# Financial Aid & Consumer Information Guide

PIONEER PT TECH

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# Section I: Introduction

Federal regulations mandate that institutions have written policies and procedures. The purpose of this document is to record policies and procedures surrounding the delivery of financial aid at Pioneer Technology Center (PTC). If no policy or procedure addresses a given issue, the financial aid administrator is expected to use professional judgment based upon the intent of all financial aid programs and practices.

This manual is intended to:

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

## 1.1     Pioneer Technology Center Vision, Mission, Values

**Who we are…**

Since 1973, Pioneer Technology Center has been serving Kay County, and now parts of Osage and Pawnee Counties by providing high-tech educational opportunities for adults, high school students and area businesses. Our students' achievements measure our success. At Pioneer Technology Center we want you to prosper! Enrolling in a career major that is appropriate for you in aptitude and interest is an important step on the road to securing your future.

**Our Mission is clear…**

We are dedicated to **Enhancing Lives & Securing Futures** by creating an educational environment that inspires individuals to develop the knowledge, technical skills, and character traits needed for success in the workplace and in life.

**PTC's Vision…**

To be the preferred and most trusted resource for workforce and business development.

**At Pioneer Technology Center we value…**

- People
- Character
- Learning
- Innovation

- Economic Development

**Benefits for you…**

- Personal Attention
- Realistic Job Stimulations
- Improved Learning Retention

## 1.2    Pioneer Technology Center Facilities & Services

Pioneer Technology Center is situated on 46 acres. It is constructed on one level making the entire facility wheelchair accessible. Although Pioneer Tech is in compliance with the Americans with Disabilities Act, a self-study has been completed and the school is in an ongoing transition of making the facility more accommodating to individuals with disabilities. TDD has been installed, as well as fire alarms that are both strobe and sound, automatic wheelchair doors have been installed at the two main entrances, and lever doorknobs will be installed as necessary. A well-planned safety program is conducted at Pioneer Tech and each area of instruction follows safety practices appropriate to that program and in compliance with the Occupational Safety and Health Act (OSHA). Any handicapped person requiring specific information regarding special services or facilities should contact the Disabilities Specialist or Counselor between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Pioneer Technology Center School District #13  •  2101 North Ash˙ •  Ponca City, Oklahoma 74601

Pioneer Technology Center (2101 N. Ash, Ponca City, OK  74601) does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status.  For inquiries concerning the application of this policy contact either: Karl Lynes (580)718-4281 or Pam Dickerson (580)718-4295, Co-Compliance Officers.

## 1.3    Pioneer Technology Center Faculty

### BOARD OF EDUCATION

**J.D. Soulek**
President
Nardin, Oklahoma

**Gay Norris**
Vice President
Ponca City, Oklahoma

**Orva Rothgeb**
Clerk
Tonkawa, Oklahoma

**Laurence Beliel**
Vice Clerk
Ponca City, Oklahoma

**Debbie Leaming**
Member
Newkirk, Oklahoma

## ADMINISTRATIVE STAFF

**Traci Thorpe**
Superintendent/CEO

**Molly Kyler**
Executive Director, BIS

**Kahle Goff**
Executive Director, Full-Time
Programs

**Stacey Rush**
Chief Financial Officer

**Ryan Burkett**
Instructional Director

**Kendra Keelin**
Instructional Director

## BUSINESS & INDUSTRY SERVICES STAFF

Adult Training & Development Coordinator.................................................................................... Pam Dickerson
Adult Training & Development Registrar........................................................................................ Marcie Close
Adult Training & Development Secretary ...................................................................................... Dolor Assidio
BIS Assistance Coordinator ...........................................................................................................Dawn Brakey
BIS Solutions Coordinator .............................................................................................................Brook Lindsay
BIS Coordinator............................................................................................................................. Sylvia Urioste
Entrepreneurial Services Coordinator ..........................................................................................Ben Evans
Industrial Coordinator....................................................................................................................Johnny Thornburgh
Innovation and Incubator Manager............................................................................................... Janet Schwabe
Leadership Development Coordinator ...........................................................................................Corbin DeWitt
Small Business Management Coordinator...................................................................................... Robert Howard
Safety Registrar............................................................................................................................. Shelly Emmel
BIS Admin. Asst. / Registrar ......................................................................................................... Gail Boswell
Safety Instructor ...........................................................................................................................Mason Parker
Safety Instructor ...........................................................................................................................Cody Tabor
Safety Instructor/Coordinator ...................................................................................................... Carl Storm

**FACULTY**

Adult Basic Education Coordinator/Instructor ......................................................................Jennifer Wehrenberg
Automotive Service Technology Instructor ........................................................................................ Brett Haas
Biomedical Sciences Instructor  ...................................................................................................Cara Bodick
Business and Information Technology Education Instructor.................................................................Zac Ladner
Construction Technology Instructor .................................................................................... James Kirkendall
Cosmetology Instructor ................................................................................................... Kayla Randol
Criminal Justice Instructor .................................................................................................... Tom Burg
Culinary Arts Instructor..........................................................................................................Brenda Pollak
Emergency Services Instructor ..................................................................................................... Gary Vap
Fleet and Facilities Maintenance Instructor ...........................................................................Steve Bookout
Health Careers Certification Instructor...............................................................................Caitlyn Clark
Health Careers Certification Instructor.............................................................................. Shonda Garrison
Health Careers Certification—Medical Assisting Instructor ........................................................ Ashley Eddinger
Machine Tool Technology Instructor ..................................................................................... Jared McMartin
Mathematics Instructor ....................................................................................................Erika Johnson
Industrial Technology Instructor.........................................................................................Chuck Rector
Practical Nursing Coordinator....................................................................................................Michelle Tripp
Practical Nursing Instructor ....................................................................................... Alisa McCleary
Practical Nursing Instructor ...................................................................................... Kathryn Sullins
Practical Nursing Instructor ...................................................................................... Robbin Seymour
SHARE Instructor/Coordinator.....................................................................................................Karl Lynes
SHARE Instructor.........................................................................................................John Munger
Teacher Preparation Instructor ..................................................................................... Vicki Braden
Welding Technology Instructor ...........................................................................................Ian Freeman

**STUDENT SERVICES STAFF**

Counselor/Student Services Coordinator ................................................................................Lori Evans
Career Development Facilitator....................................................................................... Whitney Schneeberger
Disabilities Specialist/Placement Facilitator ....................................................................................Carol Lynes
Administrative Assistant ......................................................................................................Karen Ware
Assessment Facilitator ....................................................................................... Sheila Foxworthy
Learning Consultant – Career Center............................................................................... Nancy Jones
Learning Consultant – Career Center...........................................................................................Lacey Smith
Testing Specialist.............................................................................................................Denise Tyson

**STAFF**

Administrative Assistant/Finance ................................................................................................ LaNell Reed
Assistant Financial Officer ........................................................................................................... Erin Mercer
Assistant Registrar Full Time Programs ..................................................................................... Holly Farmer
Bursar/Activity Fund Clerk ............................................................................................. Amanda Perez-Vargas
Bus Driver/Custodian .......................................................................................................... Jay Hoogendoorn
Bus Driver/Custodian ................................................................................................................ Lisa Maupin
Bus Driver/Custodian ............................................................................................................... Connie Steele
Bus Driver/Custodian/Fleet Maintenance ................................................................................ Jay Kirkendall
Bus Driver/Custodian/Inventory .......................................................................................... Debbie Johnstone
Bus Driver/Maintenance ........................................................................................................... Keith Burge
Communications & Marketing Coordinator ................................................................................. Terri Busch
Graphic Designer/Marketing Specialist ...................................................................................... Angie Ogden
Culinary Services Coordinator ..................................................................................................... Lori Brown
Culinary Services Cook .............................................................................................................. Mandy Farmer
Culinary Services Kitchen Assistant/ Bus Driver ...................................................................... Melody Denke
Custodian (Evening) ................................................................................................................... Tamara Ake
Custodian (Evening) ...................................................................................................................... Jim Kelly
Children's Lab & Preschool Coordinator ................................................................................... Lora Walton
Children's Lab & Preschool Kitchen Assistant .................................................................................... TBD
Children's Lab & Preschool Teacher ........................................................................................ Danielle Cross
Children's Lab & Preschool Teacher .......................................................................................... Kylia Carlson
Children's Lab & Preschool Teacher ........................................................................................... Sharon Calfy
Financial Aid Officer .................................................................................................................. Lisa Jackson
Full-Time Programs Registrar ................................................................................................. Janice Karnish
Grounds/Maintenance (Part-Time) .......................................................................................... Kenny Karnish
Human Resources Manager/Administrative Assistant ............................................................... Allison Christy
HVAC Technician/Maintenance ......................................................................................... Russell Hollingsworth
Assistant Plant/Facilities Coordinator ......................................................................................... Jason Kubik
Network Administrator .................................................................................................................. Kevin Bell
Network Administrator ............................................................................................................. Scott Overman
New Beginning Coordinator ......................................................................................................... Wendy Burg
Plant/Facilities Manager ............................................................................................................. Michael Orr
Receptionist ................................................................................................................................ Carol Cales
Teaching Assistant— Health Programs ......................................................................................... Kindal Eller
Teaching Assistant— Cosmetology ............................................................................................. Kari Officer
Teaching Assistant— BITE/Teacher Prep ............................................................................ Heather Underwood
Teaching Assistant—Practical Nursing ..................................................................................... LaRhonda Rudd
Teaching Assistant—SHARE ......................................................................................................... Fae Rabb
Teaching Assistant—SHARE ............................................................................................... Celestine Hardiman
Teaching Assistant—Trade & Industry ........................................................................................... Tyler Evans
Teaching Assistant—Trade & Industry ............................................................................................. Cindy Ivie
Teaching Assistant—Trade & Industry ..................................................................................... Melinda Phillips

## 1.4    Entities That License & Accredit

**Accrediting Agencies**

**Oklahoma Department of Career & Technology Education**

Pioneer Technology Center District No. 13 is fully accredited by the Oklahoma State Department of Education (SDE) and the Oklahoma State Board of Career and Technology Education (ODCTE Board). Additional accreditations are listed below:

- United States Department of Education
- Oklahoma Department of Education
- National Association for the Education of Young Children
- Oklahoma Accrediting Agency
- National Automotive Technicians Education Foundation
- Oklahoma Board of Cosmetology
- Southern Region Education Board (Technology Centers That Work)
- Oklahoma Board of Nursing
- Project Lead the Way
- Oklahoma Dept. of Human Services

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

## 1.5    Financial Aid Purpose & Philosophy

**Purpose**

The primary purpose of financial aid programs at Pioneer Technology Center is to provide assistance to students who, without such assistance, would be unable to pursue their education.

**Philosophy**

Pioneer Technology Center believes the primary responsibility for financing education lies first with the student and his/her family (parents or spouse). When the total resources they can provide do not meet expenses, PTC, as a third partner, will provide all assistance possible so the student will not be denied an education.
The family should be accepted in its present financial condition.  A needs analysis system must evaluate families in a consistent and equitable manner while recognizing that special circumstances can and do alter a family's ability to contribute.

**Confidentiality**

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

All information, written or verbal, that an aid applicant and/or the applicant's family reveals in the process of obtaining assistance is confidential. This information is restricted to access by financial aid personnel only. All information required for applicant becomes the property of the District upon submission and is maintained in the student's file. Any applicant is entitled to examine his/her file within (10) working days after a written request to do so is filed with the financial aid office.

