



# ***Consumer Information Guide***

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# General Institutional Information

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All institutions participating in federal financial aid programs are required to notify enrolled and prospective students and employees about consumer information. You have the right to review the following information online, as noted in each section.

## **Campus Locations**

The following locations are owned and operated by Northeast Tech:

Administration Office 511 S. Elliott Pryor, OK 74361	Business & Industry Services Office 483 Airport Road Pryor, OK 74361	Afton Campus 19901 S. Highway 69 Afton, OK 74331
Claremore Campus 1901 N. Highway 88 Claremore, OK 74017	Kansas Campus 450 N. Highway 59 Kansas, OK 74347	Pryor Campus 6195 W. Highway 20 Pryor, OK 74361

## **Contact Information**

### ***Afton Campus:***

Main Number, (918) 257-8324

### ***Claremore Campus:***

Main Number, (918) 342-8066

### ***Kansas Campus:***

Main Number, (918) 868-3535

### ***Pryor Campus:***

Main Number, (918) 825-5555

### ***Administration:***

Main Number, (918) 825-7040

## **Educational Programs**

Detailed and current information regarding academic programs may be reviewed online at the following links:

### ***Full-Time Programs***

### ***Short-Term Adult Education Classes***

## **Instructors and Staff**

For a complete updated listing of current instructors and staff, please view the online staff directory.

## **Tuition Costs**

Tuition is free for public, private and home schooled high school students. Northeast Tech offers low cost tuition for adult students. Please view the "Tuition and Fees Policy" section of the 2018-2019 Student Handbook (page 16) for current costs.

## **Textbook Information**

NTC does not have a campus bookstore. Most Career Majors at NTC provide a classroom set of textbooks for student use. Practical Nursing students are required to purchase books and those books are sold by the campus PN Program. NTC does not have a buy-back program for used books; therefore NTC does not sell used textbooks.

## **Copyright Infringement**

Students are prohibited from installing, copying, downloading or distributing any copyrighted material or software on the District's computer hardware. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to Northeast Technology Center, civil and criminal liabilities. Employees are prohibited from installing, distributing or copying any copyrighted material or software that is not property of the District, on Districts hardware without the express written consent of the copyright holder and the approval of the Superintendent.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **Board of Education**

The Northeast Tech Board of Education is a governing body consisting of five members, each of whom are elected to a five-year term or until such time as their successors are duly elected or appointed. Each member must qualify as prescribed by law with one member's term staggered to expire each year. For a current list of School Board members, please click [here](#).

## **District Administration and Campus Directors**

[Fred Probis](#), Superintendent

[Roger Crutchfield](#), Deputy Superintendent

[Liberty Shere](#), Director of Business and Industry

[Andy Allison](#), Director of Special Projects

[Curtis Shumaker](#), Afton Campus Director

[Rick Reimer](#), Claremore Campus Director

[Greg Mitchell](#), Kansas Campus Director

[Paul Hocutt](#), Pryor Campus Director

## **College Navigator**

College Navigator is a free consumer information tool that guides, leads and directs students, parents, high school counselors and other interested parties to information about education institutions. Information on Northeast Tech's four campuses can be found on College Navigator by clicking [here](#).

## **Accreditation**

Northeast Tech is accredited and/or licensed by multiple agencies, including the US Department of Education, Oklahoma Department of Education, Oklahoma Department of Career and Technology Education (CareerTech) and the US Department of Veterans Affairs (VA). In addition, the Practical Nursing program at Northeast Tech is accredited and/or licensed by the Oklahoma Board of Nursing (OBN) and the Cosmetology program is accredited by the Oklahoma State Board of Cosmetology. Also, when available, our programs are accredited and/or certified by the specific industry standards associated with their industry. Northeast Tech is also authorized by the federal government to offer education under the Veterans Affairs laws. For information regarding the procedure for obtaining or reviewing accreditation, please contact the appropriate campus at the numbers below:

Afton Campus  
(918) 257-8324

Claremore Campus  
(918) 342-8066

Kansas Campus  
(918) 868-3535

Pryor Campus  
(918) 825-5555

## **District Population and Partner Schools**

The district's population is 195,255 based on 2010 census data. School districts served include Adair, Afton, Bluejacket, Chelsea, Chouteau-Mazie, Claremore, Claremore Sequoyah, Cleora, Colcord, Commerce, Fairland, Foyil, Grove, Inola, Jay, Kenwood, Leach, Locust Grove, Miami, Oaks-Mission, Oologah-Talala, Osage, Pryor, Quapaw, Salina, Verdigris, Vinita, Welch, White Oak, Wickliffe and Wyandotte. Portions of the Collinsville, Kansas, Ketchum, Moseley, Owasso, Spavinaw and Turkey Ford school districts are also served by Northeast Tech.

## **Student Diversity & Student Outcomes (Graduation/Retention/Job Placement Rates)**

Northeast Tech's Oklahoma CareerTech profile is available online and can be viewed online here:

[Profile for Northeast Tech](#)

## **Non-Discrimination Statement**

There will be no discrimination in any Northeast Tech Campus facilities because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following people have been designated to handle inquiries regarding Northeast Tech's non-discrimination policies:

Roger Crutchfield  
Deputy Superintendent  
P.O. Box 487  
Pryor, OK 74362-0487  
(918) 825-7040

## **Financial Assistance Available**

Each Northeast Tech campus has Financial Aid personnel on site to assist students with their funding options. The District Financial Aid Office is located at the Administration Office, 511 S. Elliott, Pryor. Office hours for all locations are Monday – Friday, 8:00 am – 4:00 pm.

