

# **Indian Capital Technology Center**

## **Consumer Information Guide 2011-2012**

## Indian Capital Technology Center School District #04

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Contents can also be viewed at: [www.ictctech.com](http://www.ictctech.com) under the Information Center

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## Section I: Introduction

Indian Capital Technology Center School District #04 has four campuses located in Muskogee, Tahlequah, Sallisaw, and Stilwell. ICTC offers numerous full-time career majors, with most of those eligible for Title IV Financial Aid. It is our mission, "To prepare people for success in the workplace."

ICTC also offers services to existing companies, small business owners, or entrepreneurs just getting started. ICTC's Business and Industry Services Department has programs and services in place to help companies achieve their goals.

Full-time career majors are offered between the hours of 8:00 a.m. to 3:00 p.m. Monday thru Friday.

These facilities are approved by the Oklahoma Department of Career and Technology Education as having adequate space available in each course approved for Title IV Student Financial Aid.

All ICTC facilities are modern and up-to-date, and the equipment provided in each course meets industry standards.

*All facilities are equipped to accommodate the handicapped.*

### A. Facilities

#### 1. Name and Location

*Indian Capital Technology Center  
Muskogee Campus  
2403 N. 41<sup>st</sup> Street East  
Muskogee, OK 74403*

*Indian Capital Technology Center  
Sallisaw Campus  
HC 61, Box 12  
401 Houser  
Sallisaw, OK 74955*

*Indian Capital Technology Center  
Tahlequah Campus  
240 Vo-Tech Drive  
Tahlequah, OK 74464*

*Indian Capital Technology Center  
Stilwell Campus  
Rt. 6, Box 3320  
Stilwell, OK 74960*

**ICTC is in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), and the Americans with Disabilities Act of 1990, and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This provision includes but is not limited to admissions, employment, financial aid and educational services.**

## 2. Faculty and Programs

| <b>Programs (Career Majors)</b>                                       | <b>Clock Hours</b> | <b>Weeks of Instruction</b> |
|---|--------------------|-----------------------------|
| Administrative Assistant  | 1050               | 37                          |
| Administrative Assistant - Basic                                      | 600                | 22                          |
| Advanced Acute Care Nursing Assistant (Pre-Nursing)                   | 1050               | 37                          |
| Automotive General Service Technician                                 | 1050               | 37                          |
| Automotive General Service Technician (NATEF Aligned)                 | 945                | 34                          |
| CAD Drafter   | 1050               | 37                          |
| Collision Repair Technician   | 1050               | 37                          |
| Cosmetologist   | 1500               | 37                          |
| Culinary Hospitality Assistant  | 1050               | 37                          |
| Diagnostic Aid and Nurse Assistant                                    | 1050               | 37                          |
| Electrician's Assistant   | 1050               | 37                          |
| Enterprise Network Associate  | 1050               | 37                          |
| Graphic Artist and Printing Production Technician                     | 1050               | 37                          |
| Heavy Equipment Operator  | 1050               | 35                          |
| Hotel Rooms Division Specialist (2010-2011 Returning Students)        | 1050               | 37                          |
| Legal Office Assistant  | 1090               | 37                          |
| Licensed Practical Nurse  | 1463               | 47                          |
| Lodging Manager   | 1050               | 37                          |
| Manufacturing Production Machinist                                    | 1050               | 37                          |
| Manufacturing Technician  | 1050               | 37                          |
| Master Instructor   | 1000               | 37                          |
| Mechanical Journeyman   | 1820               | 45                          |
| Mechatronics Systems Technician                                       | 1050               | 37                          |
| Medical Insurance Coder   | 1050               | 37                          |
| Medical Office Assistant  | 1050               | 37                          |
| Nail Technician   | 600                | 22                          |
| Payroll Accounting Clerk  | 1050               | 37                          |
| Pharmacy Technician plus HCC Core                                     | 1050               | 37                          |
| Radiologic Technologist   | 2750               | 88                          |
| Radiologic Technologist (2010-2011 Returning Students)                | 2850               | 90                          |
| Residential HVAC Technician   | 1050               | 37                          |
| Residential/Commercial Carpenter                                      | 1050               | 37                          |
| Residential Construction Technician *                                 | 1050               | 37                          |
| Service Careers Building & Grounds Maintenance Technician's Assistant | 1005               | 35                          |
| Service Careers Facilities Maintenance and Landscape Designer         | 1050               | 37                          |
| Service Careers Horticulture Technician                               | 1050               | 37                          |

|  |      |    |
|--|------|----|
| Surgical Technologist (Accredited Program) | 1200 | 40 |
| Veterinary Assistant                       | 1050 | 37 |
| Visual Arts Production Artist              | 1020 | 36 |
| Welder/Fitter                              | 1050 | 37 |

\*Pell Grant eligibility for this career major is pending approval from the US Department of Education.

For career major course descriptions, please see our Full-Time Career Major Brochure or refer to our web-site at [www.ictctech.com](http://www.ictctech.com).

## B. Entities that License and Accredit

ICTC is accredited by the Oklahoma Department of Career and Technology Education, Oklahoma State Department of Education, Oklahoma State Accrediting Agency, Oklahoma State Department of Health, National League for Nursing Accreditation Commission, Joint Review Committee on Education Radiologic Technology (JRCERT), Commission Accreditation of Allied Health Education Program (CAAHEP), Automotive Service Excellence and the National Automotive Technicians Education Foundation.

Any student wishing to review documents describing the institution's 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 for inspection.