**Responsible Personnel**

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

**Financial Aid Reference Documents**

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

- Federal Student Aid (FSA)Handbook
- FSA Dear Colleague Letters
- FSA Electronic Announcements
- Weekly list-serve emails from Knowledge Center
- Common Origination and Disbursement (COD) Technical Reference
- Electronic Data Exchange (EDE) Technical Reference
- Institutional Student Information Record (ISIR) Guide
- National Student Loan Data System (NSLDS)

**The Financial Aid Office maintains membership in the following professional associations:**

- Oklahoma Association of Student Financial Aid Administrators (OASFAA)
- Southwestern Association of Student Financial Aid Administrators (SWASFAA)

**1.6    Rights & Responsibilities' of Financial Aid Recipients**

**Right-to-know**
- Institution's annual campus security report
- Information on financial aid
- Information on the school
- Student completion, graduation, placement, retention
- Information about students' rights under FERPA
- Drug and alcohol policies and programs available
- Copyright Infringement Policy
- Textbook Information
- Constitution Day
- Net-Price Calculator

**Responsibilities**

- Use of financial aid funds for school related expenses
- Report all outside aid to the financial aid office
- Maintain Satisfactory Academic Progress (SAP)
- Report changes in enrollment to the registrar and financial aid office
- Notify the financial aid office before withdrawing
- Complete required paperwork requested by the financial aid office
- If you don't understand the financial aid process, ask questions

# Section 2: Guidance and Academics & Transition Services

## 2.1    Services to Students with Disabilities

**DEFINITIONS:**

Section 504 of the Rehabilitation Act of 1973 states that:

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

A "handicapped person" means "*any person who*

i.        *has a physical or mental impairment which substantially limits one or more of such person's major life activities;*

ii.       *has a record of such an impairment; or*

iii.      *is regarded as having such impairment."*

A "qualified handicapped person" is defined as

*"one who meets the requisite academic and technical standards required for admission or participation in the postsecondary institution's programs and activities."*

**INFORMING**

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

**DOCUMENTATION**

The student must provide (to the enrollment counselor) current documentation (within the last five years) that shows a current disability and need for an academic adjustment.  The student should provide:

1) Documentation prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnostician.
    a) documentation should include the following:
        i)   a diagnosis of the current disability;
        ii)  the date of the diagnosis;
        iii) how the diagnosis was reached;
        iv)  the credentials of the professional;
        v)   how the disability affects a major life activity;
        vi)  and how the disability affects academic performance.

A previous Individualized Education Program (IEP) or Section 504 plan without other supporting evidence is not sufficient documentation.  The student will provide a list of academic adjustments s/he is requesting for the review committee.

**REVIEW COMMITTEE**

The review committee (Administrator, Counselor, Disabilities Specialist/Placement Facilitator, and Instructor) considers each student's request for academic adjustment. The student will be notified of the committee's decision regarding his/her Section 504 eligibility. If Section 504 eligibility is verified by the committee, an appropriate plan will be developed with the student.

**GRIEVANCE**

Grievance procedures are outlined in the Pioneer Technology Student Handbook and Board Policy.

## 2.2    Testing and Assessment

**Purpose**

PTC Testing Center provides testing services to potential students and school enrollment personnel to assist them in making informed decisions related to program enrollment.

Pioneer Technology Center's Testing Center administers the WorkKeys Exam. PTC accepts ACT scores if taken within the last three years.  Please let Student Services know if you have assessment from another educational institution that may be used.  A complete assessment will take approximately 2 – 3 hours.  Please allow ample time to complete your assessment.

**Areas of Assessment**

Students are assessed in the subject areas of Workplace Documents, Applied Mathematics, and Graphic Literacy.

**Assessment Results**

You must see the PTC Counselor to receive assessment results.  Enrollment or remediation options will be discussed at this meeting.

**Re-testing**

There is a $12.00 fee to re-test.

Student's may register for assessment testing at https://www.registerblast.com/pioneer/Exam/List, or go to Pioneer Tech's website and click on *Services* and *Assessment Testing*.  Seating is first come, first serve - Arrive Early!

**PHOTO ID REQUIRED**

Lockers are available in the Assessment Center for your personal belongings.

TESTING LOCATION:     RM B111

## 2.3    Career Center

The Career Center is an extension of all Pioneer Technology full-time programs. The center is designed to support students in CareerTech education by providing assistance in basic as well as advanced skills for their specified training program.
This includes:

- Providing extra help in math and reading

- Providing one-on-one assistance for program skills

- Providing employability/soft skills training

Job Readiness training is offered to PTC students. Each student will participate in soft skills training as well as fill out a job application, create a job-ready resume, have a mock interview with an industry partner, and write a thank you e-mail.

Pioneer Technology Center believes in taking a personal interest in each student. At PTC we have high expectations for our students and we strive to provide the support to help them achieve.

## 2.4    Counseling

Let Pioneer Tech's counselor help you discover your career potential. Students can schedule a time that fits into their schedule.  Call Student Services at 580-718-4234.

- Lori Evans, PTC Counselor
  lorie@pioneertech.edu

## 2.5    College Services

College credit at Pioneer Tech is applied toward an Associate in Applied Science (A.A.S.) at Cowley College in Arkansas City, Kansas, Northern Oklahoma College (NOC) in Tonkawa, or Oklahoma State University Institute of Technology (OSU IT) in Okmulgee, Oklahoma. College credit is earned for the work you complete in your career tech classes. Students earn credit at the post-secondary institutions upon completion of PTC. The number of hours a student can earn for college credit is determined by the career major and higher educational institution attending.

**Cowley College Cooperative Alliance**

Cowley College offers an Associate of General Studies Degree in Applied Technologies for students who want to transfer in technical elective coursework they completed at an approved Vocational-Technical school.  The degree plan allows students who transfer in at least 600 contact hours of technical program coursework from the technical school to obtain 32 technical credit hours on the Cowley transcript. Students can earn an Associate of General Studies (AGS) degree upon successful completion of 30 College credits in specified general education courses. Students with less than 32 technical credit hours would need to complete additional general education courses to earn the degree.

If students already have transferable general education credit from another accredited post-secondary institution, those hours can be evaluated for transfer into Cowley College.  A minimum of 15 credit hours of the general education requirement, however, must be completed at Cowley College in order for a degree to be granted.

This degree is most beneficial to students who plan to immediately utilize their technical work skills in the workplace and do <u>not</u> plan to transfer to a four-year university to obtain a Bachelor's degree. Students whose educational goal is to obtain a Bachelor's degree or higher, should be advised to follow a program of study to earn a transferable Associate of Arts (AA) or Associate of Science (AS) degree.

**Northern Oklahoma College Cooperative Alliance**

In this degree option, the students take their general education courses and business courses from NOC and may use their occupational specialty coursework from PTC.

The Business Management-Entrepreneurship option prepares the graduate with skills to create innovative features, recognize opportunities, evaluate alternative courses of action, and formulate a plan to successfully achieve organizational objectives. Entrepreneurial skills can be utilized in business development and within existing organizations to effect changes necessary to the success and survival of the organization. This specialty area equips students with current technological skills in their respective field, while the business core requirements provide the essential foundation in entrepreneurial skills, general business, accounting and management.

In this degree option, the students take their general education courses and business courses from NOC and may use their occupational specialty coursework from PTC. Northern grants 12 hours of college credit for PTC student's technical occupational specialty. Students have to complete 50 college credits at NOC to earn the degree.

**OSU IT Cooperative Alliance**

Pioneer Technology Center's career and technical training programs provide avenues that lead to further educational opportunities at OSU IT. The knowledge and skills that you gained through our technology center programs may have prepared you to earn prior learning credit toward a college degree. Visit OSU IT's prior learning credit web page for specific information on each program and the available hours.

OSU Institute of Technology offers degrees in advanced technological educations programs that prepare individuals for the new and emerging workforce. The university's programs of study are listed on their web site at www.osuit.edu. Employers endorse OSU Institute of Technology programs of study for preparing outstanding and job-ready graduates for quality and rewarding jobs.

# Section 3: Administrative Organization & Institution Eligibility Information

## 3.1    Divisions & Responsibilities

The Administration of Pioneer Technology Center recognizes that there must be separation of duties to correctly oversee the administration of financial aid and has outlined what each office's primary responsibility should be.

**Enrollment/Admissions**

**Personnel**

Counselor/Student Services Coordinator, Administrative Assistant, Student Services, and Registrar

**Duties**

Points-of-contact for new student enrollment; assist prospective students in identifying a course of interest; guide students through the application process; form committees for admission interviews; perform student enrollment maintenance activities (i.e. enrollment status changes, course adds/drops, withdrawals/completions, etc.) – under the supervision of the Instructional Director and the Executive Director.

**Interoffice Communications**

Information concerning adult students is communicated between offices by many means such as telephone, email, interoffice mail, and school wide accessibility of a student accounting system. These types of interoffice communications are used district wide and will be assumed for the rest of the following offices.

**Financial Aid Office**

**Personnel**

Financial Aid Officer

**Duties**

Service the student financial aid programs of the PTC District; assist students in applying for various forms of student financial aid; evaluate/track student financial aid eligibility; package, award, & process student financial aid applications (Title IV and others); maintain student financial aid records; Evaluate/track/implement requirements for institutional eligibility for student financial aid programs (Title IV and others) – under the supervision of the Chief Financial Officer.

**Bursars Office/Student Billing**

**Personnel**

Bursar/Activity Fund Clerk

**Duties**

(only in relation to student financial accounts).  Maintain records of student financial accounts; receipt student payments; report student account charges to the Business Office; Disburse credit balance/reimbursement checks to students - under the supervision of Finance Director.

**Business Office**

**Personnel**

Chief Financial Officer, Assistant Financial Officer, and Administrative Assistant, Finance

**Duties**

Maintain/Allocate all school financial accounts; draw down &/or repay Title IV funding; issue student disbursement, credit balance, reimbursement, & refunds checks; maintain district fiscal records; ensure district compliance with federal/state fiscal regulations.

## 3.2 Fiscal Records Compliance Audits

PTC's annual financial audit is completed by the independently contracted firm Putnam & Associates, Edmond, Ok. The financial audit covers all financial transactions, including Title IV programs, which have occurred since the last annual audit. Annual financial audits are generally completed in late winter/early spring. Notifications and reminders are in place so all procedures will meet the necessary deadlines. Fiscal year financial statements, as well as any other requested documentation, are made available upon request to the required entities.

## 3.3 PTC Title IV Certification & Application Updates

PTC's current Program Participation Agreement was reapproved effective 02/19/2019 and is set to expire on December 21, 2024.

State Authorization for our next recertification process will begin in July of 2024 and be submitted by September 30, 2024. This will allow adequate time for review by the U.S. Department of Education and response by PTC as necessary.

**General Requirements**

**Definitions**

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

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

Information collected and reported on the ECAR includes: Accrediting Body, State Authorizing Agency, Names and Titles of Key School Officials, School Additional Locations, Educational Program Offerings, and Title IV Approval Status.

**Updating Application Information**

Information reported on the ECAR is updated on at least a yearly basis. Any changes in curriculum and course offerings are first approved by our State Accrediting body, the Oklahoma Board of Career and Technology Education, and our State Authorizing Agency, the Oklahoma Department of Career and Technology Education. Changes to program offerings or key officials are then submitted to the Department using the E-APP. The E-APP is usually submitted annually in May or June. If mid-year changes are required, the E-APP may be updated at that time.

# Section 4:  Types of Student Financial Aid

The following programs of assistance are available at Pioneer Technology Center:

**Need Based Aid**

- Federal Pell Grant
- FSEOG
- Ok CareerTech Scholarships
- Oklahoma's Promise
- Oklahoma Tuition Aid Grant (OTAG)
- Workforce Investment
- Bureau of Indian Affairs

**Non-Need Based Aid**

- Vocational Rehabilitation
- PTC Foundation Scholarships
- Otha Grimes/Francis Tuttle Scholarships
- 1st Time Student Waiver
- 13th Year Waiver

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**PIONEER TECHNOLOGY CENTER**

**DOES NOT PARTICIPATE IN STUDENT LOAN PROGRAMS.**

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PTC will administer its aid programs in conformity to federal regulations.  Applicable regulations will be communicated to aid applicants.  Regulations may be reviewed in the Financial Aid Office for interested students and/or parents at their request.

## 4.1 How to Apply for Federal Student Assistance

To apply for assistance from the following Title IV Programs, a student must complete the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. Computers are available for students who do not have access to a computer. Contact the Financial Aid office to schedule an appointment.

