloans.ed.gov to review rules and regulations, policies and procedures of the Federal Direct and PLUS Loan Program. The school will be notified electronically that the student has completed exit counseling.

DISMISSAL

The Workforce Development Director and Superintendent have the authority to dismiss any student who violates the school's rules, policies, and regulations. A record of dismissal will be maintained.

CANCELLATION POLICY

Students who have not visited the campus prior to enrollment will have the opportunity to withdraw without penalty within three business days following the scheduled orientation or after a tour of the campus and inspection of equipment. All monies paid, except for the registration fee, will be refunded if requested within three days after signing an enrollment agreement.

REFUND POLICY

A-Tech reserves the right to cancel a program due to low enrollment; all monies paid by the student shall be refunded. Tuition will be refunded within forty-five (45) calendar 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 campus 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: (for additional LPN/RN program refund policies, refer to the LPN/RN student handbook)

<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 that any Federal Financial Aid Funds that must be returned are to 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

Tuition for programs 300 hours and over and paid in full will be refunded based on the total hours scheduled to attend. If the student attends less than fifty (50%) percent of the scheduled hours, they may also be responsible for the tools/materials and or supplies incurred. 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 that any Federal Financial Aid Funds that must be returned are to 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

Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students Enrolled in Professional Development, Continuing Education, Limited Contract or Apprenticeship Training

For programs under 300 hours, refund requests prior to the start of class must be made in writing and allow two weeks for processing. No refunds will be issued if student requests to be withdrawn after the first day of class.

RETURN TO CAMPUS*

A student may repeat a program they failed or did not complete. Completion of the program must be within the maximum time frame. The repeat grade will replace any previous grade. A student receiving "I" or incomplete grade will have one term to bring the incomplete up to a "C" average. Readmission is defined as coming back into the program once a student has dropped out or been dismissed for whatever reason and at whatever time during the campus year. Readmission will be based upon student standing at the time of departure and if a vacancy exists within the program at the time the student would like to reenter. Readmission will be considered for each program after the payment period, if the student is in good academic standing. However, in most cases, readmission will be considered the next term or program start date. For Automotive students, readmission will be considered at the beginning of a training module.

**LPN and RN Students must follow the policy in their handbook.*

COUNSELING SERVICE

Guidance and counseling services are available to all students. The purpose of the Counseling Service is to help students in any way possible to profit from instruction, achieve personal and educational goals, make decisions about goals, and to make decisions about plans for now and in the future. Students may receive assistance in reviewing any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation desired.

BEHAVIOR

A-Tech Board Policy #5500

- Respect for law and for those persons in authority shall be expected of all students. This includes conformity to campus rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.
- Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:
 - Allows teachers to communicate effectively with all students in the class
 - Allows all students in the class the opportunity to learn
 - Has consequences that are fair, and developmentally appropriate
 - Considers the student and the circumstances of the situation

Conduct disruptive to the educational process or destructive to property will be cause for immediate dismissal from the campus. A record of negative conduct and behavior will be maintained.

Generally, standards throughout the campus should be the same. However, each instructor is expected to specify particular rules and procedures suited to the specific needs of the class. Disturbances which interrupt the learning process cannot be permitted by any instructor. When a student feels an issue is very important and a difference of opinion has come about, the student should wait until the end of the period or seek a mutually convenient time to discuss the problem with the instructor unless it pertains to the lesson.

The instructor has the responsibility and authority to maintain order anywhere on campus, particularly, of course, in the classroom. When a student repeatedly disrupts a class or refuses to accept the instructor's authority, that student should be referred to an administrator for appropriate action. A rule of reason, restraint, and understanding applied to any difficult situation will go furthest in resolving existing differences.

If an instructor finds it necessary to send a student from a classroom for any reason, the student is to report immediately to a Workforce Development Administrator. Classroom cheating will not be tolerated. Any student found cheating will receive a zero on that particular quiz or test. Furthermore, cheating can be a reason for dismissal from the program on the grounds of unprofessional conduct.