Students applying for financial aid, grants or scholarships should begin the application process well in advance of the start of classes. Some types of financial aid can take six weeks or longer to process. Click [here](#) to apply for U.S. Department of Education federal assistance. The FAFSA application will ask for a school code. NTC's school code is 012473. It is the same for all campus locations.

For current and complete information on scholarships and grants contact one of our campus Financial Aid Offices:

Afton Campus  
(918) 257-8324

Claremore Campus  
(918) 342-8066

Kansas Campus  
(918) 868-3535

Pryor Campus  
(918) 825-5555

## **Family Educational Rights and Privacy Act (FERPA)**

Northeast Tech School Board Policy 3103 complies with the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law and can be found here.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

An annual notification of rights under the act is provided to all parents and eligible students by means of the student handbook. Questions regarding FERPA can be directed to the following Student Advisors or Campus Directors:

Afton Campus (918) 257-8324 Campus Director: Curtis Shumaker Student Advisors: Tobie Gatewood & Diane Hampton	Kansas Campus (918) 868-3535 Campus Director: Greg Mitchell Student Advisor: Kathie Bergmann
Claremore Campus (918) 342-8066 Campus Director: Rick Reimer Student Advisor: Paula Reed	Pryor Campus (918) 825-5555 Campus Director: Paul Hocutt Student Advisors: Taylar Odle & Willie Ng

## **Students with Disabilities**

In compliance with Federal and State ADA standards, facilities on all four Northeast Technology Center campuses are accessible to persons in wheelchairs.

If the applicant is on an Individual Education Plan (IEP), the admission is contingent on the IEP team's determination of appropriate placement and the receipt of the IEP prior to the first date of class.

Northeast Tech is happy to make accommodations when able to support students with physical or learning disabilities and encourage an active learning environment. Students or parents may contact the Student Services Office or the Campus Director to make such arrangements. The campus-specific contact information is below:

Afton Campus (918) 257-8324 Campus Director: Curtis Shumaker Student Advisors: Tobie Gatewood & Diane Hampton	Kansas Campus (918) 868-3535 Campus Director: Greg Mitchell Student Advisor: Kathie Bergmann
Claremore Campus (918) 342-8066 Campus Director: Rick Reimer Student Advisor: Paula Reed	Pryor Campus (918) 825-5555 Campus Director: Paul Hocutt Student Advisors: Taylar Odle & Willie Ng

## **Retention and Completion Rates**

Information on student retention and program completion is located on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the US and other nations. NCES is located within the US Department of Education and the Institute of Education Services. Campus-specific information on retention and completion rates can be found at the following links:

[Afton Campus](#)

[Claremore Campus](#)

[Kansas Campus](#)

[Pryor Campus](#)

## **Constitution Day**

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

For the purpose of this requirement, Northeast Tech celebrates Constitution Day and carries out activities which may include a specialized lesson plan, guest speaker, or other events for this special day. This event will be celebrated on September 17 of each year. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17. The manner in which the day shall be commemorated shall be within the Superintendent's discretion.

## **Voter Registration**

Northeast Tech may provide information regarding voter registration to current students. Additional information also can be found online at the Voter Registration in Oklahoma website:

[https://www.ok.gov/elections/Voter\\_Info/Register\\_to\\_Vote/](https://www.ok.gov/elections/Voter_Info/Register_to_Vote/)

## **GED Programs**

If an applicant or enrolled student does not have a high school diploma or equivalent, the individual may contact the Adult Education Division of any Northeast Tech Campus to receive information regarding available locations for GED classes and testing.

# **Health and Safety**

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## **Drug and Alcohol Related Board Policies**

The following are Northeast Tech Board of Education Policies related to drugs and alcohol (click to view)

- [3059 Board Requirements for Drug and Alcohol Free Schools](#)
- [3060 Drug and Alcohol Screening Nursing Student Procedural Guidelines](#)
- [3061 Student Drug Abuse Policy](#)
- [3062 Rules for Students Regarding Drugs and Alcohol Under the Drug Free Schools and Communities ACT Amendments of 1989](#)

## **Drug and Alcohol Free Prevention Program**

It is the policy of the Board of Education of Northeast Technology Center that students and employees are informed and remain compliant with Section 22(b) (1) of the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a) as specified in Board Policy 3059. The District has a Drug and Alcohol Prevention Program that provides information related to the effects, preventative measures and consequences of using drugs and alcohol. For program details see the NTC Annual Security Report.

## **Vaccination/Immunization**

Oklahoma law states that no minor/high school child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations. There are exemptions to the required immunizations for medical, personal, or religious reasons. However, according to law the State Commissioner of Health can exclude exempted students from school or school functions should a disease outbreak

occur. To receive an exemption from the required immunizations, a parent must fill out an exemption certificate obtained from the school. After completing the form and providing any additional required materials, the exemption certificate is returned to the school and then sent to the state where it is reviewed and then approved or disapproved.

Students enrolled in Health related programs may be required to provide immunization records to meet enrollment and/or clinical facilities guidelines. Upon enrollment in the program each student will be given the opportunity to accept or decline drug testing and vaccinations. If the student declines to participate in vaccinations or drug testing, the student will be advised that this choice may eliminate the opportunity to complete the work based experience clinical or internship component. Failure to complete this curriculum component will result in an inability to complete the career major.

## **Financial Aid Information**

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The following information is from the Northeast Tech Financial Aid Policies and Procedures Manual.