Students who apply may qualify for:
- Federal Pell Grant
- FSEOG
- Oklahoma Tuition Aid Grant (OTAG)

Items needed to complete the FAFSA: Income information, (i.e. federal tax forms, w-2's) driver's license number, social security number, balance of checking account, cash savings and asset information. Students and parents (if student is dependent) are required to sign the FAFSA. By signing the FAFSA you are certifying that the funds received will be used for expenses related to attendance (tuition, fees, books, transportation, and living costs) and that you are not in default on a student loan or have made satisfactory arrangements to repay it, do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, will notify PTC if you are in default on a federal student loan, and will not receive a Federal Pell Grant from more than one college for the same period of time.

Additionally, by signing you agree that you will provide information to verify the accuracy of the FAFSA. This information may include Tax Return Transcript &/or Federal Tax Returns, and Verification forms as well as other forms of documentation. If you purposely give false or misleading information, you may be fined up to $20,000, sent to prison, or both.

Students may print the signature page and mail in or, for faster processing, register for a FSA ID number at fsaid.ed.gov. The ID number is a unique identification number and should not be shared or disclosed to anyone.

## 4.2 Federal Pell Grant Program

**Definition**

The Pell Grant Program is a federally funded grant program, which provides from $650.00 up to $6,495.00 for the 2021-2022 award year to post-secondary students enrolled at least half time.

**Application Procedures**

The application process for Federal Title IV aid programs is as follows: Students must complete their *Free Application for Federal Student Aid*, (FAFSA) online at www.fafsa.ed.gov, or download the app My Student Aid to complete the application on their phone. Students are directed to read the instructions carefully when completing the FAFSA. All records and other materials used in completing the application should be saved. This information may be needed later to prove the information submitted is correct. Students without a computer or those needing assistance in completing the FAFSA may contact the Financial Aid Office and make an appointment. After submitting the FAFSA, the student will receive a Student Aid Report (SAR) stating eligibility. These reports include a summary of application information and the determination of an eligibility index. This index, also known as EFC, is the result of computations involving the financial and non-financial data submitted on the application. The method for computing eligibility applies to all dependent and independent students uniformly.

PTC will also receive the electronic transmission of the Student Aid Report. The electronic record is known as the Institutional Student Information Record (ISIR). Transmissions are usually received within 3 to 5 days of the date the FAFSA is processed by the Central Processing System. PTC only receives ISIR's for students who indicate PTC's school code of **011206**.

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

The EFC is used to calculate the scheduled Pell Award by using the annually published Federal Pell Grant Awards Schedule. Depending on the career major enrolled and number of clock hours, typically two payment periods are scheduled per Academic Year. The student is notified of their payment amounts thru an award letter accompanied by Financial Aid Fast Facts.

**General Qualifications of Students Seeking Assistance and Procedures**

To receive federal student financial aid a student must:

- Have a valid ISIR
- Is a regular student enrolled in a program of at least 600 clock hours
- U.S. citizen or national
- U.S. permanent resident or other eligible noncitizen
- Be in good standing and maintain satisfactory academic progress in the course of study he/she is pursuing according to the standards of PTC.
- Not owe a refund on any grant, is not in default on any student loan, and has not borrowed in excess of loan limits under Title IV programs at any institution.
- Agree to use all Title IV money received only for expenses related to study at PTC.
- Have a valid social security number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
- *Be registered with the Selective Service if required.
- Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); Have the recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state sanctioned test or diploma-equivalency certificate.; or Has completed homeschooling at the secondary level as defined by state law.
- Not simultaneously enrolled in an elementary or secondary school.
- Certify, by signing a statement of Educational Purpose, that she/he will use federal student financial aid only to pay for educational costs.
- *Must not have any disqualifying drug convictions
- Have financial need, if applicable

To be eligible for a Federal Pell Grant, a student must have an eligible EFC. This number is an index of the student's ability to contribute to the cost of education. An EFC of zero means the student may be eligible for the maximum award set by the Government for that year. A student will not be entitled to receive a Federal Pell Grant payment from more than one school concurrently. A student must be enrolled in an eligible program and be maintaining satisfactory progress to receive payment. To be eligible to receive payments a student must not be in default on any loan and must not owe a refund on any Pell, Supplemental, or State Grant.

In addition, a student's eligibility for Title IV aid could be affected by such factors: Prior degrees, enrollment status, remedial course work, correspondence study, and study by telecommunications.

Pioneer Tech does not participate in any Title IV loan programs.

* On December 27, 2020, the FAFSA Simplification Act (Act) was enacted into law as part of the Consolidated Appropriations Act, 2021. The Act was to take effect August 16, 2021. Pioneer Tech has elected to early implement the FAFSA Simplification Act. Students will not be denied Federal Student Aid based solely on their answers to either of these questions.

**Default**

If the ISIR shows a student in loan default status, the student will receive notification through the mail.
**Procedures to insure that general eligibility criteria are met: Individual Student Information Records (ISIRs)**

ISIR's are drawn down using EDConnect software accessed through a password used solely by the Financial Aid Office. Corrections are made on an individual basis as necessary.
**Criteria for Selecting Recipients from Group of Eligible Applicants**

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

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

PTC has set its academic year at 1050 clock hours and 30 weeks of instruction. The academic year for Practical Nursing and Cosmetology is 900 clock hours and 26 weeks of instruction.

**Method and Frequency of Disbursement**

The Financial Aid Office will compute the total grant and payments after all documentation has been submitted and verified. An award letter is mailed to the student, a copy is sent to the Bursar, and a copy is put in the student's file in the Financial Aid Office. Each month the Financial Aid Officer sends a spreadsheet to the Bursar that includes student name, program and amount of disbursement. The Bursar notifies the business office, which in turn, draws down funds and checks are processed. Pioneer Tech processes Pell disbursements once a month and checks are disbursed on the 15th of the month. If the 15th falls on a day when PTC is not in session, the disbursement date will be the following business day. The Bursar/Activity Fund Clerk notifies students as to the dates and times they may pick up their checks.

Payment dates vary depending on the career major enrolled and the full-time or half-time status of the student. Full time students are paid two disbursements based on the academic year and their payment periods. Half time students will receive their disbursement in two payments in order to assist student with tuition charges in the second semester.  PTC's grant approved Career Majors range from 600 to 1500 hours.

Students withdrawing from school prior to PTC receiving a valid ISIR, and all required documentation provided, are not eligible to receive Pell Disbursements. However, eligible students who have a valid ISIR and have provided all required documentation, that have not been paid prior to withdrawal may be eligible for a post-withdrawal disbursement for the period enrolled as an eligible student.

Students give Pioneer Technology Center permission to withhold tuition, fees, books & supplies from their Pell disbursement by completing the Financial Aid & Student Account Agreement.  A check is issued to the student for any remaining Pell funds.

## 4.3    FSEOG (Federal Supplemental Educational Opportunity Grant)

**Purpose**

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

**Award Amounts**

The maximum Federal Supplemental Educational Opportunity Grant (FSEOG) that PTC will award is $500.00 for a full academic year.  The minimum FSEOG amount that PTC will award is $100 for a full academic year.

**Selecting FSEOG Recipients**

When awarding FSEOG funds for an award year, PTC first selects students with the lowest expected family contributions (EFC) who will also receive Pell Grants in that award year. This group is known as the FSEOG first selection group. A student who will receive a Pell Grant in the award year is a student who has demonstrated Pell Grant eligibility for the same award year based upon the EFC on the student's valid SAR or ISIR.

A student who receives a Pell Grant at any time in the award year may be awarded an FSEOG for that award year; the student does not have to receive a Pell Grant in the same payment period as the FSEOG. For example, in the case of a student who receives a Pell Grant for the fall semester only due to reaching his Lifetime Eligibility Used (LEU), the student may be awarded an FSEOG for both the fall semester and subsequent winter semester.

If PTC has remaining FSEOG funds after making awards to all Pell Grant recipients for that award year, PTC must next select students with the lowest EFCs who are not receiving Pell Grants. This group of students is known as the FSEOG second selection group. This group also includes students who have exceeded their LEU.

PTC will keep documentation of the eligible EFC that was calculated for the student, and PTC will confirm Pell Grant eligibility prior to disbursement of the FSEOG. If the FSEOG recipient does not actually receive a Pell Grant during the award year, but the documentation shows that the FSEOG award and disbursement was made in good faith, PTC is not required to recover the FSEOG funds. If the student loses Pell Grant Eligibility prior to disbursement of the FSEOG, PTC must cancel the FSEOG award.

**Frequency of FSEOG Disbursements**

If FSEOG is awarded for a full academic year, PTC will pay a portion of the grant during each payment period. To determine the amount of each disbursement, PTC will divide the total FSEOG award by the number of payment periods the student will attend. However, PTC is allowed to pay an FSEOG in unequal amounts if the

student has costs or resources that are different for different payment periods. PTC can make payments within a payment period in whatever installments will best meet the student's needs.

## 4.4     Oklahoma Tuition Aid Grant Program (OTAG)

**Definition**

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

**Application Procedures**

Students may apply for Oklahoma Tuition Aid Grant (OTAG) by completing the Oklahoma Residency section of the FAFSA at https://fafsa.ed.gov/. The FAFSA should be completed as soon as possible after October 1st for the upcoming year for best consideration as OTAG funds are limited.

OTAG Award Claim Forms are requested by PTC from the OTAG State Office to determine who is eligible for the grant. Upon receipt of the Claim Form, the financial aid office will verify that the student is enrolled and attending at least half-time in an eligible program. Once verification is completed, the Claim Form is returned to the OTAG office for processing for the issuance of a master check made out to PTC. The check is forwarded to the business office along with the names of the recipients and checks are disbursed twice a year, once in the fall and once in the spring.

Students must be legal residents of the State of Oklahoma as determined by the current Policy on Resident Status of Enrolled Students in the Oklahoma State System of Higher Education. Students must maintain satisfactory progress (SAP) in their program of study to receive OTAG.

**Method and Frequency of Disbursement**

Funds for OTAG are sent to the Institution. Pioneer Tech will collect applicable tuition, fees, book, and supply charges from the OTAG disbursement before a refund is issued to the student with appropriate authorization from the student.

Awards are prorated based on hours in the payment period. The Bursar/ Activity Fund Clerk disburses the checks to students. Once all the checks have been distributed, a Disbursement and Accounting of Funds Report is sent to OTAG confirming all funds have been issued. OTAG awards are not offered retroactively.

## 4.5     Oklahoma's Promise

Oklahoma's Promise is a state incentive grant is awarded by the Oklahoma State Regents for Higher Education. The grant application must have been completed by the student between the 8th and 11th grade of their secondary education. OK Promise is meant to provide assistance to students from lower income families in pursuit of a post-secondary educational degree. The student is responsible to notify the financial aid office that they are eligible for this award. The financial aid office will verify eligibility through the Oklahoma State Regents for Higher Education website.

**PTC Eligibility Requirements**

Students interested in using their OK Promise benefits must notify the financial aid office of their intent to use the benefit upon initial enrollment. Continued eligibility follows the satisfactory academic progress (SAP) policy in place for Title IV funding.

**Method and Frequency of Disbursement**

OK Promise funds are requested each payment period. When received, they are applied directly to the students' account to pay for their tuition.

## 4.6    Workforce Investment Act

Workforce Investment Act is a federal program of assistance. Students must be "economically disadvantaged", unemployed or underemployed to qualify for this program. This program also provides job retraining assistance for those unemployed due to industry closings or lay-off (dislocated workers). Job training programs can include occupational training, on-the-job training with private employers, youth employment training (under21 years of age), literacy training, and others. The Workforce office is located in Ponca City.

> Ponca City Workforce Office
> 400 E. Central
> Ponca City, OK
> (580) 765-3372 Ext. 16

## 4.7    Bureau of Indian Affairs

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

## 4.8    OK CareerTech Scholarships

Scholarship opportunities exist in various forms and sources. The OK Career Technology Education Foundation provides a few different scholarships for which adult students may apply.

**Oklahoma CareerTech Foundation Scholarship**

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

**OkACTE/ESSP Casy Cundiff Outstanding Student Scholarship**

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

**Washington/Dubose Memorial Scholarship**

Applicants for the scholarship must plan to enroll in a full-time program at an Oklahoma Career and Technology Center or as a full-time student in an accredited institution of higher learning for the and spring semester of each year.