## C. Rights and Responsibilities of Recipients

### 1. Right-to-Know

- a. Institution's annual campus security report
- b. Information on financial aid
- c. Information on the school
- d. Student completion, graduation, placement, retention
- e. Information about students' rights under FERPA
- f. Drug and alcohol policies and programs available
- g. Copyright Infringement Policy
- h. Textbook Information
- i. Constitution Day
- j. Net-Price Calculator\*website under development

### 2. Responsibilities

- a. Use financial aid funds for school related expenses
- b. Report all outside aid to the financial aid office
- c. Maintain satisfactory academic progress
- d. Report changes in enrollment to the registrar and financial aid office
- e. Notify the financial aid office before withdrawing

- f. If you don't understand the financial aid process ask questions
- g. Complete the required paperwork requested to the financial aid office

### **3. Confidentiality**

ICTC 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.

## **D. Student Services**

### **1. Services to Students with Disabilities**

ICTC provides reasonable accommodations and support for students with disabilities and special Education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA). If you have questions, need accommodations, or need a copy of the complete Notice of Rights: Section 540/ADA, contact Tom Osborn, at 918.348.7965 or tomo@ictctech.com.

### **2. Testing and Assessment**

Each campus has an Assessment Specialist who provides various testing for students. These tests include: KeyTrain, Accuplacer, (pre-enrollment tests), OKCIS – Interest Inventory, Competency tests, CNA tests, EPA tests, and Work Keys. For more information, contact the Academic Center on each campus between the hours of 8:00 a.m. and 4:00 p.m.

### **3. Academic Enhancement**

ICTC's academic enhancement instructors provide services to help students be successful in their program of study. They are available to assist students with exam remediation in English, reading and literature, job placement, student leadership, and CTSO contestant training. Bruce McAfee, Muskogee Campus and Vickie Hand, Stilwell campus are the math instructors who provide tutoring upon request. For more information, Bruce can be reached at 918.348.7964 and Vickie can be reached at 918.696.3111.

### **4. Counseling Available**

ICTC counselors are located on each campus. They are available to assist high school students with all counseling needs. Student Services office hours are 8:00 a.m. to 4:00 p.m.

## 5. College Services

ICTC students can earn up to 30 hours college credit while enrolled in specified programs through cooperative agreements through Connors State College and OSU-IT. Specified college credit for each program is listed in our full-time career major brochure and on our web-site at [www.ictctech.com](http://www.ictctech.com). The credits earned may be used toward an Associate in Applied Science degree. For more information, contact Johnathon Ford, at 918.348.7969.

## Section II: Financial Assistance Available

### A. Title IV Programs of Assistance: General Conditions of Eligibility

ICTC participates in the following Title IV financial aid programs: Federal Pell Grants, and the Oklahoma Tuition Aid Grant (OTAG).

In general a student is eligible to participate if the student:

1. Is a regular student
2. Is enrolled or accepted for enrollment in an eligible career major that leads to a certificate as a post-secondary student after vocational assessment has occurred.
3. Have a high school diploma or its equivalent, or;
  - \* Pass an approved ability-to-benefit test (ATB),
  - \* Enroll in a school that participates in an approved state process, or
  - \* Complete his or her state's requirement applicable to home schooling;
4. Is not simultaneously enrolled in an elementary or secondary school
5. Is a U.S. citizen, or U.S. national (which includes natives of American Samoa or Swain's Island)  
Is a U.S. permanent resident who has an I-151, I551, or I-551C (Alien Registration Receipt Card).  
Is a citizen of the Freely Associated States: Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau to be eligible for the Federal Pell Grant, Is an "Eligible Non-Citizen", an eligible non-citizen is an individual who can provide documentation from the United States Citizenship and Immigration Services (USCIS), in the Department of Homeland Security (DHS), that she/he is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident. An eligible non-citizen will have an Arrival-Departure Record (I-94) from the Bureau of Citizenship and Immigration Services showing one of the following designations: "Refuge", "Asylum Granted", Cuban-Haitian Entrant, Status Pending, or Conditional Entrant (valid only if issued before April 1, 1980). Note: (UCIS was formerly known as the U.S. Immigration and Naturalization Service).
6. 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.
7. Be registered with Selective Service if required.
8. Certify, by signing a statement of Educational Purpose, that she/he will use federal student financial aid only to pay for educational costs;
9. Is not in default on any Federal loans; and has not borrowed in excess of the loan limits, under Title IV programs, at any institution.
10. Must not owe an overpayment on a Pell Grant, OTAG Grant received at any institution;
11. Must not have borrowed in excess of the annual or aggregate loan limits;
12. Must not have property subject to a lien for debt owed to the United States;
13. Is maintaining satisfactory progress in the career major she/he is pursuing according to the standards of this institution;
14. Must not have any disqualifying drug convictions; and
15. Have financial need, if applicable.

In addition, a student's eligibility for Title IV aid could be affected by such factors as:

Prior degrees, enrollment status, remedial course work, correspondence study, study by telecommunications, incarceration, and conviction for drug offences.

Note: These are the general eligibility requirements.

## **B. Definition of a Regular Student and Special Student**

- 1. 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, 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. (c) To be eligible to receive financial aid, entering students who do not possess a high school diploma or GED must demonstrate the ability to benefit by passing the ability to benefit test approved by the U.S. Department of Education. Passing scores are determined by USDE. Students meeting criteria (c) must also meet the criteria outlined in (b).
- 2. Special Student:** Entering students who do not possess a high school diploma or GED and have not attained passing scores on the Ability to Benefit Test are classified as special students and are therefore not eligible to receive Title IV Student Financial Assistance.

## **C. How to Apply for Federal Financial 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](http://www.fafsa.ed.gov). Computers are available in our testing center for students who do not have access to a computer.