### **Introduction to the Financial Aid Office**

The primary function of the Financial Aid Office is to assist our applicants/students through the financial aid process while maintaining the school's eligibility to participate in Title IV, Federal Student Aid Programs, state funded programs, and scholarships. Other staff at Northeast Technology Center (NTC) may share general information about the financial aid process. Specific information required for processing an applicant's financial aid file and/or related to the school's eligibility to participate in Federal Student Aid Programs is administered and managed in the district's Financial Aid Office located in the Superintendent/Administrative Central Office.

### **Financial Aid Office Address, Phone and Fax Numbers**

The Financial Aid Office is located in the Superintendent/Administrative Central Office.

Northeast Technology Center - Financial Aid Office  
511 S. Elliott  
Pryor OK 74361  
Phone: 918-825-7040  
Fax: 918-825-3176

### **Hours of Operation**

Monday through Thursday 7:30 am to 4:00 pm, and Friday 7:30 am to 3:30 pm

### **Purpose of Financial Aid Office**

Our purpose is to provide professional financial aid counseling to students concerning meeting the cost of education. The Financial Aid Office shall help students seek, obtain and make the best use of all financial resources available. The primary purpose of financial aid programs at Northeast Technology Center is to provide assistance to students who without such assistance would be unable to pursue their education.

To administer Title IV Aid Programs competently according to the philosophy and policies stated in accordance with U.S. Department of Education regulations and Northeast Technology Center policies and procedures.

To maintain institutional records of assistance programs and students assisted.

## **Financial Aid Office Structure**

At Northeast Technology Center, under the direction of the Deputy Superintendent, the office staff consists of a full-time Financial Aid Coordinator and a full-time Financial Aid Specialist Assistant.

## **Financial Aid Office Functions Separate from the Finance Office**

In accordance with federal regulations, the determination of eligibility and authorizing of payments occur in the Financial Aid Office, and the delivery and disbursement of funds occur in the Finance Office.

## **Appointments**

Appointments with the Financial Aid Staff are made in the following manner:

- *Walk-ins:* Students are encouraged to walk-in to visit with Financial Aid staff, at the student's convenience, anytime during operating hours.
- *Scheduled Appointments:* If the Financial Aid Coordinator is unavailable, the Financial Aid Assistant may assist the student and if needed an appointment should be made with the Coordinator.

## **Additional Contact Personnel**

Each campus listed has a Financial Aid Secretary to assist students with basic information relating to NTC's financial aid assistance.

## **General Overview Of The Process**

To begin the process of applying for federal student aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The student can complete the application electronically using FAFSA on the WEB at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Prior to completing the FAFSA on the WEB, the student and/or parent must establish/obtain a FSA ID to sign the FAFSA application. Students may be assisted at their respective campus or by the Financial Aid Office as needed.

Once the application is processed by the Central Processing System (CPS), the FAFSA information is forwarded to the school in a form called the Institutional Student Information Record (ISIR). Once the school receives the ISIR, the school is required to verify the accuracy of the form and the student's enrollment status at NTC. Once the accuracy of the form is verified, the Financial Aid Office determines the student's eligibility.

The student is notified of eligibility by the Financial Aid Office in an award letter. Funds are then disbursed accordingly.

This is an overview of the process and is explained in more detail in the following sections.

## **NT School Code**

To ensure the FAFSA information is forwarded to the school, the student must report the school code on the FAFSA application.

**NTC SCHOOL CODE 012473**

## **Statement of Policy**

Northeast Technology Center (NTC) 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, NTC, as a third partner, will assist the student in processing available options.

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

The total amount of financial assistance for a student shall not exceed his/her need for financial assistance after considering all other resources available to him/her.

All information (written or oral) that an aid applicant and/or applicant's family reveals in the process of seeking financial aid assistance is confidential. Access is restricted to financial aid personnel. Application documentation become the property of the institution upon submission and is maintained in student files. A student is entitled to examine his/her file within 10 working days after a written request to do so is filed with the Assistant Superintendent/Campus Director.

NTC shall state clearly the total cost of attendance and shall outline for each student seeking assistance an estimate of his/her financial need. Cost of attendance will be reviewed annually and adjusted if necessary.

***Northeast Technology Center operates its financial assistance programs in compliance with the Civil Rights Act of 1964 whereby no person in the United States, shall, on the grounds of sex, race, religion, age, national origin, or 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.***

Any student who feels his/her application for financial assistance has not been treated properly may appeal to the Deputy Superintendent who will convene the Grievance Committee to investigate and evaluate the grievance. If the student is still not satisfied, he/she may appeal to the Superintendent. If the grievance is not resolved by the Superintendent, an appeal may be made in writing within 5 days, to NTC's Board of Education where a final decision will be rendered.

NTC will administer its aid programs in compliance to federal and state regulations. Applicable regulations will be communicated to aid recipients. Upon request by interested students and/or parents, relevant regulations may be made available by the Financial Aid Office for review.

## **General Financial Aid Information**

The Federal Pell Grant program is federally funded with the purpose of helping financially need based students meet the cost of post-secondary education. This program is centrally administered by the federal government and is typically the foundation of a student's aid package.

Student's requesting financial assistance during their enrollment are required to establish Federal Pell Grant eligibility before additional determination of funds eligibility is made and/or awarded. Student eligibility is determined only through the CPS of the Department of Education using the Federal Methodology need analysis formula. Students who qualify for a Pell Grant have an Expected Family Contribution (EFC) below a prescribed amount determined by DOE annually. The Financial Aid Office must have an official EFC before eligibility or any fund may be determined.

The academic year for financial aid begins July 1 and extends throughout the completion of the career major of June 30 of the following year, whichever comes first. Students may receive Pell funds for only one career major at a time. A career major must be at least 600 clock hours in length to be eligible for Pell funding. In order to be eligible to receive funds, a student must maintain Satisfactory Academic Progress.