**Otha Grimes – Francis Tuttle Memorial Scholarships**

This scholarship is available to adult students enrolled in a program at a Career and Technology Center. **Applicants must submit applications to their Financial Aid Administrator.**

## 4.9    PTC Foundation Scholarships

In 1998, a group of Kay county individuals dedicated to helping PTC students formed a foundation to provide scholarships.  These scholarships vary in amounts and are awarded by the executive board of the foundation in December. See Student Services for complete details.

## 4.10    PTC Tuition Waivers

Pioneer Technology Center offers scholarship opportunities, explained below, to its students.  Additionally, many PTC students have been successful in securing scholarships from some of the local civic organizations.

**13th Year Tuition Waiver**

The opportunity now exists for recent high school graduates to complete the training program started as a high school student at PTC by obtaining one of the school's 13th Year Tuition Waivers.  These waivers are available, on a limited basis, to high school graduates within the PTC district.  There is no application deadline.

**First Time Student Tuition Waiver**

In May 2002, the Pioneer Technology Center Board of Education made another commitment to the residents of District #13.  Qualifying graduates from any of PTC's in-district high schools have the opportunity to attend school tuition free.  Students may take advantage of this opportunity until the age of 23.  There is no application deadline.

**Fee Waiver**

FSEOG are funded 75% from federal Title IV funds and 25% from local funds. PTC's local fund is the Fee Waiver if not receiving another local fund such as OTAG or PTC Foundation.

## 4.11    Health Profession Scholarships

**Community Health Foundation of Ponca City**

The Community Health Foundation awards scholarships to students pursuing degrees in a wide variety of healthcare fields.

## 4.12    Vocational Rehabilitation

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

Students with disabilities may contact, Oklahoma Department of Rehabilitation Services located in the Oklahoma Workforce Center for assistance with education services.

OK Dept. of Rehab Services/
Ponca City Workforce Office
400 E. Central, suite 103
Ponca City, OK
(580) 765-3372, ext. 7

# Section 5: Institutional and Financial Aid Policies & Procedures

Pioneer Technology Center has been approved to participate in the following Title IV Programs;
- Federal Pell Grant
- FSEOG

The following financial aid policies and procedures are in place to properly and accurately award Federal Title IV funding to eligible PTC students.

## 5.1    Definition of Regular Student and Special Student

**Regular Student**

A student must meet the following criteria to be designated as a regular student for the purpose of receiving financial aid: (a) have attained a high school diploma or GED/HSE, be beyond the age of compulsory school attendance, or have met the statutory exemptions for compulsory school attendance and (b) complete admission assessments including academic achievement and career interest.

**Special Student**

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

Adult Basic Education/High School Equivalency preparation is an opportunity for adults who have not graduated from high school to earn the equivalent of a high school degree. The HSE classes are free, and are available at Pioneer Technology Center. A student that is 18 and older can enroll based on class availability. Students can take the HSE test (fees apply) at Pioneer Technology Center.

## 5.2    Evaluation and Determination of Financial Need

**Federal Needs Analysis Methodology**

"Need" is determined for Federal Pell Grants by formulas developed and updated annually by the federal government.  "Need" is defined as a student's cost of attendance minus the amount the student and his/her family is expected to pay as determined by a standard formula. To be considered for Title IV, a student must complete the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. If students do not have access to a computer, contact the Financial Aid Office to make arrangements to use a computer on PTC's campus.

**Cost of Attendance**

The cost of attendance (COA) is the total amount it will cost to go to school – usually expressed as an annual figure. The COA covers institutional charges such as tuition, fees, books, and supplies as well as other student expenses not payable to PTC such as housing, food, transportation, child care, and other miscellaneous expenses. Student expenses are estimated using the Consumer Price Index that is updated in January of each year by the U.S. Department of Labor – Bureau of Labor Statistics.

**Expected Family Contribution (EFC)**

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

The available income of the student's household is based on the student and their spouse, or in the case of a dependent student, the student's parent(s). Elements considered in determining the student's EFC are available income, the number of dependents in the family, the number of dependents in the family who are enrolled at least half-time in post-secondary education, and the assets of the student and his/her spouse, and in the case of a dependent student, the student's parents' assets.

## 5.3    Institutional Costs

**TUITION AND FEES**

Tuition for adult (post-secondary) students is based on the Career Major in which they are enrolled. Career Majors that qualify for financial assistance range from 600 to 1500 hours. A $25.00 (nonrefundable) enrollment fee is required of all enrolling adult students. This enrollment fee is not applied toward tuition costs. A complete list of Career Majors offered at Pioneer Technology Center is available from the Counselor or Financial Aid Officer. Tuition for out-of-district high school (secondary) students has been established by the Oklahoma State Board of Career and Technology Education for 2021-2022 at $16,823.00 (plus books/supplies, if required). Resident secondary students pay NO TUITION; some courses may require the purchase of specified books and/or supplies.

Post-secondary Student Tuition (calculated on number of hours in Career Major of enrollment)

| Resident | Nonresident | Out-of-State |
|---|---|---|
| (in PTC District) | (out of PTC District; in Oklahoma) | (out of Oklahoma) |
| $2.00 per hour | $4.00 per hour | $8.00 per hour |

TUITION PAYMENTS
A payment agreement will be generated for the purpose of establishing a timeline of tuition payments. Nonpayment may result in the student being dropped from class and/or a HOLD being placed on the student's records

**Books, Fees, & Supplies**

Costs for books and supplies vary by Career Major. A complete list of books and supplies is available on the Pioneer Technology Center website http://www.pioneertech.edu/classes/full-time-programs . Bookstore charges funded through a financial assistance plan must be completed within the first two weeks of training.

**Living Costs**

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

PTC does not participate in student loans.

## 5.4     Satisfactory Academic Progress

**Definition**

In order to receive Title IV assistance, a student must be enrolled in and attending an approved program at least half-time, be considered a regular student, make satisfactory academic progress, be within the approved attendance policy, be progressing at a rate to complete the program within the allotted time, and be in good standing. Good standing is initially defined as the student being eligible for admission to an educational program, as demonstrated by his/her high school diploma, HSE, or documentation that the student has completed a secondary education in a homeschool setting. Continued eligibility is based on meeting the minimum standards in terms of conduct, grades, and PTC's attendance and satisfactory progress policy to continue enrollment.

**PTC's Satisfactory Academic Progress (SAP)**

Satisfactory Academic Progress is checked at the end of each payment period. A student is in compliance with Federal Student Aid SAP requirements if the curriculum hours completed are equal to or greater than the hours in that payment period (quantitative standard), cumulative grade of "C" or better (qualitative standard) and the student has attended a minimum of 90% of the hours in the payment period. If a student fails to maintain SAP, they will be notified in writing.
Depending on the Career Major enrolled, a student could have two payment periods or as many as four payment periods. Example: A program that is 1050 hours in length would have two payment periods of 525 hours and 15 weeks.
Satisfactory progress is defined by institutional policy as the following:
   a. Qualitative standard - Student must maintain a cumulative grade of "C" or above for each payment period.
   b. Quantitative standard - Student must complete curriculum within 150% of the published length of the program. On average, a student enrolled in a 1050 clock hour program attending full-time will complete the program in one school year - 9 months. A student is allowed to take up to an additional 50% longer than the published program length and still be regarded as in good standing. Example- A student enrolled in a 1050 career major, with payment periods of 525 each, must successfully complete 525 hours of curriculum within the maximum timeframe of 787.5 hours. (525 x 150% = 787.5)  However, they will not be eligible for Title IV aid for the additional hours over the published length of the program and the student would be responsible for tuition hours over 100% of the program length. If at any time a student is not progressing at a pace which is not within the 150% timeframe, the student is NOT making SAP and financial aid will be terminated.
   c. Attendance - Be in attendance a minimum of 90% of the scheduled hours in the payment period. If a student exceeds 10% in absences, they are not making SAP and will no longer qualify to receive Title IV aid. Documented absences are not excused and will count toward time absent.
Should a student have extenuating circumstances that prevent them from achieving this requirement, they may file an appeal.

**Appeal**

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

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

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

Conditions of any appeal will be considered on a case-by-case basis. The student's appeal form & documentation must explain why the student failed to make SAP. It must also explain what has changed that will allow that student to make SAP at the next evaluation.

The student will have ten (10) working days from the date of notification to respond.  All documentation verifying reason for appeal must be received by the deadline. If appeal is not filed or documentation not received in a timely manner the termination of financial aid will stand.  The appeal and all documentation will be reviewed by financial aid office.  If all is found to be in order the appeal request will be forwarded to the appeals committee for review. The committee will make a determination and the Financial Aid Officer will notify the student of the results.  The determination of the committee is final.  The appeals committee will be determined by the Financial Aid Officer.

**Appeal Committee Decision**

The Appeal Committee will determine whether 1) the student's financial aid will be reinstated with no action; 2) the student will be placed on an Academic Plan with specified stipulations; or 3) the student's financial aid eligibility will be terminated. The student will be notified of the results of the Committee's decision.  All decisions of the committee are final.

**Probation Status**

Pioneer Technology Center has chosen not to utilize the probation status due to the length of our career majors.

**Academic Plan**

If the appeal is approved a student may be placed on an academic plan. The approved appeal must specify if an academic plan will be used.  The academic plan must describe the actions the student will take to regain SAP and the specified time that the student is given to complete requirements set by the committee.  The student's SAP will be re-evaluated as stipulated in the Academic Plan, or if not specified, it will be re-evaluated at the end of the payment period.

Should the committee decide not to reinstate the student's financial aid, the student remains ineligible for financial aid benefits until they have met the requirements for financial aid to be reinstated.

**Financial Aid Reinstatement**

For the student's financial aid eligibility to be reinstated, without an approved appeal, they must meet the following requirements:
Attend one payment period on a self-pay (or agency funded) basis meeting SAP standards (see Qualitative and Quantitative), be in attendance 90% during that payment period and complete coursework to the point where they will be able to complete the career major in the allotted time frame.

The student must request reinstatement of federal financial aid in writing. The financial aid officer will review the request and the student will be notified regarding his/her eligibility status.

The student will be responsible for paying any balance owed to PTC for tuition or other expenses.

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

**Advanced Standing Transfer of Credit**

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

Advanced standing may be granted to individuals who have had equivalent courses, determined by comparison of course content. Students who feel that they are proficient in an area of study offered at this technology center may apply for advanced standing credit. In order to receive advanced standing credit, a student may be required to successfully complete a comprehensive written and/or skills test. The test will be administered by a qualified representative of Pioneer Technology Center and may include both a written cognitive assessment and a supervised skills demonstration assessment. A student will be charged a $50.00 advanced standing credit fee, and may be charged the cost for any assessment materials or third-party examination required to determine proficiency, and a $25.00 per hour assessment fee to cover the cost of test administration. Students may apply for advanced standing through the enrollment counselor.

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

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

**Withdrawals and Incompletes**

Students making SAP at the time of their withdrawal and return to the same program within 180 days are considered to be in the same payment period.

Withdrawal scenarios:
Student did not complete more than 60% of the payment period and a Return of Title IV was made.

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

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

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

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

**Repeating Coursework**

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

**Change in Program or Career Major**

A student must be in good standing to change a program or career major. Program changes are only allowed during the first two weeks of school if slots are available. If a student wishes to change programs at a later time, the student would withdraw, a R2T4 completed, and start in the new program the following school year. When a student wishes to change career majors within a program, in most instances, the courses completed will transfer to the new career major. In a situation where the courses completed will not transfer to the new career major, a R2T4 will be completed and a new award would be calculated to reflect the hours/courses in the new career major.

## 5.5    Verification Policies & Procedures

**Verification**

All applicants selected by CPS will be verified prior to disbursement of Title IV aid.  Applicants not selected by CPS but with conflicting information, will not be awarded until conflicting information has been resolved.
Items must be verified by comparing the data items on the ISIR with identical items on the IRS tax return and/or other primary documentation, or any of the following data elements that were used in the computation of the applicant's financial need (EFC).
Any C codes that exist on a student's Title IV Aid application will be resolved before disbursement of funds.
Verification group is specified on the student's ISIR for those selected by CPS.