Students who apply may qualify for:

1. Federal Pell Grant
2. Oklahoma Tuition Aid Grant (OTAG) - State Aid Deadline March 15<sup>th</sup>

Items needed to complete the FAFSA: Income information, (i.e. federal tax forms, w-2's) driver's license number, social security number, balances of cash savings, and checking accounts and asset information (Note: can't find your federal tax return? Obtain a free form 1722 by calling 1-800-829-1040).

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 ICTC if you 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.

Also, by signing you agree, that you will provide information to verify the accuracy of the FAFSA. This information may include Federal Tax Returns, and Verification forms. 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 pin number at [www.pin.ed.gov](http://www.pin.ed.gov). The pin number is a unique identification number and should not be shared or disclosed to anyone.

## **D. How Need is Determined**

### **1. Federal needs Analysis Methodology**

Federal needs analysis methodology is methodology for determining the Expected Family Contribution (EFC) for a student, as well as his/her Cost of Attendance (COA).

#### **(a) Cost of Attendance**

The cost of attendance (COA) is the total amount it will cost to go to school – usually expressed as a yearly figure. The COA 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 a disability, and miscellaneous expenses.

#### **(b) 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 school. The EFC can include a parental contribution in the case of a dependence student; and in the case of an independent student, a student (and spouse, if applicable) contribution.

The available income of the student and his/her spouse, and in the case of a dependent student, the student's parents; available income is considered in determining the EFC; as well as 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. Other items considered in determining the EFC can be obtained from the financial aid office upon request.

### **2. Use of Professional Judgment**

Professional judgment is a discretionary decision or opinion reached on the basis of the experience of a financial aid administrator. The professional judgment decisions of ICTC will be applied to all SFA programs, will be done on an individual case-by-case basis, and will only be made to data items in the cost of attendance and the need analysis (determination of the Expected Family Contribution). Data used in Professional Judgment decisions will be submitted via FAA Access to CPS on-line. Examples of use of Professional Judgment include but are not limited to: unusually high medical or dental expenses or a large change in income from last year to this year.

3. Institutional Costs

a. Tuition

| <u>In-District</u>   | <u>Out-of-District</u> | <u>Out-of-State</u> |
|----------------------|------------------------|---------------------|
| \$1.50 per clock hr. | \$3 per clock hr.      | \$3 per clock hr.   |

b. Books, Supplies, Fees Costs

Books and supplies vary among the different programs; however the average cost for post-secondary students are as follows:

|  |        |
|--|--------|
| Student Liability Insurance (Health Programs only)         | \$ 19  |
| Average books, supplies, fees for most programs            | \$ 150 |
| Average books, supplies, fees for LPN, Rad Tech, Surg Tech | \$2000 |
| Average books, supplies, fees for Cosmetology              | \$ 250 |

c. Living Cost

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

d. Student Budgets

| INDEPENDENT STUDENTS |          | DEPENDENT STUDENTS |          |
|----------------------|----------|--------------------|----------|
| 9 Month              | \$16,167 | 9 Month            | \$ 8,419 |
| 10 Month             | \$18,921 | 10 Month           | \$9,412  |
| 11 Months            | \$21,821 | 11 Month           | \$12,356 |
| 12 Month             | \$23,484 | 12 Month           | \$13,156 |

Budgets are derived from the following:

U.S. Dept. of Labor, Bureau of Labor Statistic/Consumer Price Index

For Detailed Calculations of Budgets see the Financial Aid Office

Note: ICTC does not participate in student loans. Federal Grants are entitlement programs so budget amounts do not affect the amount of Federal Aid a student may receive.

**E. Title IV Programs and Other Programs Available**

Federal Pell Grants

Oklahoma Tuition Aid Grant (OTAG)

Veterans Educational Assistance

Bureau of Indian Affairs

Vocational Rehabilitation

ICTC Senior Scholarship (Tuition Waiver)

Oklahoma's Promise

Scholarships:

- Otha Grimes/Francis Tuttle Scholarships
- Indian Capital Foundation Scholarships
- Charles Williams Scholarships
- Physician Manpower Nursing Scholarships

## Description of Programs Available and Application Procedures

### 1. Federal Pell Grant Program

- a. Definition – The Federal Pell Grant Program is a federally funded program which provides up to \$5,550 for the 2011-12 award year to post-secondary students enrolled in an eligible program at least half-time.
- b. Application Procedures – Students may apply by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students without a computer may go to our testing center to complete the FAFSA. Paper applications are also available in the financial aid office. For assistance in completing the FAFSA, you may schedule an appointment with the Financial Aid Specialist, Sandra Girdner or Financial Aid Specialist Assistant, Jon Ford. Within 3 to 5 days, the student will receive an eligibility report called a Student Aid Report (SAR), which consists of 3 to 5 pages. This report includes a summary of application information and the determination of the students' expected family contribution (EFC).

ICTC 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. ICTC only receives ISIR's for students who indicate ICTC's school code of 010053. The report includes a summary of application information and the determination of the student's Expected Family Contribution (EFC).

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

The method of computing eligibility applies to all dependent and independent students uniformly. The specific computations involved in the calculation may be obtained by contacting Sandra Girdner, Financial Aid Specialist or Jon Ford, Financial Aid Specialist Assistant.

The Financial Aid Specialist will determine if all application requirements have been met. If so, the EFC is used to calculate the scheduled Pell Award by using the annually published Scheduled Federal Pell Grant Awards Chart. Depending on the career major enrolled and number of hours left to complete, typically two payment periods are scheduled per Academic Year. The student is notified of their payment amounts and estimated payment dates thru an award letter.