NTC uses the federal calculation option of 26 weeks and 900 hours as designating the Pell award year. If a student is enrolled in 900 or more clock hours, they may be eligible for the maximum Pell award for the year if they meet all criteria. Exact calculation is done on a student by student basis. Length of program clock hours, prior credit, full-time vs. half-time enrollment and EFC are variables that may adjust the maximum amount of Pell that a student receives.

Pell Grant funds are disbursed to students only after an official EFC has been received. Enrollment verification is checked again before funds are disbursed to the student. For subsequent disbursements the student's progress is verified to make sure the clock hours and coursework associated with those clock hours are completed before the next disbursement is made. If the clock hours and/or coursework have not been completed, the disbursement is rescheduled for at which time the progress has been completed.

As a matter of priority, NTC will use a student's first available financial aid to pay any outstanding education expensed owed to NTC. For eligible students that are required to purchase books and/or supplies, disbursements are made minus the school charges. Remaining balances of financial aid awards will be disbursed to the student through the Business Office at their campus. These checks must be picked up in person, unless written authorization arrangements are on file in the Financial Aid Office. Any check not claimed within 30 days of disbursement date will be returned to the financial aid program.

If a student has not received a financial aid award letter by the first day of class, the student must be prepared to pay or make arrangements to pay for any tuition and fee charges with the Business Office on their campus. A payment plan option is available through the Business Office. If books are not supplied by NTC, students have the choice to purchase through NTC or may acquire them on their own. If a student has not been awarded financial aid or set up a payment plan by the end of the third week of classes, the student may be dropped from the training.

## **Types of Aid Available**

The following types of financial assistance may be available through Northeast Technology Center:

- Federal Pell Grant
- Oklahoma Tuition Aid Grant
- Bureau of Indian Affairs Grants
- NT Foundation Scholarships
- Otha Grimes/Francis Tuttle Scholarships
- Veterans Education Benefits
- NTC 13<sup>th</sup> Year Scholarship

## **File Review and Verification Requirement**

Sometimes applicants are selected by the Department of Education for review and this process is called verification. The items required for verification are requested by the Financial Aid Office. Appropriate forms will be mailed to the student and requested returned within 30 days. These forms must be returned to the Financial Aid Office and reviewed before the award process can proceed. In addition to verification, the staff must review a student's file for database matches; reject codes, and C codes. Subsequent ISIR records must be reviewed for changes that may impact the applicant's aid eligibility.

In addition, the Financial Aid Coordinator may select a student for verification if there is a discrepancy or a condition which is unusual and warrants investigation. All documents required for verification must be returned to the Financial Aid Office.

The Financial Aid Office collects the appropriate documents from the applicant, based on the guidelines published in The Application & Verification Guide. Items that generally must be verified are done by comparing the data items on the SAR/ISIR with identical items on the IRS tax return transcript and/or other primary documentation.

### **Conflicting Information**

- Financial Aid staff review documents to make sure there is no conflicting information on file
- If conflicting information is identified, the student is contacted in an attempt to resolve the conflict
- Any additional information submitted is reviewed to resolve conflict
- If incorrect information is identified, the corrections are reported to the Department of Education using EDEExpress

### **Forms Used to Verify Files**

All students applying for Federal Student Aid Programs are requested to complete the identity Statement of Educational Purpose and the Pell Grant Disbursement Authorization/Student Acknowledgement form.

When a student is chosen for verification, the student is required to complete forms applicable to their dependency status. Dependency status is defined as whether or not the student must report parent information on their FAFSA. Applicable forms will be mailed to the student from the Financial Aid Office and must be returned within 30 days.

### **Pell Eligibility Requirements**

Student must:

- Have a valid ISIR
- Be a regular student enrolled in an approved major of 600 or more clock hours
- Be a U.S. citizen or eligible non-citizen
- Eligible non-citizens may be required to furnish proof of their immigration status, and the Financial Aid Office will advise the student of the documentation requirements.
- Be in good standing and maintaining satisfactory progress (SAP) in the course of study he/she is pursuing according to the standards of NTC
- Not owe a refund on any grant
- Not be in default on any student loan, and has not borrowed in excess of loan limits under Title IV programs at any institution
- Not have reached their Pell LEU (Lifetime Eligibility Used) limit
- Have a social security number
- Have a high school diploma, GED, home schooling documentation, or college equivalent
- Agree to use all Title IV money received only for expenses related to study at NTC

These are general eligibility requirements. Some additional eligibility requirements may be specific to particular majors, Pell applicants or verification requirements.

### **Title IV General Eligibility**

Eligibility is based upon meeting the general criteria required by the U.S. Department of Education.

Additionally, this grant is restricted to undergraduate students (students who have not earned a Bachelor Degree). Also the student must be beyond the age of compulsory school attendance in the State.

The student must have a high school diploma, GED certificate, documentation of high school graduate equivalent, such as home schooling, or college equivalent, as meets Department of Education regulations. The student must make satisfactory progress in his/her course of study. This means the student must maintain a “C” average and meet the attendance policy requirements of NTC (see Academic Policy).

### **Determination of Need**

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 education minus the amount the student and his/her family is expected to pay as determined by a standard formula.

Cost of education is the total amount it will cost a student to attend school for one year.

The amount the student and his/her family are expected to pay as determined by a standard formula is called the Expected Family Contribution (EFC). This amount is calculated by evaluating the information the student files in his/her aid application. Factors such as the family’s income, assets and number in family are considered in determining the family’s contribution.