**Verification tracking groups**

**V1—Standard Verification Group**

Students in this group must verify the following if they are tax filers:
- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education tax credits
- Household size
- Number in college
- Nontax Filers - Income Earned from Work

Students who are not tax filers must verify the following:
- Income earned from work
- Household size
- Number in college

**V2—Reserved for future use by the Department**

**V3—Reserved for future use by the Department**

**V4—Custom Verification Group**

Students must verify high school completion status and identity/statement of educational purpose. This information is requested via V4 Verification Worksheet. Documentation provided as proof of High school completion status will be annotated by the Financial Aid Officer and kept in the financial aid office. Identity/statement of educational purpose will be signed in the presence of a Notary.

**V5—Aggregate Verification Group**

Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group (V1). Documentation provided as proof of High school completion status will be annotated by the Financial Aid Officer and kept in the financial aid office. Identity/statement of educational purpose will be signed in the presence of a Notary.

**V6—Reserved for future use by the Department**

**Procedures**

The Financial Aid Officer will request copies of the documents listed above that relate to the file in question.

**Dependency Status**

Comment will appear on SAR. Any student who is claiming to be independent on some basis other than age, veteran's status, having legal dependents other than a spouse, marriage and/or orphan status may be asked to provide proof of independence status.

**Adjusted Gross Income**

The preferred method of verification is for the student &/or parent to use the IRS Data Retrieval Tool (DRT) as they complete the FAFSA. If unable to use the DRT, an official copy of the applicable Tax Return Transcript(s) will be required.

IRS forms: TAX RETURN TRANSCRIPT
Transcripts may be requested from http://www.irs.gov/, or by calling 1-800-908-9946.

Non-filers:  A Verification of Non-Filing letter from the IRS. This may be requested from http://www.irs.gov, or by calling 1-800-908-9946.

**Tax Paid**

See AGI.  One common mistake is claiming tax amount withheld as taxes paid.

**Number in household**

Signed Verification Worksheet listing all family members in household.

**Number in College**

Signed Verification Worksheet showing all family members in household attending a post-secondary institution. The financial aid office may request proof of others in household you reported as attending college.  A dependent student's parents, if attending a post-secondary institution, will not be included in this number.

**Financial Aid Officer compares verification documents with student's ISIR**

If the verification documentation and ISIR match, the aid officer then calculated and the student's award and processes an award letter that is then mailed to the student.

Applicants who are selected for verification and for whom there is conflicting information or suspected inaccuracies, will be required to submit documentation of data elements specified by the Financial Aid Office. Student is required to supply requested documentation within 30 days of the request.

Financial aid applicants who do not submit required documentation by the deadline could lose all financial aid. No financial aid will be awarded until all documentation has been received and verified. If documentation is received after the deadline date, the application will be reviewed and eligible Pell may be awarded.  If submitted documents conflict with ISIR data, no award will be made until the questions have been resolved. If there is no

documentation to indicate application information is inaccurate, but validity of documentation is doubtful, no aid will be awarded until the information has been validated. If a correction is needed, the Financial Aid Officer will make corrections to the FASFA data.

If the Financial Aid Officer deems it appropriate, he/she will refer the case to the Department of Education's Regional Office. The institution will follow any instructions from the Department of Education as a result of the referral.

The Financial Aid Officer will refer to the Department of Education's Regional Office of the Inspector General on any case where there is reason to suspect that information or documents connected with a student's application for aid is fraudulent.

**Database Matches, Reject Codes, & "C" Codes Clearance**

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

## 5.6    Citizenship

An applicant must be a citizen or eligible non-citizen to receive Title IV student aid. Students that must provide proof of citizenship or eligible non-citizen status will be notified of the requirement by the financial aid office staff. The student will then have 30 days from the request date to provide documentation of their citizenship status. Proof submitted will become a part of the student's financial aid file. Failure to provide documentation will result in a delay of any possible eligible Title IV funds. Funds will not be disbursed until proper documentation is provided.

## 5.7    Conflicting Data

It is the policy of PTC to resolve all conflicting information that the school may receive with respect to a student's Title IV aid application. Information and documentation collected from a student by the institution are communicated to the Financial Aid Office in various forms.
The following are some examples of conflicting information:
- A student is not selected for verification, the tax return or IRS transcript is on file and information conflicts with items on the FAFSA.
- 1040 shows parent single head of household and the FAFSA/ISIR shows the same person as married.
- Parent or student report on their FAFSA and signed a verification worksheet that they did not file an IRS 1040. You have reason to believe that they would have been required to file a U.S. Income Tax Return, as the amount of reported income is greater than or equal to the minimum amount required to file as indicated in the instructions provided on the 1040.
- The Student Academic Progress or Enrollment Status on file in the Financial Aid Office doesn't agree with the information from the Registrar's Office.

**Other Applicant Information Received by PTC**

Information collected from admissions, enrollments, bookstore, as well as NSLDS will be reviewed if any conflicting data is identified. Each office is required to provide information that could impact the student financial aid status.

## 5.8    Fraud & Abuse

PTC faculty/staff should report suspected cases of fraud or abuse to the Financial Aid Officer, examples are:
- Use of false identities
- Forgery of signatures of certifications or documentation
- False claims of income
- False claims of citizenship
- False claims of independent student status

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

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

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

**OIG Contact Information**

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

**OIG Referrals**

34 CFR 668.16(g)
IRS Publication 17

1-800-MIS-USED
Email: oig.hotline@ed.gov
Web: http://www.ed.gov/about/offices/list/oig/hotline.html

## 5.9    Misrepresentation

PTC has developed several policies to clearly define its goals and objectives. Should allegations of misrepresentation occur, grievance procedures are in place for students, students' families, and other entities in the community. The following is a list of PTC School Board Policies that address these concerns:

| GBA | Open Records Act |
| GBA-R | Open Records Act (Regulation) |
| GFB | Grievance Procedure: Parent-Teacher |
| GJ-P | Grievance Procedure for Filing, Processing and Resolving Discrimination Complaints. |

Copies of these policies may be obtained from the Student Services Office.

## 5.10    Professional Judgement

Changes may be made based on professional judgment for a student when there has been a significant change to the household income. This could be due to death of a family member, divorce, loss of employment or other income that could affect the calculation of the EFC. Use of Professional Judgment is only used for individual students as requested, on a case-by-case basis. A Professional Judgment Request form has been developed for these cases. The application and documentation must be turned into the financial aid office in a timely manner. Changes will only be made to the applicable items if the changes will make the applicant eligible for more aid. If the student's FAFSA has been selected for verification by CPS, verification will be completed before any decision will be made toward the student's professional judgment case.

**Professional Judgment Dependency Status**

The financial aid office may make a dependency override, changing a student's dependency status from dependent to independent on a case by case basis. Situations that warrant such an override must be unusual circumstances where the expectation of a parental tie is not appropriate. Documentation must be provided. Parent(s) refusing to help a student financially is not a basis for a dependency override.

**Homeless or Unaccompanied Youth**

Students claiming to be homeless or an unaccompanied youth must provide adequate documentation to support the claim. Documentation must include, a minimum of 2 personal statements from reputable persons well-acquainted with the student. Reputable persons can include: a director or designee of an emergency shelter, transitional housing program, or transitional living program; a high school or school district homeless liaison; PTC counselor; or other specifically defined by the PTC financial aid administrator.

## 5.11    Award/Disbursement Procedures

When a student's eligibility has been established by having a complete and valid ISIR, the financial aid office is responsible for packaging and awarding the student's financial aid. The EFC is used from the valid ISIR to determine the amount of Pell Grant the student will receive. A Pell Grant Payment and Disbursement Schedule are published every award year by the U.S. Department of Education. The student's enrollment

status, clock hours in the enrolled career major, Pell scheduled award, and Pell Lifetime eligibility limits are all considered when calculating the students award package.

The PTC financial aid office uses EdExpress software developed by the U.S. Department of Education for all packaging, awarding, and origination of student Title IV aid. The Federal Pell Grant and FSEOG are the only automated grants awarded in this process. Review of each student's award package is completed to ensure accuracy of the awards.

**Disbursement Procedure**

- Students' Pell Grant awards are calculated by hand by Financial Aid Office staff using an Award Calculation Worksheet. Disbursement dates are established for each student in regard to the payment periods for the career major in which the student is enrolled. The award information is then entered in EDExpress software and an origination record is created.
- Award letters for each student are created and a copy is sent to the Bursar's Office. The Business office then creates a P.O. for each origination record to process payments for each student.
- An Excel spreadsheet is created detailing all students to be disbursed on an established disbursement date. This spreadsheet is populated with the student names, career majors, and total disbursement amount for each student for the current payment period.
- This spreadsheet is sent to the Bursar/Activity Fund Clerk to input the institutional charges for each student's account. The spreadsheet is then sent to the Financial Aid Office for record keeping. The completed spreadsheet is then forwarded on to the Finance Office, where funds will be directed and checks drafted for student disbursement.
- Student checks must be approved by the School Board at monthly board meetings prior to disbursement.
- Once approved by the board, the checks will be disbursed to the students via the Bursar/Activity Fund Clerk.

**Post-Withdrawal Disbursement Procedure**

When the Financial Aid Office has been notified that a student has withdrawn, a return of Title IV funds calculation is completed to determine if there are any funds to be disbursed or returned. If a post-withdrawal disbursement is due to the student it will be scheduled for the next monthly disbursement. It will then go through the process as outlined above. Notification is sent to the student using the most current contact information on hand.

If a student fails to collect a post-withdrawal disbursement within 45 days of disbursement, one additional attempt will be made to notify the student of the availability of funds. If the funds are not collected within 45 days of the second notification they will be returned to the Department of Education.

**Provisions for Books & Supplies**

PTC does not disburse Title IV funding before the payment period begins. For eligible Title IV recipients, the use of a Bookstore allows students to have necessary books & supplies charged to their student financial account before funding is available. All required documentation must be turned in, the information verified and processed, and an award letter have been created. Payment for these items will be withheld from their Pell disbursement, if the student has given permission.

**Notices & Authorizations**

Students are notified of possible financial aid awards by the award notification letter created from our EDExpress software. Students may agree to allow institutional charges to be withheld by signing a Permission Form with the Bursar/Activity Fund Clerk.

## 5.12    Title IV Refunds

**School Refund Policy**

If a student withdraws from school after enrolling in a full-time program, a refund of tuition will be made according to PTC school board policy FDBA.  The federally mandated return of Title IV funds calculation will be utilized for students who receive Title IV aid.

**Return of Title IV Funds Refund Policy**

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

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

**Formula Calculation**

The Financial aid office performs the calculation using the R2T4 worksheet provided by the Department of Ed. The method used is the "payment period". A payment period is defined as a 525 clock hour period for programs of 1050 hours or more and 450 clock hour period for Practical Nursing and Cosmetology. PTC has many programs (career majors) and these are just an example of payment periods. Once the financial aid office receives the official withdrawal/drop form, a R2T4 will be calculated on the payment period the student was in at the time of withdrawal.

Institutional charges incurred by the student are charges for which the student was responsible that are assessed by PTC for the payment period and include tuition, fees, books, and supplies.

**Incomplete file**

A student's file is incomplete if requested verification documents are missing. Should a student withdraw prior to all documentation being received, no financial aid funds will be disbursed. PTC does not pay any student until verification is complete. Therefore, the student could owe institutional costs if they withdraw.

**Credit Balances**

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

then if any funds remain, those will be disbursed to the student.

**Percent earned**

The percent earned equals the number of clock hours scheduled to complete up to the withdrawal date divided by total clock hours in the payment period.

**Percent unearned**

100% minus the percent earned.  When a student receives federal financial aid in excess of earned aid, the school returns the lesser of: Institutional charges multiplied by the unearned percentage, or Title IV federal financial aid disbursed multiplied by the unearned percentage. The student returns any remaining unearned aid not covered by the school. Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.  The student can be billed for funds the institution is required to pay.