- c. Eligibility Requirements – Students must meet the eligibility requirement outlined in Section II-A, Title IV Programs of Assistance – General Conditions of Eligibility. 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; must not owe a refund on any Pell, Supplemental, or State Grant.

- d. Criteria for Selecting Recipients from Group of Eligible Applicants – All eligible recipients will be paid. Federal Pell Grant Amounts are based on:
  - I. Federal Pell Grant Cost of Attendance for a full academic year
  - II. Enrollment Status of the student
  - III. Length of the career major and length of time the student is enrolled
  - IV. Federal Pell Grant Payment Schedule (revised annually by the Department of Education)

ICTC has set its academic year at 900 clock hours and 26 weeks of instruction.

- e. Method and Frequency of Disbursement – Students receive their first payment as soon as the student, the financial aid office, the business office, and the government process all necessary paperwork. This is a collaborative effort with many players involved. Since the majority of students begin in August, first payments are usually made by October 15<sup>th</sup>. Payment dates vary depending on the career major enrolled and the full-time or half-time status of the student and school board meetings. A full-time student would obviously complete the required hours in a pay period sooner than a half-time student and receive their second disbursement at an earlier date. ICTC's grant approved Career Majors range from 600 to 1500 hours. Pay periods for 600 hour majors are divided into two 300 hour pay periods. Pay periods for 900 hour career majors are divided into two 450 hour pay periods. Students are notified of their payment period hours and estimated payment dates thru their award letter. The financial aid office notifies the business office, which in turn, draws down funds and disburses checks to the students. Signs are then posted around the campus to inform students that grant checks are available for pick up. The Bursar or Campus Registrar disburses the checks to students.

Students withdrawing from school prior to ICTC receiving a valid ISIR are not eligible to receive Pell Disbursements. However, eligible students who have not been paid prior to withdrawal are eligible for a post-withdrawal disbursement for the period enrolled as an eligible student. Students are sent a post-withdrawal acceptance letter and have 10 days from the date of notification to accept their disbursement. The check is then processed and mailed to the student.

According to the federal check disbursement policy, ICTC will collect applicable tuition and fees from the Pell disbursement before a check is issued to the student. Applicable outstanding book and supply charges will be also be deducted with appropriate authorization from the student.

### 3. Oklahoma Tuition Aid Grant Program (OTAG)

- a. 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.
- b. Application Procedures – Students may apply for Oklahoma Tuition Aid Grant (OTAG) by completing the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA should be completing by the March 15<sup>th</sup> deadline for the upcoming award year.

OTAG Award Claim Forms are requested by ICTC from the OTAG State Office to determine the students who are 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 ICTC.

The check is forwarded to the business office along with the names of the recipients and checks are cut twice a year, once in the fall and once in the spring.

- c. Eligibility Requirements – Students must meet the eligibility requirements outlined by Section II-A. 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 be enrolled or accepted for enrollments as a full-time or part-time student in an Oklahoma post-secondary educational institution accredited by the Oklahoma State of Regents or Oklahoma Department of Career and Technology Education.

Students must have substantial financial need as determined annually in accordance with OTAG criteria.

Students must maintain satisfactory progress in his or her program of study.

- d. Criteria for Selection – For best consideration, students should complete and submit the FAFSA to the federal student aid application system as soon as possible after January 1. It is important to apply early, as OTAG receives more eligible applications than can be awarded with available funds. How early a student applies can be the deciding factor in whether that student is offered an OTAG award. For best consideration, students should submit their FAFSA on or before the March 15<sup>th</sup> deadline.

- e. Method and Frequency of Disbursement – Eligible recipients must meet satisfactory academic progress to receive their check. Funds for OTAG are sent to the Institution and if nothing is owed to the school then a check is cut to the student by the business office once in the fall semester and once in the spring semester. Half-time student awards are typically \$253 per semester and full-time awards are \$500 per semester.

The Bursar in Building A on the Muskogee campus and Registrars on all other campuses, disburse 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. Other Programs

- a. Veterans Benefits – ICTC's Financial Aid Office assists eligible Veterans by sending in Enrollment Certifications to the Veterans Administration in Muskogee, Oklahoma once the student is enrolled. Eligibility is determined by the Muskogee office for the following programs: Montgomery GI Bill Active Duty – (**Chapter 30**), Selective Reserve- (**Chapter 1606**), Selected Reserve-Individual Ready Reserve and National Guard- (**Chapter 1607**), Veterans Educational Assistance Program – VEAP and Dependents' Educational Assistance Program – (**Chapter 35**). After October 29, 2011 Post 911/GI Bill (**Chapter 33**) will be offered as well.

Eligibility for VA-Vocational Rehabilitation - (**Chapter 31**) is determined by the Federal VA Vocational Rehabilitation Office in Oklahoma City, Oklahoma.

Half-time and full-time benefits are available.

- b. Bureau of Indian Affairs – Students may contact their Tribal offices for assistance with payment of their education. ICTC’s Financial Aid Specialist has a good rapport with the Creek, Cherokee and Choctaw offices and assists students with all necessary paperwork that the various Tribes require. Grants may provide tuition, books, supplies, and living allowances.
- c. Vocational Rehabilitation- Students with disabilities may contact, Employment Specialist Tammy Hall, at the Department of Rehabilitation Services for assistance with payment of their education. ICTC’s Financial Aid Office will assist students with all the necessary Voc-Rehab paperwork requirements.
- d. WIA – Workforce Investment Act is a federal program of assistance. Students must be “economically disadvantaged”, unemployed or underemployed to qualify for this program. There are Workforce offices located in Muskogee, Tahlequah, Stilwell and Sallisaw. ICTC’s Financial Aid Office will assist students with all the necessary paperwork requirements.
- e. ICTC Senior Scholarship - Tuition Waiver – ICTC provides tuition waivers for in-district students for the first year after high school graduation. This scholarship is available for up to one-half of the tuition due or \$787.50, whichever is less. To qualify students must complete the Senior Scholarship application available in the financial aid office.