** LPN and RN students should refer to their Handbook.*

INSTRUCTOR AUTHORITY

The instructor for each class has complete authority within her/his area. The instructor is responsible for each student assigned to her/his class.

SAFETY

Safety regulations are to be followed at all times according to the standards of the program in which a student is enrolled. Failure to follow the prescribed safety requirements will result in removal from class and possible dismissal from the program. A student is responsible for their own safety equipment. Appropriate attire for each program is required.

OFFENSIVE LANGUAGE

Students shall not use any offensive coarse utterance, display or writing in communication with any student or instructor while under the jurisdiction of the campus. This could include statements, gestures, tattoos, signs, pictures, or publications involving insults, sexual harassment, intimidation, threats, taunts, racial or ethnic slurs, insults regarding sexual orientation, religious or political ideology, physical or mental disability, or challenging others with conduct which is likely to provoke a violent response.

TOBACCO

Use of tobacco is not permitted in any building on campus. Instructors will inform students of designated smoking areas.

SUBSTANCE ABUSE

Students shall not possess, offer for sale, or be under the influence of any controlled substance or alcohol while on the campus property or at campus sponsored events. Students who violate this policy shall be immediately dismissed from their program and referred to legal authorities.

DRUG FREE CAMPUS / WORKPLACE POLICY

As a Federal Grant recipient and in accordance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, Ashtabula County Technical & Career Center clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances by students on campus property or as any part of campus activities.

WEAPONS

A weapon includes conventional objects like guns, pellet guns, knives or club type implements. It may also include any look-alike weapon that is presented as an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, fireworks, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to possible permanent exclusion.

Under Federal law, a firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

THEFT

A student shall not cause or attempt to take into possession, the public property or equipment of A-Tech or the personal property of another student, teacher, employee of the district or any other person while under the jurisdiction of A-Tech. Locker and/or vehicle searches may be required, and students may be subject to scan by a metal detector. A-Tech is not responsible for any loss or destruction of personal property.

TELEPHONES

A-Tech telephone lines are not available for student use. Use of cellular telephones is not permitted in the classroom.

BREAKS

All Workforce Development students may take breaks in the Cafeteria or Workforce Development Break Room in "B" building.

STUDENTS IN PHOTOGRAPHS

Unless the Workforce Development Department is notified in writing, students are assumed to have given permission to A-Tech to use pictures (still or video) of them, materials owned by them, and record their voice in connection therewith during class or at campus related activities and to put the finished pictures or recording to any legitimate use without limitation, reservation, or compensation.

CAMPUS CLOSING

If the high school cancels classes due to inclement weather, Workforce Development training programs in the evening are NOT automatically cancelled. If conditions arise where Workforce Development training programs are cancelled, students will be informed via phone messaging or by an announcement via radio.

PARKING

Students are to park their cars only in areas designated for students. Parking on grass and around the campus drive is not permitted. No parking is permitted in the Fire Lane between buildings. Persons blocking the driveways will be asked to move their cars or their cars will be towed. Students are not permitted to return to their cars during class hours without permission from their instructor. Students are not allowed to leave the campus and return without permission from their instructor. Failure to follow proper procedures will result in disciplinary action up to and including dismissal from the campus. *Note: Building "A" students are not permitted to park in the first row until after 6:00 p.m.*

DRUG & ALCOHOL POLICY

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

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

There are numerous legal sanctions under local, state and Federal laws that can be used to punish violators. Penalties range from suspension, revocation and denial of a driver's license to 20-50 years' imprisonment at hard labor without benefit of parole. Property may be seized or Community services may be mandated.

There are drug or alcohol counseling treatment and rehabilitation facilities available in our area where advice and treatment may be obtained. The Yellow Pages in the local phone book is an excellent source. Look under the heading "Drug Abuse & Addiction-Information and Treatment." The Ohio Office of the Bureau of Drug Abuse in Columbus is the State Drug Abuse Prevention and Treatment coordinator at (614)466-7893.