**Funds Owed to Student**

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

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

**Withdrawal from Program**

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

**Leave of Absence Policy**

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

The Leave of Absence process should originate with the PTC Counselor. The student and counselor will develop the specific details of the Leave of Absence with input from the student's instructor and the Financial Aid Officer

(as needed). The Instructional Director will approve or deny the LOA request. The student is to report to the Full-time Programs Registrar upon return to classes; the Full-time Programs Registrar will notify the Instructor, Instructional Director, Counselor and Financial Aid Officer of the date of return.  The counselor will monitor the LOA return date, and will process a student drop for failure to return. Attendance hours halt when a student is on an approved LOA and resumes according to the specified date on the LOA form.

NOTE:  This Leave of Absence process does not apply to the PTC Practical Nursing program. For information specific to the PN program, contact the Practical Nursing Coordinator.

Pioneer Technology Center has extended its current Leave of Absence Policy to accommodate the COVID-19 pandemic. A COVID-19 LOA will not start prior to March 13, 2020 with a maximum timeframe not to exceed 180 days. Students who do not return from the scheduled LOA will be considered a drop and a R2T4 calculation will be done to determine if a post withdrawal disbursement is due or if the student owes money back for hours not completed.

NOTE: This COVID-19 Leave of Absence process does apply to Practical Nursing students.

**Return to Title IV Funds**

The school must determine the amount of refund, if any, within 30 days from the date they were made aware of student's withdrawal.  If a refund is due, funds should be returned to the appropriate Title IV program at that time.

**Overpayments**

Any cash that PTC disbursed to a student for a payment period under any Title IV program, may be an overpayment if the student withdraws or is expelled on/or after the first day of class of that payment period. An Overpayment of a grant means that a student's grant payment exceeds the amount s/he is eligible to receive.

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

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

**Post-Withdrawal Disbursements**

If a student withdrawals and did not receive a disbursement for the "payment period" in which s/he was enrolled, and was making satisfactory progress or was a first time student, a "post-withdrawal disbursement" may occur. The financial aid advisor will notify the student, and the student will have 10 days to accept or decline the award. Title IV funds will credit the student's account for outstanding charges including tuition, books and supplies the student may have charged to their account. Pioneer Tech will disburse any remaining funds to the student.

## 5.13    Student Completion, Graduation, Placement, Retention

PTC is required by the Oklahoma Department of Career and Technology Education to report enrollment, completion, placement and retention rates for all students enrolled. Please see the Executive Director of Full Time Programs for detailed calculations of these rates for the past 5 years.

# Section 6: Consumer Information

## 6.1    Availability of PTC Employees for Information Dissemination

Lisa Jackson, Financial Aid Officer is available Monday through Friday from 8:00 to 4:00. She can also be reached at 718-4228 or by email at LisaJ@pioneertech.edu if you would like to make an appointment.

## 6.2    College Navigator Website

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

## 6.3    Gainful Employment

Many of the Pioneer Technology Centers career training programs are designed to lead to "gainful employment" in a particular occupation. To help students make an informed decision on whether a career training program is right for them, Pioneer Tech provides students with data on occupations, on time graduation rates, school costs, and job placement rates.

## 6.4    Textbook Information

Costs for books and supplies vary by Career Major. A complete list of books and supplies is available from the Bursar/Activity Fund Clerk. Also on PTC's website, you can find a cost sheet for every program that is financial aid approved. Bookstore charges funded through a financial assistance plan must be completed within the first two weeks of training.

## 6.5    Net Price Calculator

PTC makes available on its website the Net-Price Calculator to assist current and prospective students and their families in estimating the net price of the student's training at PTC. The template developed by the U.S. Department of Education is used to produce the Net-Price Calculator for PTC. Financial Aid office staff update the Net-Price Calculator annually, after all state follow-up reports have been completed for the previous year.

## 6.6    Vaccination Policy

Pioneer Technology Center has a Board Approved Vaccination Policy.
The Board of Education shall require that no student be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such student has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds. The local school administration, through which a student is enrolled in Pioneer Technology Center classes, may certify such evidence. Reference policy FFAB Immunizations Students

Secondary and Post-Secondary Students enrolled in Health Career Majors follow the policies as required by participating clinical sites. In addition, student enrolled in any other career major that would require vaccinations, would follow the policies of the participating sites requiring the vaccinations.

## 6.7    Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.

Copyright infringement is a direct violation of the Pioneer Technology Center Network Systems & Internet Acceptable Use Policy; students who violate the terms of this policy will be subject to disciplinary action as outlined in the Secondary or Adult Student Behavior and Discipline Policies. (Reference policies EFBCA and FO in Appendix A of the student handbook.)

## 6.8    Transfer & Release of Confidential Information

It is the policy of the Pioneer Technology Center Board of Education to adhere to Oklahoma and Federal law concerning the transfer and release of confidential information including student records. Unless otherwise permitted by state or federal law or regulation, confidential information will be released only in accordance with PTC school board policy *(Reference policy FLE).*

**ACCESS TO STUDENT RECORDS**

Access to student records will be given to students and parents according to the Family Educational Rights and Privacy Act (FERPA) and Pioneer Technology Center Board policies (FL; FL-R; FLA). The school will require a prior written consent before information may be divulged to third parties. A copy of this Act and/or related PTC Board policies (FL, FL-R; FLA) can be obtained from Karl Lynes, SHARE Instructor/Coordinator or Pam Dickerson, BIS Coordinator.

**CLASSIFICATION OF STUDENT RECORDS**

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

**CUMULATIVE RECORDS**

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

      A.      Identifying data;
      B.      Academic work completed;
      C.      Grades;
      D.      Achievement test scores;
      E.      Attendance;
      F.      Health data;
      G.      Family background information; and
      H.      Disciplinary records.

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

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

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

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

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

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

**DIRECTORY INFORMATION**

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

      1.      The student's name;
      2.      The names of the student's parents;
      3.      The student's date of birth;
      4.      The student's class designation (i.e., first grade, tenth grade, etc.);

5.      The student's extracurricular participation;
6.      The student's achievement awards or honors;
7.      The student's photograph; and
8.      The school or school district the student attended before the student enrolled in this school district.

**CHALLENGE PROCEDURE**

In the event that the content of a student's school record is inaccurate, misleading, or in violation of the privacy or other rights of the student, the student or the parent of a student under the age of 18 shall have an opportunity for a hearing on otherwise inappropriate data. In order to request a hearing for such purpose, the student or parent shall submit a written request to the Executive Director of Full-time Programs. The hearing shall be conducted promptly by the Executive Director of Full-time Programs. The decision of the hearing shall be made in writing and shall be communicated promptly to the student or parent.  In the event the student or parent does not concur in the decision, the student or parent shall have a right to appeal the decision of the Executive Director of Full-time Programs; the appeal shall be heard by the Superintendent/CEO. A student or parent desiring to appeal the decision of the Superintendent/CEO shall notify school officials in writing of a desire to appeal within ten (10) days after receipt of the decision. The Executive Director of Full-time Programs shall forward all necessary documents in connection with the appeal to the Board of Education. Upon receipt of such documents, the Board shall notify the student or parent in writing of the time and place of said hearing. The appeal hearing shall be held promptly. The Board shall render its decision in writing. This decision shall be communicated to the student or parent, and will be final.

## 6.9     Constitution Day / Voter Registration

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. For the purpose of this requirement, PTC celebrates Constitution Day and carries out activities which may include a guest speaker or a reading over the intercom about this very special day.

Students are also encouraged to complete Voter Registration Forms. Health Careers Class holds an annual voter registration drive in the fall of each school year. They put up informational flyers around the school. They go to classrooms to distribute the voter registration forms. They return the following week to collect returned forms and return them to the county election board in Newkirk. Financial Aid Office has forms and are readily available throughout the school year.

## 6.10    PTC Security Policies & Crime Statistics

The Annual Security Report is published in accordance with the requirements of the Jeanne Clery Disclosures of Campus Security Policy and Campus Crime Statistics Act and its implementing regulations. The purpose of this report is to provide faculty, staff, students and campus visitors (collectively, "the campus community") an overview of Pioneer Technology Center's security resources, policies and procedures. The Higher Education Act (HEA), as amended by the Higher Education Opportunity Act (HEOA), specified additional campus safety requirements in the following areas: hate crime reporting, emergency response and evacuation procedures

and missing student notification policies. The Campus Security Survey Administrator will provide the Annual Security Report within 30 days of the published federal report to staff. This report is available at www.pioneertech.edu and at https://ope.ed.gov/campussafety/#/. Search by; "Name of Institution." Contact the Plant/Facilities Manager for a hard copy version of this report.

**Purpose**

The purpose of this report is to provide information about the Student Right to Know Act regarding campus security and campus crime statistics to current and prospective students and employees of Pioneer Technology Center. The report explains the school's security guidelines for reporting emergencies and crimes and security guidelines regarding campus facilities.

**Emergency Action Plan**

Pioneer Technology Center utilizes current NIMS/ICS standardized protocols for the formation of incident management teams in large scale incidents. All evacuation procedures and appropriate maps are posted throughout the campus, pursuant to fire code. Other situational emergency evacuation plans are addressed in the Emergency Action Plan.

**Reporting Campus Crimes and Emergencies**

Any student or staff member who observes or becomes a victim of any criminal activity while on the Pioneer Technology Center campus should report directly to an administrator. Pioneer Technology Center officials will notify the proper local authorities and/or place emergency telephone calls if needed. A campus security report form will be completed as a follow-up to the suspected crime. These forms can be obtained from the Receptionist in either building. The completed form should be turned in to any Instructional Director.

**Access to Campus Facilities**

Pioneer Technology Center sits on 46 acres of land with controlled access and exits. The main building is open to the public from 7:30 a.m. to 9:00 p.m. Monday-Thursday, and 7:30 a.m. to 4:30 p.m. Friday. School personnel are on duty during these hours. The west covered entrance and the north covered entrance are the only public access doors unlocked during regular operational hours. During class hours, security functions are performed by Pioneer Technology Center employees. Adequate exterior lighting is present, and is automatically activated via the use of photocells and timers.

**Information Programs on Campus Security/Crime Prevention**

Students and employees are informed of campus security policy and procedures at the beginning of, and throughout, each school year during student orientations and annual staff development in-service.

**How to Avoid Victimization**

We offer these tips for your personal safety and property security:

- Report strangers and suspicious activity.
- Avoid getting into vulnerable/no exit places.
- Do not hesitate to call police when confronted by persons.
- Report all incidents and losses to the police immediately.

- At night, walk in groups of at least two.
- Walk with confidence and avoid walking near bushes and parked vehicles.
- Familiarize yourself with the emergency telephone numbers or use 911.
- When parking, remove valuables from plain view and lock your vehicle.
- Record the account number or make copies of credit cards and other valuables in your wallet.
- Write your name in textbooks.
- Do not leave books, book bags, school supplies, coats or other items in unsecured places.

**Campus Sex Crimes Prevention Act Compliance**

In compliance with the Campus Sex Crimes Prevention Act, Pioneer Technology Center provides the following web sites to enable its campus community access to information about registered sex offenders:

**https://okoffender.doc.ok.gov/**
**http://www.poncacityok.gov/329/Sex-Offender-Registry**

Computer resources and assistance are available through the Instructional Directors.

## 6.11   Drug & Alcohol Policies

**Tobacco Policy**

Pioneer Technology Center is a "SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT". The use of any tobacco products and the use or possession of simulated tobacco products is specifically prohibited on the Pioneer Technology Center campus, which includes buildings, land and vehicles used by the school.

NOTE: The term "Tobacco Products" includes all forms of tobacco, but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff and all other forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to e-cigarettes, "vapes", cloves, bidis and kreteks. (Reference policy CKDA in Appendix A in student handbook; see also pg. 26 in student handbook—Legal Substances.)

**Possession or Sale of 3.2 Beer, Alcoholic Beverages or Controlled Dangerous Substances**

It is the policy of the Board of Education that all students and employees of this district be made aware of the Board's intention to maintain a drug- and alcohol-free environment. This policy applies to any location at which school business or activity is conducted. A list of controlled dangerous substances and their side effects is printed in the Drug Abuse Prevention Program Information section of the PTC Student Handbook. For health hazards or other information associated with drug or alcohol use, contact a PTC counselor or instructor.