Other Scholarships Available –

- a. Otha Grimes/Francis Tuttle Scholarships – The Oklahoma Foundation for Career and Technology Education administers these scholarships that are awarded to students in the fall and the spring. Award amounts range from \$200 to \$500 and are determined by the Foundation.
- b. ICTC Foundation Scholarships – The Indian Capital Foundation provides scholarship funds annually to be distributed to students who do not qualify for any type of assistance. ICTC awards funds to students to help offset their tuition amounts, books and fees are not covered.
- c. Charles Williams Scholarships – Charles Williams’ Trust money provides a partial tuition scholarship to a deserving student in the Muskogee Campus Automotive Service Career Major. An application must be filled out and are available in the Financial Aid Office. The award is for \$250.00.
- d. Physician’s Manpower Scholarships – Awarded annually in July to Nursing students only. Students applying for the scholarship are required to sign a contract with the State of Oklahoma for one year upon completion of the Nursing program.

Scholarships are posted on the information board located by the cafeteria and informational scholarship e-mails are sent to our instructors to post in their classrooms.

Contact Sandra Girdner, Financial Aid Specialist or Jon Ford, Financial Aid Specialist Assistant for scholarship applications and assistance.

## **F. Satisfactory Progress**

- 1. 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 or GED or assessment, which is used to determine the ability to benefit.

Continued eligibility is based on meeting the minimum standards in terms of conduct, grades, and ICTC's attendance and satisfactory progress policy to continue enrollment.

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

All students are considered to be making satisfactory academic progress at the time of enrollment. Satisfactory academic progress will be checked for each student receiving financial aid at the end of each payment period (450 hours). Unsatisfactory academic progress will result in the student losing eligibility to receive student financial aid. The student would be notified of this in writing should this occur. The two components of SAP are as follows:

#### **Qualitative Standards**

Students must maintain a cumulative grade of "C" or better. All students should refer to their student handbook for the ICTC academic grading policy.

#### **Quantitative Standards**

Students must show adequate pace of progression toward graduation from their career major. Pace of progression is cumulative, and is calculated by the number of clock hours completed divided by the number of clock hours attempted. A student's pace of progression should not be less than 78% , 350 hrs completed, each payment period in order to finish their course within the maximum time frame. The maximum timeframe that a student should not exceed is 150% of the published length of the career major in which the student is enrolled. [For example, a student enrolled in a 1050 clock hour career major that is scheduled to last 10 months will not be allowed longer than 15 months to complete the career major. This 15 month time frame would not include the summer months when class is not in session.]

All coursework will be counted toward the completion of the program of enrollment regardless of receiving funding from financial aid.

2. How to Re-Establish Eligibility- Students not maintaining satisfactory progress for a payment period will become ineligible to receive Financial Aid and the student will be required to pay any outstanding charges (Ex. tuition, books, supplies).

**Appeal:** When the student is sent notification of his/her financial aid ineligibility they will be sent a form stating the provisions for filing an appeal. The following are circumstances that could be considered extenuating circumstances allowing the appeal to be reviewed by the appeals committee:

- Illness of student

- Illness of dependent child

- Death of a family member

- 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 notify the student of the results. The determination of the committee is final.

The appeals committee will be determined by the Financial Aid Specialist.

**Appeal Committee Decision:** After the committee has reviewed all documentation and made a decision, the student will be notified of the results. If the decision is to reinstate the student's financial aid then the committee has determined that the student:

Will be able to make SAP standards by the end of the payment period; OR

Will be placed on an academic plan that will ensure that the student is able to meet SAP standards by a specified point in time

The student will then be placed on Financial Aid Probation.

**Probation Status:** If the appeal to reinstate the student's financial aid is approved the student will be placed on financial aid probation. Unless stated otherwise through an academic plan, the student will have until the end of the second payment period (900 hrs) to regain SAP. During this time the student will continue to receive financial aid for up to one payment period.

If the student regains SAP standards at the end of this probationary period, the probation status will be removed and the student will then be eligible to continue to receive financial aid.

If the student does not regain SAP standards at the end of this probationary period, the student will become ineligible to receive any further financial aid. The student would then have to meet the requirements for financial aid reinstatement.

**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 also must provide a specific date that the student should be able to meet SAP standards. The student's SAP will be re-evaluated, at least, at the end date of the academic plan.

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. He/she will be sent written notification. The notification will include the steps he/she must take for reinstatement of financial aid.

**Financial Aid Reinstatement:** If a student does not meet SAP, they become ineligible for financial aid. In order for the student's financial aid eligibility to be reinstated, without an approved appeal, they must meet the following requirements:

Attend one semester without financial aid meeting SAP standards (see Qualitative and Quantitative); &  
Make up any missed days and complete all coursework not completed due to attendance;  
The student will be responsible for paying any balance owed to ICTC for tuition or other expenses.

If all provisions have been met, at the end of this period the student must notify the financial aid office and formally request that his/her financial aid be reinstated. The student will be notified when all documentation has been reviewed and financial aid reinstated.

*Note: Some career majors require more stringent academic requirements than the above. Students must comply with the provisions set forth by the career major he/she is attending. Program directors will publish requirements that are specific to these career majors.*

### 3. Maintaining Eligibility for Assistance

- a. First Payment: Student's enrollment status will be checked on our student accounting system and documented in the student's file to ensure the student is enrolled in and attending an approved career major on at least a half-time basis.