### **Packaging and Processing Procedures**

- Student completes the FAFSA application, preferably online.
- Information is pulled down from the servicing center electronically each day.
- Verification of student’s enrollment in Career Major and number of hours in Career Major
- Verification of enrollment status; Full-time or Half-time
- Student is sent letter requesting needed documents
- Documents, once received, are processed and checked against ISIR; make any corrections
- Corrections are verified and student’s information is packaged for Pell in EDEExpress
- Student is awarded
- Award letter is mailed to student and a copy sent to the campus
- Pell checks are requested from the Business Office
- First disbursement checks are issued according to schedule
- Additional disbursement checks will not be issued until satisfactory academic progress is checked and student is meeting SAP. Student must complete 100% of all course work and clock hours within the payment period to be eligible for the next disbursement.

### **Dependency Status**

A student may request a change of status from dependent to independent. The request will be viewed and all documentation will be considered before final determination is made.

Information that may be requested for a dependency override:

- Copies of tax returns for two previous years
- Letter from both parents stating they provide no financial support
- Letter(s) from outside source(s) stating any relevant information pertaining to the student’s dependency status.

## **ISIR**

Student ISIRs are drawn down daily by the Financial Aid Office and reviewed to determine if they are valid.

Verification/corrections are made on an individual basis as required. The ISIR is then processed by the Financial Aid Office and the student is contacted by letter and/or email for any requested documentation.

## **Eligibility**

NTC operates under the concept of open enrollment.

Financial Aid assistance requires a high school diploma, GED, documentation of home schooling or college equivalent before the financial aid may be processed.

## **Eligible Major / Prior Credit**

Students are required to complete an enrollment form stating their enrollment in a major that will lead to a certificate with no less than 600 clock hours.

All students are admitted into a full program. No conditional or provisional enrollments are accepted.

Credit from previous training will be evaluated through campus Student Services. A student may receive prior credit for no more than 50% of the hours required to complete a chosen major. A student must supply transcripts, or documentation of prior training that may be relevant to the NTC major for which they are enrolling.

## **Eligible Non-Citizen**

All ISIRs are reviewed for “flags” showing any non-match such as non-citizen, social security or selective service match, etc. When these non-matching “flags” appear, the student is sent a written request for documentation showing proof of eligibility.

## **Default**

National Student Loan Data System (NSLDS) will be accessed to determine the status of a student’s loans, Pell disbursements in excess of limits and general Pell disbursement information relevant to awarding a student.

If a student is found to be in default status (loan), the Financial Aid Office will communicate with the student for clarification of the status. The Financial Aid Office will provide contact information to agencies for processing their consolidation, rehabilitation and also reference as to who may provide guidance so that the student may gain eligibility.

## **Verification**

When the student’s ISIR is selected for verification, the Financial Aid Office will process verification according to the verification code required by the Department of Education. The Financial Aid Office will send a letter to the student requesting the items/documentation required, along with corresponding verification forms to be completed. Students will not be awarded financial aid until all documentation has been received, reviewed, and processed.

When completed forms and documentation are received in the Financial Aid Office they are compared to the student’s ISIR. If all match, successful verification is noted in EDEXpress and the student can be awarded.

If there is a discrepancy, the Financial Aid Office will notify the student of the need to correct the FAFSA information. Additional documentation and/or student signed confirmation that the information is correct may be required. All

documentation requested to verify the ISIR is required to be returned to the Financial Aid Office within 30 days of the request.

After all discrepancies are resolved, the student will be awarded financial aid.

## **Fraud**

The Financial Aid Office may 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.

### **Procedures for reporting fraud**

All staff must refer suspected cases of fraud to the Financial Aid Office.

Examples are:

- Use of false identities
- Forgery of signatures of certification
- False claims of income
- False claims of citizenship
- False claims of independent student status

If the Financial Aid Office has no firm documentation of fraud and the application has been otherwise verified and all eligibility criteria met on the face of the documentation presented, the institution will continue to disburse aid until a ruling of fraud has been received from the Department of Education.

## **Transfers / Repeated Courses**

Prior training will be evaluated by campus Student Services and instructors when a student transfers from another institution or from one career major to another. If granted prior credit, the number of hours deemed as prior credit will be included in the maximum timeframe allowed hours for the current program. Pell funds will not be paid for prior credit. Prior credit is limited to 50% of the hours of the current program hours.

Courses that are repeated within the current major will not be available for Pell funding.

A grade of "I" or Incomplete will not count as hours completed toward Satisfactory Academic Progress.

## **Pell Recalculation**

Pell recalculation is required under the following circumstances:

- The student's EFC changes at any time during the award year
- The student's enrollment status changes from one academic term to another within the same award year (Full-time to Half-time and vice versa)
- The student's enrollment status changes during the payment period before the student begins attending school

## **Disbursement Procedures**

The Financial Aid Office will compute the total grant and payments, due the student, after all documentation has been submitted and verified. The original award letter is mailed to the student, a copy is sent to the perspective campus and a copy is put in the student's file in the Financial Aid Office. An Authorization Form is also mailed to the student. The student must sign and return the form to the Financial Aid Office, stating that the student may charge books, supplies, equipment and testing fees to their account.

Disbursement occurs when the award money has either been credited to the student's account and/or a check is written to the student. Disbursements are set by payment periods appropriate to the clock hours in the major.

A credit balance on the student's account occurs when all charges have been paid and the student's account shows a zero balance owed. The student will then receive a refund check for the remaining balance of the Pell disbursement. Students may pick up their checks in the Business Office on their campus.

Late disbursements may occur when a student submits eligible ISIR data to NTC after the end of an enrollment period for which the student met all necessary criteria. The student will receive a retroactive (late) award, provided the student's file is complete prior to the last day of classes in the academic year.