Any student found to be in possession of, or to have sold or transferred alcoholic beverages, nonalcoholic beverages, beer of any type, or a controlled dangerous substance (including medical cannabis), as defined by the statutes of the State of Oklahoma, while attending school, on school premises, or at a school sponsored function, either as a participant or spectator, shall be dealt with according to Pioneer Technology Center

School Board Policy. (Reference policies FO and FO-R4 in Appendix A in student handbook.) Any suspension and/or search of said student shall be subject to any applicable state statute and school policy.

It is the policy of the Pioneer Technology Center Board of Education that if a student is required to take medication during school hours or while attending a school activity, and the parent or guardian cannot be present to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a prescribed medication be dispensed to that student, the Instructional Director, or the director's designee, may administer the medication, only as allowed by PTC Board Policy FFACA.

**Statement on Substance Abuse Policy**

The Pioneer Technology Center school district prohibits the unlawful manufacture, consumption, distribution, dispensation, possession, OR use of controlled, dangerous substances (including intoxicants) at any time while on district property—including grounds, buildings, parking lots, vehicles, and buses, OR while participating in school activities off campus. The district also prohibits students from reporting to school under the influence of any substance that impairs performance.

**Procedure**

When it becomes apparent that a student is in violation of the above policy, the district will:
- report the violation to the police;
- report the violation to the parents of high school students; and
- report the violation to the partner high school.

**Penalty**

Pioneer Technology Center will take appropriate action when it has been determined that a student is in violation of the district's Substance Abuse Policy. Penalties may include one or more of the following:
- suspension;
- satisfactory completion of a drug treatment program at the student's expense; and/or
- Legal action including local, state, and federal prosecution.
- Dismissal from Pioneer Technology Center.

**Student Responsibilities**

- Students are expected to arrive at school in a physical and mental state conducive to learning. Arrival at school under the influence of a substance or in possession of a substance that may impair performance of the student, or the performance of others, is prohibited.
- Students taking prescription medication that may affect work performance must report this to the instructor before beginning the school day. Certain learning activities may not be permitted when a student is affected by a legal prescription medication.
- Students are expected to conduct themselves in a legal and lawful manner while on district property and while engaged in district activities both on and off campus.

**Instructor and Instructional Director Responsibilities**

- Instructors will be aware of and report to the Instructional Director reasonable suspicion that a student is under the influence of, in possession of, or distributing a controlled substance.

- Instructional Directors will determine violations of the Substance Abuse Policy. Instructional Directors will facilitate reporting to the police, parents, and partner high school. Instructional Directors will work with other Pioneer Technology Center administration to determine penalties.

**Legal Substances**

Certain legal substances have laws governing their use. Pioneer Technology Center upholds the law regarding these substances, and will impose penalties and legal prosecution when violations of the law occur. Intentional misuse of legal chemicals and other substances used in industry is against Pioneer Technology Center policy, and will result in penalties.

TOBACCO—Pioneer Tech is a "Smoke-Free and Tobacco-Free Environment" Cigarettes and tobacco in any form are illegal for minors under the age of 21.  Giving cigarettes or tobacco in any form to a minor under the age of 21 is illegal and can result in criminal prosecution.

ALCOHOL—Alcohol is prohibited on campus at any time. Alcohol is illegal for minors under the age of 21. Giving alcohol to a minor under the age of 21 is illegal, and can result in criminal prosecution.

## 6.12   Glossary of Terms

**Glossary of Financial Aid Terms**

**AWARD YEAR**

The award year begins July 1st of one year, and extends to June 30th of the next year. Funding for the Pell Grant and campus based programs is provided on the basis of the "award year". Thus, a student is paid out of funds designated for a particular award year.

**COST OF ATTENDANCE**

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

**DEFAULT**

Failure to repay a student loan according to the terms agreed to when you signed a promissory note. Default also means failure to submit request for deferment or cancellation on a timely basis. If you default on a student loan, your school, lender, State and Federal Government can take action to recover the money, including notifying national credit bureaus of your default.

**EXPECTED FAMILY CONTRIBUTION (EFC)**

An amount, determined by a formula established by Congress, that indicates how much of your family's financial resources should be available to help pay for school. Factors such as taxable and nontaxable income, assets and benefits are all considered in this calculation which determines your family's financial strength.

**FINANCIAL AID ADMINISTRATOR (FAA)**

An individual who works for a college or career school that is responsible for; preparing communicating, information on student loans, grants or scholarships. The FAA and staff help students who apply for and receive student aid. The FAA is also capable of analyzing student needs and making professional judgment changes when necessary.

**FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

The U. S. Department of Education Student Financial Assistance Programs Application is used by Pioneer Tech students to apply for federal student aid. The FAFSA is available on-line at www.fafsa.gov.

**INSTITUTIONAL STUDENT INFORMATION RECORD (ISIR)**

Electronic output document received by schools listed on the student's FAFSA.

**MAXIMUM TIME FRAME**

For an undergraduate program measured in clock hours, the maximum time frame is a period no longer than 150 percent of the published length of the educational program, as measured by the cumulative number of clock hours the student is required to complete, expressed in calendar time.

NOTE: A student in a clock hour program cannot receive aid for hours beyond those in the program. The maximum timeframe applies to the amount of calendar time the student takes to complete those hours.

**PROGRESSION**

It is the pace at which a student must progress through his or her educational program to ensure that the student will complete the program within the maximum timeframe and provides for measurement of the student's progress at each Satisfactory Academic Progress evaluation. Cumulative hours the student has successfully completed by the cumulative hours the student has attempted = Pace of Progression.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Standards set by a school to determine if a student is moving toward graduation at a rate acceptable to the school. To be eligible to receive federal student financial aid, a student must meet and maintain his or her school's standards of satisfactory academic progress toward the degree or certificate offered by the school. SAP includes a quantitative standard which consists of a grade point average of at least a "C", or its equivalent. SAP also includes a quantitative standard (pace of progression) at which students must progress through their program to ensure they will graduate within the maximum time frame.

**SELECTIVE SERVICE (As of August 16, 2021, according to the FAFSA Simplification Act, this is no longer a requirement to receive Title IV funds)**

To receive federal student financial aid, if you are a male born on or after Jan 1, 1960, are at least 18 years old, are not currently on active duty in the U.S. Armed Forces, you must register, or arrange to register, with the Selective Service System. (Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau are exempt from registering.)

**SUCCESSFULLY COMPLETE**

A student "successfully completes" the payment period if the student to has passed 100% of the coursework with a minimum cumulative grade of "C" and 90% of the seat hours associated with the hours in the payment period.

**STATEMENT OF EDUCATIONAL PURPOSE/CERTIFICATION STATEMENT ON REFUNDS AND DEFAULT**

By signing the FAFSA, the student is also signing a Statement of Education, which is required to receive Federal Student Aid Funds. By signing the FAFSA, a student agrees to spend Federal Student Aid Funds on educational expenses. In addition, a student states s/he does not owe a refund on a Pell Grant or SEOG, that s/he is not in default on a Perkins Loan, Stafford Loan, or SLS, and the amount borrowed under those loan programs doesn't exceed the allowable limits.

## 6.13   Additional Resources

For additional resources please refer to:
- Student Handbook
- PN Student Handbook
- PTC School Catalog
- PTC Website
- Federal Student Aid website
- Lisa Jackson, Financial Aid Officer 580-718-4228

### Appendix A-State Authorization Letter

**OKLAHOMA CareerTech**

OKLAHOMA DEPARTMENT OF CAREER
AND TECHNOLOGY EDUCATION

April 14, 2021

US Department of Education - Federal Student Aid
**ATTN: Integrated Partner Management**
830 First Street, Northeast
Washington, D.C. 20002-8019

US Department of Education - Federal Student Aid
Dallas School Participation Division
**ATTN: Cynthia Thornton, Division Chief**
1201 Elm Street, Suite 1000
Dallas, TX 75270

Dear Federal Student Aid Representative:

This letter is submitted on behalf of Oklahoma's 29 technology centers (list attached) for the purpose of providing (1) documentation annually of each technology center's designation by the State of Oklahoma as a public institution and (2) verification required by Section M of the *Application for Approval to Participate in Federal Student Financial Aid Programs*. All of Oklahoma's technology centers are authorized to operate as "technology center districts" and each is defined as a "public postsecondary vocational institution" for the purpose of participation in the Federal student financial assistance programs.

**LEGAL AUTHORIZATION (Article X, Section 9B, Oklahoma Constitution and 70 O. S. 2001, Sec. 14-104)**
The Oklahoma State Board for Career and Technology Education (State Board) establishes the criteria and procedures for creating a technology center district. Each technology center operates in accordance with the rules and regulations of the State Board (Title 780, Oklahoma Administrative Code). Under the supervision of the State Board, the Oklahoma Department of Career and Technology Education (ODCTE) is the state agency authorized to perform all administrative and oversight functions relative to technology centers. *No additional State authorization is required to create, expand, or operate a technology center district and no specific licensure requirements are established by the State.*

**ACCREDITATION AND STATE AGENCY APPROVAL (34 CFR, Section 603)**
The State Board is recognized by the U.S. Department of Education for approval and accreditation of public non-collegiate postsecondary vocational education. The ODCTE is the state agency with operational responsibility for the postsecondary accreditation of all technology centers and the approval of funding support for full-time postsecondary occupational programs offered at technology centers.

**PUBLIC INSTITUTION DESIGNATION**
In accordance with 34 CFR 668.171(c), the State of Oklahoma has designated all technology centers as public institutions and as such are exempt from the financial ratio analysis requirements of 34 CFR 668.172.

Sincerely,

*Marcie R. Mack*

Marcie Mack, Ed.D.
State Director
marcie.mack@careertech.ok.gov

1500 West Seventh Avenue
Stillwater, OK 74074-4398
www.okcareertech.org
(405) 377-2000 • Fax: (405) 743-6809

## Appendix A (...Continued)

OKLAHOMA
CareerTech

OKLAHOMA DEPARTMENT OF CAREER
AND TECHNOLOGY EDUCATION

| School District Official Names | OPE-ID |
|---|---|
| Autry Technology Center School District No. 15 | 008343 00 |
| Caddo Kiowa Technology Center School District No. 2 | 009963 00 |
| Canadian Valley Technology Center School District No. 6 | 009965 00 |
| Central Technology Center School District No. 3 | 009964 00 |
| Chisholm Trail Technology Center School District No. 26 | 030511 00 |
| Eastern Oklahoma County Technology Center School District No. 23 | 022509 00 |
| Francis Tuttle Technology Center School District No. 21 | 022227 00 |
| Gordon Cooper Technology Center School District No. 5 | 009968 00 |
| Great Plains Technology Center School District No. 9 | 010717 00 |
| Green Country Technology Center School District No. 28 | 031262 00 |
| High Plains Technology Center School District No. 24 | 022821 00 |
| Indian Capital Technology Center School District No. 4 | 010053 00 |
| Kiamichi Technology Center School District No. 7 | 009204 00 |
| Meridian Technology Center School District No. 16 | 020608 00 |
| Metro Technology Centers School District No. 22 | 005339 00 |
| Mid-America Technology Center School District No. 8 | 011537 00 |
| Mid-Del Technology Center | 031984 00 |
| Moore Norman Technology Center School District No. 17 | 012272 00 |
| Northeast Technology Center School District No. 11 | 020527 00 |
| Northwest Technology Center School District No. 10 | 026000 00 |
| Pioneer Technology Center School District No. 13 | 011206 00 |
| Pontotoc Technology Center School District No. 14 | 025974 00 |
| Red River Technology Center School District No. 19 | 005312 00 |
| Southern Oklahoma Technology Center School District No. 20 | 010342 00 |
| Southwest Technology Center School District No. 27 | 030087 00 |
| Tri County Technology Center School District No. 1 | 008619 00 |
| Tulsa Technology Center School District No. 18 | 005311 00 |
| Wes Watkins Technology Center School District No. 25 | 026005 00 |
| Western Technology Center School District No. 12 | 010762 00 |

## Appendix B- State Accreditation Letter

**OKLAHOMA CareerTech**

OKLAHOMA DEPARTMENT OF CAREER
AND TECHNOLOGY EDUCATION

June 24, 2021

Traci Thorpe, Superintendent
Pioneer Technology Center
2101 N. Ash
Ponca City, Oklahoma 74601-1110

Dear Ms. Thorpe:

The Oklahoma Department of Career and Technology Education has received and reviewed an update of programs to be offered by Pioneer Technology Center School District No. 13 for the 2021-2022 school year. The purpose of this letter is to show approval of the programs that you will be reporting to the U.S. Department of Education for inclusion on the school's Eligibility and Certification Approval Report (ECAR). This list indicates the programs approved for the Ponca City campus.