If the student has met the initial entrance and eligibility standards, the student will receive the first payment on or before the estimated disbursement date.

- b. Subsequent Pay Periods: If SAP - Satisfactory Academic Progress (see F-1-a) has been attained after completion of the first payment period the student will be eligible for their next scheduled disbursement.

If SAP has not been met, the student will be notified in writing detailing the reasons SAP was not met, explaining the procedures for appeal, and how to get their funding re-instated.

- c. Continuing Students: Students enrollment status will be checked and documented in their file to ensure that they are still enrolled in an approved program on at least a half-time basis.

#### 4. Transfer Students

The SAP policy applies to students transferring from one program to another. Students are responsible for progress in the 1<sup>st</sup> program (even if they did not receive financial aid) before being eligible for financial aid in the second program.

Students transferring from another school can start over as far as grades and attendance are concerned. However, if we accept credit from another school we would look at the maximum time frame and they cannot exceed the 150% policy outlined in (F-1-c).

#### 5. Withdrawals and Incompletes

Students are given a letter grade at the time of withdrawal. 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 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 had 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.

#### 6. 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 reenters the same program within 180 days the student cannot receive payment for repeating coursework. If the student reenters 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.

### III. Institutional Information

#### A. School Refund Policy

It is the policy of ICTC that if a student withdraws on or before the 1<sup>st</sup> day of class through the 15<sup>th</sup> day of class for the enrollment period for which the student has been charged that 100% of the institutional charges be refunded to the student. After the 15<sup>th</sup> day of class there will be NO refund for that period of enrollment. The \$50 deposit to attend ICTC is non-refundable.

#### B. Return of Title IV Funds Refund Policy

The return of funds requirement is a complex process involving a great deal of interoffice cooperation. A flowchart has been created showing the process at ICTC.

Student notifies instructor and completes an official withdrawal form obtained from the registrar.  
Registrar notifies financial aid office by e-mail of students who officially withdraw.  
Financial aid office prints withdrawal report once a month to double check withdrawn students.

If the student completed over 60% of the payment period they were paid, it is considered 100% earned.  
If the student was paid and the percentage is under 60% an “**overpayment**” has occurred and funds must be returned. If the student was not paid and the percentage is under 60% a “**post-withdrawal disbursement**” will occur.

- Determine the percentage of aid earned by calculating the percentage of the payment period that the student has completed
- Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed
- Determine the amount of unearned aid by subtracting earned aid from disbursed aid or determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid
- If unearned funds must be returned, determine the school’s and the student’s shares; or if a post-withdrawal disbursement is due, determine the sources from which it will be funded
- If unearned funds must be returned, allocate unearned aid to programs from which student was funded; or if a post-withdrawal disbursement is due, send student applicable notification
- Return the institution’s and students share and/or make post-withdrawal disbursement

#### Withdrawal Date

ICTC is a school that keeps attendance; although we are not required to. It is ICTC’s policy as with the Dept. of Ed to use the official withdrawal date as the last day of attendance. The un-official date would be the date the withdrawal form was signed.

#### Formula Calculation

The Financial aid office performs the calculation and the method used is manual by using the paper worksheets as designed by the Dept. of Ed. The method used is the “payment period”.

A payment period is defined as a 450 clock hour period for programs of 900 hours or more; 300 clock hours for a 600 clock hour program. ICTC has many programs (career majors) and these are just two examples of payment periods. Once the financial aid office receives the official withdrawal form or an unofficial drop (the attendance record), R2T4 will be calculated on the payment period the student was in at the time of

withdrawal. Withdrawals reports are printed monthly to catch any student who has withdrawn that the registrar failed to notify the financial aid office of.

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

Incomplete file- If the student's file is incomplete due to incomplete verification or other documents missing, R2T4 is not performed. The student is given 30 days to comply with verification once a document tracking letter is sent. ICTC 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, ICTC will not release the credit balance until a Return of Title IV Funds calculation has been performed. The credit balance will be allocated as follows: 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 paid to the student.

### **C. Period of Enrollment**

This means the actual period for which an institution charges a student, except that the minimum period must be, because ICTC measures programs in terms of clock hours, the minimum period depends on the length of the program.

If the program is shorter than the academic year, the minimum period is the length of the educational program.

### **D. Overpayments**

Any cash that ICTC 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. ICTC 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 ICTC owes a refund to Title IV for unearned aid received. ICTC pays this 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 ICTC, it is noted on student accounting

and a stop enrollment occurs and the student cannot be admitted to ICTC again until this amount has been paid in full.

#### **E. Post-Withdrawal Disbursements**

If the student was not paid within the “payment period” in which s/he was enrolled and was making satisfactory progress or was a first time student a “post-withdrawal disbursement” will occur if they withdraw. The financial aid specialist will send the student a post-withdrawal acceptance letter and the student will have 10 days to claim the award. ICTC will credit the student’s account for outstanding charges including tuition, books and supplies the student may have charged to their account. If the student accepts their award, ICTC will disburse the funds within 120 days of the date the school determines the student withdrew.