## **Satisfactory Academic Progress (SAP)**

### **Minimum Standard for All Students**

Satisfactory Academic Progress (SAP) is measurement of a student proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. In order to receive Title IV and institutional assistance, a student must be in good standing and be making satisfactory progress. A student must be capable of continued enrollment to be in good standing. Student must be admissible to an educational major as demonstrated by diploma, GED, home schooled, or college credit hour equivalent. Once admitted the student must be performing well enough in terms of grade and progression to continue enrollment.

Students receiving financial assistance must demonstrate the ability to satisfactorily complete post-secondary work. SAP is based on these components:

- Completed clock hours
- Grades
- Weeks
- Progress

As long as these standards are being met, a student may receive financial aid for which they are eligible. Students must attend 90% of the scheduled hours in their career major to maintain eligibility for financial aid. The student must also maintain a grade point average of 2.0 (C) or higher. The student must also be progressing on schedule in terms of the clock hour length of the program.

Before the second payment can be disbursed to the student, the student must also have attended the number of weeks paid by the first disbursement. The student must be progressing in their major in a manner that they will complete their training before they have attempted more than 150% of the published number or hours required. In all cases, a student must be in good standing and be eligible for continued enrollment. A grade of "I" or Incomplete will not count as hours completed toward SAP.

At the end of the student's first payment period, SAP will be checked. If the SAP requirements are not met, the student's financial aid will be suspended. The student will be notified in writing and given the SAP policy, appeal form and appeal process information.

Students transferring from one major to another are responsible for progress in the first program before being eligible for financial aid in the second major. If progress was slow in the first major, the student has a nine week period in the second program to prove satisfactory progress.

For students who have not had consecutive enrollment over an extended period of time, clock hours attended two years prior or more are not considered for progress or eligibility requirements.

### **Re-Establishing Eligibility**

In the event that a student does not earn at least a grade of “C” for any payment period, or has excessive absences (over 10% of hours in a payment period) the student will be notified that his financial aid is suspended. In order to re-establish eligibility, as student will be required to pay for the next grading period and must maintain at least a grade of “C” with no more than 10% of absences for each quarter of their major. If this standard is met, financial aid will be reinstated for the next grading period/quarter.

A student may have personal circumstances that they believe should excuse not progressing according to schedule or maintaining a “C” grade average. A student denied aid for failure to maintain SAP may file a written appeal with the Financial Aid Office. The appeal will be reviewed by a committee consisting of three people outside of the Financial Aid Office and an exception may or may not be made. All decisions of the committee are final.

***According to U.S. Department of Education regulations, effective July 1, 2011, anyone with records below these standards will have their financial aid immediately terminated. There is no longer a warning period.***

### **Frequency of Evaluation And Disbursements**

Students will receive one disbursement per payment period. Half-time students will have their award split into two payments per payment period. The student will be awarded funding after the student submits all required information and documentation to the Financial Aid Office and it is processed. The first disbursement will be made after the awarding is complete. The first disbursement will be half of the awarded funds. Any payment due to NTC may be deducted from the payment. Any remaining balance of the disbursement will go directly to the student. SAP will be checked at the end of each payment period. If a student is meeting SAP requirements, he/she may receive a second disbursement. A student must complete hours and weeks paid for in the first payment period and be meeting SAP requirements before any additional disbursements will be made.

### **Loss of Funding**

Financial aid will be suspended if the student has not maintained SAP according to NTC policy. If a student is not maintaining a GPS of 2.0 (C) or higher, or has not attended the required number of hours, or is not progressing in his/her major, he/she will receive a letter of termination of financial aid. A copy of NTC Satisfactory Academic Progress Policy and a Financial Aid Appeal Form will be enclosed with the termination letter. The student will have 15 days from the date of the letter to file an appeal, which must be submitted in writing, along with supporting documentation, to the Financial Aid Office. The appeal will be reviewed by an appeal committee. The student will receive written notification of the appeal decision. The committee’s decision is final.

If the committee approves the appeal, the student’s financial aid will be re-instated for one payment period. The student will remain on probation for that payment period. If appeal conditions and NTC SAP policies are not met at the end of that payment period, the student’s financial aid will be terminated without option of appeal.

During this process, the student may be required to set up a payment plan with campus Student Services to pay for tuition and other required fees.

For a student to re-instate financial aid after an appeal is denied, the student must attend one full financial aid payment period without benefit for financial aid, at their own expense, and must meet all NTC and Financial Aid policies regarding SAP. After meeting those policy requirements, a student may submit documentation to the Financial Aid Office requesting re-instatement of their financial aid.

*Documentation should be submitted to:*

Northeast Technology Center - Financial Aid  
PO BOX 487  
Pryor OK 74362

## **Return Of Federal Title IV Unearned Funds And Post-Withdrawal Payments**

Federal law now specifies how schools determine the amount of federal financial aid a student earns if he/she withdraws officially, drops out or unofficially withdraws, is dismissed, or take a leave of absence prior to completing more than 60% of a payment period. The purpose of the calculation to return Title IV Funds (R2T4) is to determine the amount of funds earned by a student for the time period attended before withdrawing.

Official withdrawal is when a student notifies NTC that they will be withdrawing or the school withdraws the student because of excessive absences, low grades or behavioral reasons. Unofficial withdrawal is when the student ceases to attend without notification to NTC. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. After withdrawal, the amount of Title IV (Pell) earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed is less than the amount earned, the student may be eligible to receive a post-withdrawal disbursement of the earned aid not yet received. A student is considered to have withdrawn from a payment period if the student does not complete all of the clock hours and weeks of instructional time in the payment that the student was scheduled to complete. The amount of federal financial aid assistance that the student earns is determined on a pro-rated basis. Once the student has completed more than 60% of the payment period, all financial aid assistance is considered to be earned.