The Oklahoma State Board of Career and Technology Education approved Pioneer Technology Center for continued full postsecondary accreditation on January 21, 2021. This accreditation remains valid as long as the school continues to satisfy the conditions for accreditation as established by the State Board, not to exceed a five-year period. It is the responsibility of the accredited institution to report (within 30 days) any substantive program or institutional change that might affect its accreditation status. The next onsite evaluation is scheduled for the 2025-2026 school year. Please call me at (405) 743-5575 if you have any questions or if I can be of assistance.

Thank you for your commitment to providing quality career and technology education.

Sincerely,

*Jessica Ventris*

Jessica Ventris
Accreditation Manager

cc:     Lisa Jackson, Financial Aid Officer
        Kahle Goff, Director of Instruction
        Sandra McKnight, Financial Aid Specialist, ODCTE

1500 West Seventh Avenue
Stillwater, OK 74074-4398
www.okcareertech.org
(405) 377-2000 • Fax: (405) 743-6809

## Appendix C- State Approved Career Major Offerings

**Pioneer Technology Center**
**OPE-ID: 01206 00**
**Approved / Accredited Programs**
**2021 - 2022 Academic Year**

| CIP Code | SOC Code | State Program Name | Local Program Name | Local Program Hours | Weeks |
|----------|----------|--------------------|--------------------|---------------------|-------|
| 11.0801 | 27-1024.00 | Multimedia Technology | Multimedia Specialist | 1050 | 38 |
| 11.0901 | 15-1152.00 | Network Systems | ENTERPRISE NETWORK TECHNICIAN | 1050 | 38 |
| 11.1003 | 15-1122.00 | Cyber Security | Cyber Security Specialist | 1050 | 38 |
| 12.0401 | 39-5012.00 | Cosmetology | Cosmetologist | 1500 | 55 |
| 12.0410 | 39-5092.00 | Manicurist/Nail Technology | Nail Technician | 600 | 23 |
| 12.0413 | 39-5012.00 | Cosmetology | Master Instructor | 1000 | 37 |
| 12.0500 | 35-1011.00 | Culinary Arts | Culinary Assistant | 1050 | 38 |
| 12.0504 | 11-9051.00 | Culinary Arts | Food Service Management-Assistant | 891 | 33 |
| 13.1210 | 25-2011.00 | Early Care and Education Teacher | Master Teacher | 1050 | 38 |
| 15.0404 | 17-3024.00 | Mechatronics | Industrial Maintenance/Mechatronics | 1050 | 38 |
| **43.0107** | **33-3051.00** | **Criminal Justice** | **Basic Peace Officer Certification** | **630.5** | **24** |
| 43.0203 | 33-2011.00 | Firefighter | Firefighter/EMT | 1050 | 38 |
| 46.0201 | 47-2031.00 | Carpentry | Residential/Commercial Carpenter | 1050 | 38 |
| 46.0401 | 49-9071.00 | Service Careers Maintenance | Fleet And Facilities Maintenance Technician | 1050 | 38 |
| 47.0104 | 49-2011.00 | Computer/Network Support | PC Support Specialist | 630 | 23 |
| 47.0604 | 49-3023.00 | Automotive Service Technology | Automotive Service Technician (Natef Compliant) | 1050 | 38 |
| 48.0508 | 51-4121.00 | Welding-MN | Combination Welder | 1050 | 38 |
| 48.0510 | 51-4011.00 | CNC Machining | CNC Manufacturing Technician | 1050 | 38 |
| 48.0510 | 51-4011.00 | CNC Machining | Advanced Cnc Machinist | 1230 | 44 |
| 48.0703 | 51-7011.00 | Carpentry | Cabinetmaker | 780 | 29 |
| 51.0801 | 31-9092.00 | Medical Services-Medical Assisting | Medical Assisting | 1050 | 38 |
| 51.0805 | 29-2052.00 | Pharmacy Services | Pharmacy Technician | 779 | 29 |
| 51.3901 | 29-2061.00 | Licensed Practical Nurse | Licensed Practical Nurse | 1223 | 46 |
| 51.3902 | 31-1014.00 | Nursing Services- Advanced | ADVANCED ACUTE CARE NURSING ASSISTANT | 917 | 34 |
| 51.3902 | 31-1014.00 | Nursing Services-C.N.A. | LONG TERM CARE AIDE | 601 | 24 |
| 52.0302 | 43-3031.00 | Accounting | Full Charge Bookkeeper | 1020 | 37 |
| 52.0401 | 43-6014.00 | Accounting | Accounts Payable/Receivable Clerk/Office Management | 1020 | 37 |
| 52.0401 | 43-6014.00 | Administrative Support | Office Information Specialist | 1020 | 37 |
| 52.0401 | 43-6014.00 | Administrative Support | Administrative Assistant | 630 | 24 |

Bolded titles are considered to be NEW programs

2021-2022 Pioneer Technology Center approved programs (6.24.2021)

## Appendix D- Student Budgets

### STUDENT EXPENSE BUDGET
### 2021 – 2022
### Independent Student Allowance

An **independent student** is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.

| Months of Training | Student Allowance* |
|:---:|:---:|
| 1 | $ 1,939 |
| 2 | $ 3,878 |
| 3 | $ 5,817 |
| 4 | $ 7,757 |
| 5 | $ 9,696 |
| 6 | $ 11,638 |
| 7 | $ 13,577 |
| 8 | $ 15,517 |
| 9 | $ 17,456 |
| 10 | $ 19,396 |
| 11 | $ 21,335 |
| 12 | $ 23,275 |

Figures based on the Consumer Price Index as of December 2020 – released January 13, 2021 (December 2019 to December 2020 percent change = 1.4%)

[*The values for the student allowances are the 2020-2021 amounts multiplied by 1.4% (inflation rate) from the BLS]  Source: *U.S. Department of Labor - Bureau of Labor Statistics*

The standard allowance breaks down the expense categories as follows (percentages have been rounded to nearest whole number).  Percentages are taken from the CPI for All Urban Consumers (CPI-U) – U.S. city average, by expenditure category, December 2020, 12-month analysis table.

14% - Food
11% - Energy/Transportation
20% - Commodities (goods, products)
33% - Housing
 7% - Medical Care
15% - Miscellaneous (services)

Revised 2.19.2021 ssmc

**Appendix D (...Continued)**

# STUDENT EXPENSE BUDGET
## 2021 - 2022
## Dependent Student Allowance

A **dependent student** does not meet any of the criteria for an independent student.

| Months of Training | Student Allowance* |
|:---:|:---:|
| 1 | $ 914 |
| 2 | $ 1,869 |
| 3 | $ 2,745 |
| 4 | $ 3,660 |
| 5 | $ 4,575 |
| 6 | $ 5,489 |
| 7 | $ 6,405 |
| 8 | $ 7,321 |
| 9 | $ 8,236 |
| 10 | $ 9,150 |
| 11 | $ 10,066 |
| 12 | $ 10,981 |

Figures based on the Consumer Price Index as of December 2020 – released January 13, 2021
(December 2019 to December 2020 percent change = 1.4%)

[*The values for the student allowances are the 2020-2021 amounts multiplied by 1.4% (inflation rate) from the BLS]  Source: *U.S. Department of Labor - Bureau of Labor Statistics*

The standard allowance breaks down the expense categories as follows (percentages have been rounded to nearest whole number).  Percentages are taken from the CPI for All Urban Consumers (CPI-U) – U.S. city average, by expenditure category, December 2020, 12-month analysis table.

14% - Food
11% - Energy/Transportation
20% - Commodities (goods, products)
33% - Housing
 7% - Medical Care
15% - Miscellaneous (services)

Revised 2.19.2021 ssmc

## Appendix E- Consumer Information Method of Disclosure

**Notice of Student Consumer Information Disclosure**

| Information to Disclose | Description of the Information to be Disclosed | Where to find the Information |
|---|---|---|
| **What:**<br>*Institutional Information*<br><br>**When:**<br>*Upon Request*<br><br>**To Whom:**<br>*Enrolled Students*<br>*Prospective Students* | • Institutional Cost: Tuition, fees, books, supplies, etc.<br>• PTC Refund Policy<br>• Requirements to officially withdraw<br>• Information regarding academic support and PTC career major offerings<br>• Entities that license, accredit, and approve the school and its program offerings<br>• Facilities and special services for the disabled<br>• Titles and availability of employees responsible for dissemination of institutional and financial assistance information and their contact information. | • Student Handbook<br>• Full-Time Catalog<br>• Financial Aid and Consumer Information Guide<br>• PTC Website: pioneertech.edu |
| **What:**<br>*Financial Assistance Information*<br><br>**When:**<br>*Upon Request*<br><br>**To Whom:**<br>*Enrolled students*<br>*Prospective Students* | • Description of the federal, state, local, private, and institutional financial assistance available.<br>• Eligibility and application procedures<br>• Criteria for determining awards<br>• Continued eligibility requirements/Satisfactory Academic Progress (SAP)<br>• Criteria to re-establish eligibility if a student fails to meet SAP standards<br>• Method & Frequency of financial fid disbursements. | • Student Handbook<br>• Full-Time Catalog<br>• Financial Aid and Consumer Information Guide<br>• PTC Website: pioneertech.edu |
| **What:**<br>*Completion/Placement*<br><br>**When:**<br>*Upon Request*<br><br>**To Whom:**<br>*Enrolled Students*<br>*Prospective Students* | • PTC completion or graduation rates for first time, full-time, certificate seeking students that completed their career major within the maximum time-frame (150% of the normal time frame).<br>• Information on student body diversity in the categories of gender and ethnicity.<br>• Retention rates of certificate seeking first-time, full-time, undergraduate students.<br>• Job Placement Rates. | • College Navigator: https://nces.ed.gov/<br>• IPEDS Website: https://nces.ed.gov/ipeds/ |
| **What:**<br>*FERPA* | • Right to and procedures for inspecting and reviewing student's education records. | • Student Handbook<br>• Full-Time Catalog |

| When:<br>*Upon Request*<br><br>To Whom:<br>*Enrolled students*<br>*Prospective Students* | • Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights.<br>• Rights to consent to disclosure of personally identifiable information contained in student's education records.<br>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements.<br>• Right to the criteria used to determine what constitutes school official and a legitimate educational interest if school's or educational agency's policy to disclose personally identifiable information from a student's education records under§99.31 without prior consent. | • PTC Student Handbook<br>• Financial Aid and Consumer Information Guide |
| What:<br>*Campus Security Report*<br><br>When:<br>*Annually by Oct. 1*<br>*Upon Request*<br><br>To Whom:<br>*Enrolled students*<br>*Prospective Students*<br>*Current & Prospective Employees* | • Drug & Alcohol Prevention Information<br>• Standards of conduct clearly prohibiting unlawful possession, use, or distribution or drugs & alcohol by students and employees on school property.<br>• Sanctions & Consequences of violation of the standards of conduct imposed on students & employees<br>• Description of health risks associated with use if illicit drugs and alcohol<br>• A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution | • Student Handbook<br>• Full-Time Catalog<br>• Financial Aid and Consumer Information Guide<br>• PTC website: pioneertech.edu<br> under "Legal" section |

The following documents are available on PTC's website
- PTC Student Handbook:  https://pioneertech.edu/handbook?category=students
- PTC Full Time Catalog: https://www.flipsnack.com/AAAC7CCC5A8/2021-22-full-time-programs-catalog.html
- PTC Financial Aid and Consumer Guide: https://pioneertech.edu/financial-aid?category=students
- PTC Estimated Expense Sheets: https://pioneertech.edu/full-time-programs?category=classes
- PTC Campus Safety & Security Report: https://pioneertech.edu/legal?category=about