#### **Section IV: Verification Policies and Procedures**

It is the policy of ICTC’s financial aid office that 100% of all applications selected by the Secretary of the U.S. Department of Education be verified. If an application for federal aid is selected for verification, an asterisk will appear by the EFC number and comments will appear on part one of the Student Aid Report (SAR/ISIR) addressing the verification requirements. The student will be notified of required documents for review and will have 30 days to return requested information to the Financial Aid Office. If a correction is needed which will affect the award amount, we will notify the student within 30 days. The student must return all verification forms requested before final award and disbursements will be made. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally. Reviewing a student’s file often involves more than just the verification process. In addition to verification, ICTC financial aid office reviews an applicant’s file for database matches, reject codes, and “C” codes. The aid administrator also reviews a student’s file for other need analysis data elements that are not included in the federally required verification process but are designated as necessary verification data elements by the school. Schools must also review subsequent ISIR records for changes that may impact the applicant’s aid eligibility. For these reasons, verification is considered under the broader process of file review. If the Department selects the student for verification, there will be no exemptions from the verification process.

If a student has transferred from another institution where verification was performed, the student will be required to complete verification again before an award and disbursement is complete. (In compliance with 34CFR668.53 of the Federal Regulations, these policies and procedures are required.)

#### **Acceptable Documentation & Forms**

ICTC financial aid office uses the Verification Worksheet out of the Financial Aid Student Handbook from the Dept. of Education. Also, a “Document Tracking” letter is mailed or emailed with clear directions explaining the verification process. It is explained to the student that a final award and disbursements will be delayed until verification is complete. Students who fail to provide verification after the deadline will under no circumstance be eligible for their disbursement of funds.

If other documents are still missing another “Document Tracking” letter is mailed. Documents are returned if not signed by the appropriate person. Once all documents are posted as received and complete, the financial aid specialist will review all the information. If the information is complete, an award letter will be mailed to the student. All corrections will be made online. If the change affects the student’s EFC, the student will be notified, either by e-mail, letter, or in person.

## Data Elements to be Verified

The following items are reviewed and verified on independent and dependent student (dependent parent(s))

- Adjusted gross income 668.56(a)(1)
- U.S. taxes paid 668.56(a)(2)
- Household size 668.56(a)(3)
- Certain Untaxed income 668.56(a)(5)
- Family members who are enrolled as at least half-time students in postsecondary educational institutions 668.56(d)

Most of this information will be found on the Federal Income tax form requested by the school. Signatures from student and student's parents (if dependent) are required on all tax and verification worksheet forms. Exception: ICTC will accept the federal tax return preparer's signature in lieu of the applicant's signature on the tax return only.

Non-Tax Filers: The verification worksheet is the only documentation that is required to document income earned from work. Copies of W-2 forms may be requested. No further documentation would be required.

## Student Notification of Verification Changes 668.53(a)(3)

If a correction on the ISIR is needed which will affect the already awarded amount, we will notify the student by mail or email within 30 days.

## Tolerance Options

Verification can sometimes uncover minor errors that won't affect the student's eligibility, so regulations provide a tolerance of \$400. Note that there is no tolerance for errors in non-dollar items. No correction would need to be submitted if the tolerance is \$400 or less.

## Exceptions to documentation requirements according to 34CFR 668.54 (b) and 668.60 (e).

- a. The applicant dies before verification is completed.
- b. The applicant is a Pacific Island resident and is a legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands.
- c. The applicant is a citizen of the Republic of the Marshall Islands, the Federal States Micronesia, or the Republic of Palau (the dependent student's parents must also be citizens of one of these former territories.)
- d. An applicant/student is incarcerated in a jail or prison at the time of verification.
- e. An applicant who is an immigrant who arrived in the United States during calendar years 2007 or 2008.
- f. An applicant's spouse's information (or to obtain the appropriate signature for verification purposes) if the spouse is deceased or mentally or physically incapacitated; the spouse is residing in a country other than the United States and cannot be contacted by normal means; the spouse cannot be located because his or her address is unknown and the student can't obtain it. The basis for the exclusion should be documented. This exemption is applicable to spouse's data only – the application must still be verified according to all other requirements.
- g. The applicant's parents are unavailable – the parents are deceased, mentally or physically incapacitated. If both parents are deceased, the student is an orphan and thus is an independent student. If the parents die after the student has applied, the student must update his or her dependency status. The parents are residing in a country other than the United States and cannot be

contacted by normal means; and the parents can't be located because the address is unknown and the student can't obtain it.

Note: A student must update his dependency status if it changes at any time during the award-year unless it changed because of a change in the student's marital status. This update is required whether or not the student was selected for verification.

- h. The applicant will not receive federal student aid funds for reasons other than the student's failure to complete the verification process. This includes students who are ineligible for aid and those who withdraw without receiving aid.

### **Database Matches, Reject Codes, & "C" Codes Clearance GEN-01-03**

It is the policy and procedure for ICTC 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.

### **Review of Subsequent ISIR Transactions**

EdExpress has the option to print duplicate ISIRS at import. The financial aid office reviews at the time of import all duplicate ISIRS. If a change in EFC on a packaged student is needed, the student is notified and adjustments are made within 30 days.

### **Referral of Overpayment Cases**

If the verification process reveals an overpayment has occurred, ICTC will make every reasonable effort to collect the overpayment. If ICTC is not able to collect the overpayment, (which could be the result of an institutional error) the institution will pay the overpayment for the student and invoice the student. The student would need to make arrangements with the business office to pay the overpayment. The student would not be allowed to re-enter ICTC until the charges had been paid.

### **Referral of Fraud Cases**

If ICTC suspects that an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, ICTC will report its suspicions to the Officer of the Inspector General (OIG).

## **Section V: Drug and Alcohol Policies and Programs Available**

The use of tobacco and the nonmedical use of drugs and alcohol are hazardous to the health of students. It interferes with the education of the user. It disrupts the proper conduct of school activities. It is illegal. Therefore, this policy has been established to ensure that the students (both adult and secondary) attending school in this district will be educated in a drug, tobacco, and alcohol-free environment.