The percent earned equals the number of clock hours completed up to the withdrawal date (the student's last date of attendance as determined by the institution from its attendance records and also includes students who do not return from an approved leave of absence) divided by the total clock hours in the payment period. The percent of unearned funds equals 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. NTC will return funds for which it is responsible.

The student will be responsible for returning any remaining unearned aid not included in the portion that the school is required to return. Any grant amount that the student is required to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds. The student will be sent a letter giving an explanation of the calculation and stating the amount the student has to return. The student has 45 days to respond to the letter and to set up a re-payment plan with NTC. If a student does not reply to the letter of notification within 45 days, the grant overpayment will be submitted to the Department of Education. The student will then deal directly with DOE. The student may also be billed for funds NTC is required to pay.

If the Return of Title IV Funds calculation shows that a student earned funds they were not paid, a post-withdrawal disbursement is generated.

Post-withdrawal funds are paid in the following order:

- NTC withholds any outstanding charges owed by the student
- The student receives any balance of funds paid directly to the student

## **Professional Judgment**

Professional judgment is defined as a discretionary decision or opinion reached on the basis of the experience of the Financial Aid Coordinator to address unusual circumstances that affect the student's eligibility.

Professional judgment is used for students whose financial and personal backgrounds truly reflect a unique circumstance, which federal regulation does not address. Professional judgment is assessed on an individual case-by-case basis.

Before a professional judgment can be initiated, the student must request professional judgment or Dependency Override. The initial request may be made in person, but the official request must be a written explanation describing the situation or special circumstance. The appropriate Professional Judgment form or Dependency Override is given to the student to complete and the form must be returned with the required written statement from the student and other documentation supporting the situation or special circumstance.

The Financial Aid Coordinator reviews the request and decides whether a professional judgment should be exercised. The Financial Aid Coordinator completes the appropriate section of the ISIR in EDEXpress. This indicates to CPS that a data element or dependency status has been changed. The Financial Aid Coordinator signs the Professional Judgment or Dependency Override form and indicates the decision by checking the approved or declined response.

## **Oklahoma Tuition Aid Grant (OTAG)**

This grant program is administered by the Oklahoma State Regents for Higher Education and is designed to provide a grant to needy undergraduate students. The grant is awarded by the Oklahoma Tuition Aid Grant Program. Notification is sent to the Financial Aid Coordinator from the OTAG program each fall and spring semester. A check will be disbursed to each student when funds are received from the OTAG office. The student's award will be reduced if the student is attending less than full time.

Eligibility is based upon the general criteria in Section A as well as Oklahoma residency.

Need is determined from the FAFSA using a formula developed by the Oklahoma State Regents.

Grant amounts are based upon 9-month tuition costs at Northeast Technology Center and the level of need is assessed by the Regents.

The Financial Aid Coordinator requests, by email, an enrollment checklist from the State Regents office. The Regents office will email the enrollment checklist to the Financial Aid Coordinator. Each student's eligibility is verified for current enrollment status; the coordinator signs the checklist and emails it back to the State Regents office. A check and disbursement roster is then mailed to the school. The check and roster are sent to the Accounts Payable clerk requesting payment. Individual checks are written and sent to the respective campuses. Students are notified that checks have arrived and are advised that they can pick them up at the campus Business Office.

If a student owes the institution money, they will be expected to pay their outstanding charges at the time of disbursement.

## **Other Funding Agencies and Resources**

### **Workforce Investment in Action**

- This is a Federal program of assistance, which provides tuition and supply expense assistance.
- The student must be unemployed, underemployed and economically disadvantaged.
- The student must contact the WIA Office in their county of residence.

### **Vocational Rehabilitation**

- This is a program of assistance for individuals who are physically or mentally handicapped. Services include testing, psychological examination and counseling services. In some cases, Rehab may pay tuition, fees, books and supplies.
- Eligibility is assessed by Vocational Rehabilitation Services.
- The student must contact the Vocational Rehabilitation Services Office in their county of residence.

### **Bureau of Indian Affairs**

- This is assistance in the form of grants, which may cover tuition, supplies and living expenses.
- Eligibility is assessed by the Bureau of Indian Affairs.
- The student must contact their local Bureau of Indian Affairs office.

## **Veteran's Education Benefits**

- Veteran's education benefits are monthly stipends and/or payment to NTC and/or to individuals enrolled in an eligible, VA approved program.
- The student's eligibility is based on their status as an honorably discharged veteran.
- The student must contact the Veteran's Administration and the NTC Financial Aid Office.

### **Veteran's Administration Financial Aid Guidelines**

In order to be certified to receive VA Education Benefits, the student must submit the following:

- Official Authorization of Education Benefits/Certificate of Eligibility – this can be requested from the Muskogee VA Office or online
- NTC Prior Credit form – this form requires the student to report any prior military training, education and work experience.
- The student's instructor and campus Student Services will evaluate the prior credit form. Any prior credit approved may be adjusted from the student's enrolled training in all/part of the following:
  - Curriculum hours
  - Attendance hours
  - Cost of attendance
  - Length of training certified to the VA
  - All transcripts for any schooling/training post high school
  - Military transcript. If a student does not have a military transcript, the student may submit their military branch's Report of Separation & Record of Services or Certification of Release or Discharge from Active Duty which lists military education

- Other documentation of any former training or field experience related to the training in which the student is enrolled. (work experience)

After the student’s first day of attendance and after all documentation has been received by the Financial Aid office and evaluated, the student will be certified with the VA by the School Certifying Official/Financial Aid Coordinator. The student is responsible for notifying the Financial Aid Office of their first day of attendance.