The purpose of this policy is to provide a clear message to adult and secondary students, parents, and the citizens of the community that use, possession, distribution, sale, or being under the influence of alcoholic beverages, illegal drugs, or look-alike drugs as defined in Oklahoma statutes, and tobacco or tobacco products, will not be tolerated on school buses, in school buildings, on school property, or at school-sponsored events. This policy extends to all school-sponsored or related activities (including field trips and student organization competitive events), whether held on school property or at locations off school property, including private clubs, businesses, or commercial establishments.

The school board recognizes its responsibilities to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs, alcohol, and tobacco. Furthermore, the school system will make available, without sanctions, assistance to any student-seeking drug and alcohol treatment or advice. However, once it has been determined that a student has used, possessed, distributed, or sold drugs, tobacco, or alcohol or is under the influence of drugs or alcohol, the penalty for the first offense shall be:

1. Suspension/dismissal from school will be in accordance with district policy FOD; and
2. Forfeiture of the privilege of participating in any and all extracurricular school activities.

Additionally:

1. The secondary student's parent or guardian will be called to remove him or her immediately from school property.
2. The police will be notified promptly of the offense by means of a complete report, prepared by the campus director, which will include a description of the substances plus any physical evidence obtained.
3. The secondary student's parent or guardian will be asked to meet with the school administrator(s) and members of the staff during the first four days of the suspension for the purpose of determining a specific plan for monitoring the secondary student's subsequent behavior. If a satisfactory plan is developed within this four-school-day period, the suspension may be reduced.

Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages and illegal drugs, including tobacco and tobacco products brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

In the event of a second violation, the secondary student will be referred directly to the school board with a recommendation for suspension. The parent or guardian and student will be advised of the expulsion procedures and their right to notification and hearing before the board.

Note: According to board policy, students are also prohibited from possessing prescription drugs and over-the-counter drugs on school property. Any student who is required to carry a prescription or nonprescription drug during school hours shall deposit the drug with the student service staff immediately upon entering school property, unless the medication must be retained by the student for immediate administration.

## **Section VI: Student Completion, Graduation, Placement, Retention**

ICTC 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 financial aid office for detailed calculations of these rates for the past 5 years.

## **Section VII: Campus Security**

- A. Crime Statistics - All students and employees are informed about campus security during orientation. Information includes how to report an incident, how to watch for dangerous incidents and general ideas on. Criminal Offenses, Hate Crimes and Arrests for the following categories:

Murder, Negligent Manslaughter, Sex Offenses (forcible & non-forcible), Robbery, Aggravated assault, Burglary, Motor Vehicle Theft, Arson, Any other crimes involving Bodily Injury

To view ICTC's campus security report go to the <http://ope.ed.gov/security/>. For a copy of the report contact the campus director.

- B. Emergency Response and Evacuation Procedures ICTC has developed a comprehensive Emergency Preparedness Program for students and staff ICTC has formed a safety committee that reviews policies annually. ICTC also has provided each and every employee with a Emergency Quick Reference Guide.
- C. Whistleblower Protection – Nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” ICTC protects students and employees in respect to this act and no student or employee should feel threatened or intimidated when reporting any crime on campus.

ICTC does not provide on-campus resident housing nor does any student organization own, or manage on/off campus facilities.

## **Section VIII: Copyright Infringement Policy**

ICTC has developed a plan for the unauthorized distribution of copyrighted materials and peer to peer file sharing. Located on our website [www.ictc.com](http://www.ictc.com).

## **Section IX: Textbook Information**

ICTC does not have a campus bookstore. Most Career Majors at ICTC provide a classroom set of textbooks for student use. Practical Nursing, Radiologic Technology, and Surgical Technology Students are required to purchase books and those books are sold in the Health Careers Department. ICTC does not have a buy-back program for used books therefore; we do not sell used textbooks.

For a detailed list of books and supplies that students are required to purchase, please contact the Bursar's Office.

## **Section X: Constitution Day**

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, ICTC 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** at the Financial Aid Office where forms are readily available.

**Section XI: Return to Title IV Worksheets and Sample Calculations**

Please see the financial aid office for a copy of the worksheet and sample calculations that is required by the U.S. Department of Education for Title IV Financial Aid Recipients who withdraw before completion of their program.

**Section XII: EFC Formula**

The Expected Family Contribution (EFC) is the amount a family can be expected to contribute toward a student's college costs. Financial aid administrators determine an applicant's need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the EFC from the student's cost of attendance. The EFC formula is used to determine the EFC and ultimately determine the need for aid from the following types of federal student financial assistance that ICTC participates in: Federal Pell Grants, Federal Supplemental Opportunity Grants, and Oklahoma Tuition Aid Grants. The methodology for determining the EFC is found in Part F of the Title IV of the Higher Education Act of 1965, as amended (HEA).

All data used to calculate a student's EFC come from the information the student provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the Central Processing System (CPS) for processing. The CPS sends either an electronic or paper output document called a Student Aid Report (SAR) to the student. The SAR lists the student's EFC. All schools listed on the student's FAFSA will receive application information and processing results in an electronic file called an Institutional Student Information Record (ISIR).

There are three regular (full-data) formulas- (A) for the dependent student, (B) for the independent student without dependents other than a spouse, and (C) for the independent student with dependents other than a spouse. Also, there is a simplified version of each formula with fewer data elements. Instructions for applicants who are eligible for the automatic zero EFC calculation are included in each worksheet.

Information regarding EFC formulas, accompanying worksheets and tables are available upon request. Contact Sandra Girdner or Jon Ford in the financial aid office for additional information.