**In order to receive continuing VA funding, it is the student’s responsibility to go online to [www.gibill.va.gov](http://www.gibill.va.gov) or call the VA Monthly Verification of Attendance number, 1-877-823-2378 at the end of each month’s training to verify attendance hours.**

**VA Satisfactory Academic Progress**

NTC’s Satisfactory Academic Progress policy requires 90% or better attendance, a grade of 2.0 “C” or better and progression in the student’s major. VA attendance/progress is checked on the first day of each month, for the previous month. If the student’s attendance is below 90% and/or the student has below a 2.0 “C” grade, the student will be mailed a probation letter stating that they are on probation for the following month and are in jeopardy of having their VA funding terminated if they are not meeting SAP requirements the following month. At that time the student will still receive their VA funding. The student’s probationary status is reported to the VA by the School Certifying Official.

The student remains on probation until SAP is checked the following month. If SAP requirements are met at the end of the second consecutive month, no interruption of VA benefits will occur and the student will be taken off probation. If SAP requirements are not met at the end of the second consecutive month, the VA will be notified and VA funding benefits will be suspended immediately.

The School Certifying Official will mail the student a letter of suspension with appeal forms enclosed. To re-instate VA funding, the student may submit an appeal, with documentation, to the Financial Aid Office within 15 days of the date of the letter. An appeal committee will review the appeal. If the appeal is granted, the student will remain on probation with VA funding for a two month period but will receive their VA funding. During the probation period, the student must meet all conditions required by the appeal committee. When those required conditions are met, the student will be taken off probation. If the student does not meet the committee’s conditions in the two month period, VA funding will be suspended.

If the appeal is not granted, the student’s SAP will be checked each month. If the student has met SAP requirements for two consecutive months, VA funding will be re-instated. If the student has not met SAP requirements, the student will remain on funding suspension until he/she does so. Once the student re-establishes financial aid eligibility, a written request must be submitted to the District Financial Aid Office in order for funding to be reinstated.

VA Website address	<a href="http://www.gibill.ba.gov">www.gibill.ba.gov</a>
VA Education office	1 (888) 442-4551
VA Monthly Verification of Attendance	1 (877) 823-2378
Other VA benefits	1 (800) 827-1000
NTC Financial Aid Office	1 (918) 825-7040

**NT 13th Year Scholarship**

NTC offers scholarships for graduation high school seniors who have demonstrated an ability to succeed by maintaining a 2.0 grade average, ranking in the upper 50% of their class, exhibiting a good attendance record and having not previously completed a program at NTC. Scholarships are made available by the Northeast Technology Board of Education. Application is made by submitting a scholarship/adult education application form and a seven-semester high school

transcript. Applications are available in the campus Student Services office. Applications must be received no later than April 15<sup>th</sup> in order to be eligible for fall enrollment.

### **NT Foundation Scholarship**

Northeast Technology Foundation funds and offers a scholarship. Students are selected by need. The scholarship will pay for books, fees, and supplies related to the student's program of study. In addition, other special required needs will be taken into consideration. Applications are available on the NTC website, campus Student Services offices and the Financial Aid Office.

### **Otha Grimes/Francis Tuttle Scholarship**

The Oklahoma Career and Technical Foundation offers an Otha Grimes/Francis Tuttle Scholarship for adult students who have initiated formal training to achieve vocational career objectives. Application is made by submitting the Otha Grimes/Francis Tuttle Scholarship form by mid-September and mid-January of the semester the student wishes to attend.

The scholarship is reserved for deserving adult students who may not qualify for other scholarships or student assistance programs. They are awarded on the basis of need and commitment rather than on grades alone. The money awarded will be applied toward books, tuition and other direct expenses incurred for training. Scholarships are unrestricted with respect to occupational area. Application must be submitted through the Financial Aid Office.

### **General Refund Policy**

Refunds are for tuition only. No refunds are available for books, fees, supplies, etc. To receive a partial tuition refund, the student must officially withdraw by completing a withdrawal form and make a written request for the refund to the campus Business Office no later than 15 days after he/she withdraws.

Refunds will be processed as follows:

- Drops processed in the first 59 clock hours of career major = 25% refund
- Drops processed after the first 59 clock hours of career major = NO refund
- No refunds will be processed after 60 clock hours of the career major are completed. This is roughly equivalent to 19 days for half time students, or 9 days for full time students. Refunds for Practical Nursing (PN) testing may fall under a separate procedure. See the PN Student Handbook for PN Refund Policy.
- Refund amounts are based on the TOTAL tuition for the entire career major, not the length of time the student attended. All refunds will be processed within 30 days of written request. If tuition and fees were paid from a source other than the student (Pell, Voc Rehab) the money will be refunded to the appropriate agency.

Refunds will be made in the following order:

Pell, Outside Agencies, Student

## **General Description of Division of Responsibilities**

### **Awarding**

The aid officer is responsible for financial aid counseling, needs assessment, awarding funds, monitoring student progress, computing refunds and overpayment, payment requests and student record maintenance. The aid officer also submits payment/awarding information to the Department of Education online via EExpress.

Program record maintenance, accounting and reporting, generating student checks, G5 account draw-downs and returns, statements of accounts and ED Payment System Reports are the responsibility of the Central Business Office.

### **Disbursing**

Checks are disbursed by the Business Office at each campus.

### **Maintaining Funds**

The Central Business Office maintains all bank records and G5 accounts associated with Title IV funds. NTC makes student payment disbursements to the students from the General Fund and draws down expended funds through the G5 account.