



Financial Aid Policies and Procedures 2022-2023

TABLE OF CONTENTS

FINANCIAL AID POLICIES AND PROCEDURES

STATEMENT OF PURPOSE	1
-----------------------------------	---

FINANCIAL AID REFERENCE DOCUMENTS	1
--	---

MISSION STATEMENT/PHILOSOPHY/HISTORY/POLICY DEVELOPMENT

WTC Mission Statement	1
Financial Aid Philosophy	1
Financial Aid History	2
Person Designated to Administer Title IV Financial Aid	2
Policy Development.....	2

ADMINISTRATIVE AND FINANCIAL AID ORGANIZATION, OFFICE MANAGEMENT/RECORD MANAGEMENT

Purpose of the Financial Aid Office	2
Responsibilities of the Financial Aid Director	2
Separation of Duties.....	2
Location of Financial Aid Records	2
Confidentiality and Inspection of Student Records.....	3
Length of Time to Maintain Student Records.....	3
Electronic Statement of Account	3
Pell Processed Disbursement List/Financial Aid Excel Spreadsheet.....	3
The Business Office/G5	3
Description of Accounts	3
Financial Aid Office Hours	3
Financial Aid Workshop/Meetings	3
Student Consumer Information	3
Persons Responsible for Distribution of Consumer Information and Forms	4
Consumer Information from the U.S. Department of Education	4

PARTICIPATION IN FINANCIAL AID PROGRAMS

Institutional and Program Eligibility	4
---	---

TITLE IV FINANCIAL ASSISTANCE AVAILABLE AT WTC

Pell Grant	4
Purpose of the Federal Pell Grant Program	4
Federal Pell Grant Eligibility	4

ELIGIBILITY REQUIREMENTS

U.S. Citizen of Eligible Non-Citizen.....	5
Registered with Selective Service	5
Undergraduate Status	5
Determination of Financial Need	5
Regular Student/Enrollment Status/Eligible Program	5
High School Diploma/GED/Home School Equivalency.....	5
Default/Overpayment Status.....	6
Valid SSN	6
Satisfactory Academic Progress (SAP)	6
Statement of Educational Purpose.....	6
Educational History of Student.....	6
Drug Conviction Affecting Title IV Eligibility.....	6

APPLYING FOR PELL GRANT

Application Process	7
IRS Data Retrieval Tool	7

PROCESSING STUDENT RECORDS

Preparation of Student Financial Aid Folder	7
Procedure for Handling Missing Information Financial Aid Information	8
Procedure for Handling Conflicting Information Financial Aid Information	8
Procedure for Handling Void Financial Aid Applications	8
Procedure for Handling Rejected Financial Aid Application	8
Procedure for Handling Ineligible SAR/ISIR	8

VERIFICATION

Explanation of Verification	8
Selection of Applications to be Verified	8
Financial Aid Disbursements Prior to Verification	9
Verification Deadline	9
Items to be Verified/Acceptable Documentation	9
Household Size	9
Number Enrolled in College	9
Adjusted Gross Income	9
Income Earned From Work	9
U.S. Income Tax Paid	9
Child Support Paid	10
SNAP/Food Stamps	10
Education Credits	10
IRA/Keogh Deductions	10
Foreign Income Exclusion	10
Interest on Tax Free Bonds	10
Untaxed Income	10
High School Completion Status	10
Identity/Statement of Educational Purpose	10
Location of Information on IRS Forms	10
Exemptions from Verification	10
Verification Procedures	10
Correcting Errors	11
Submitting Corrections	11
Verification Status Codes	11
Verification of Other Information	11
Conflicting Information That Cannot Be Resolved	11
U.S. Dept of Ed Extended Waiver of Verification	11

AWARDING TITLE IV AID

Awarding Title IV Aid	11
Award Year/Academic Year	11
EFC Formula	12
Living Costs	12
Student Expense Budget	12
Budget Allocations	13
Steps in Computing the Pell Grant Award	13
Coding on Pell Payment Document/Common Origination and Disbursement	13
Determination of Cost of Attendance	13
Determination of Scheduled Award	13
Tuition/Fees	13

Tuition/Fees for the Practical Nursing Program	14
Pell Grant Calendar and Calculation Worksheet	14
Determination of Pell Payment Periods Including Crossover Periods	14
Determination of Payment per Payment Period	14
Determination of Total Expected Disbursement for Regular Students	14
Pell Recalculation	14
Transfer Students and Determination of Award Disbursement.....	15
Prior Credit/Advanced Standing Credit and Determination of Award Disbursement .	15
Post Military Education and Advanced Standing Credit.....	15
Shopping Sheet	15
Course Repetitions and Determination of Award Disbursement	15
Award Notification.....	16
Rights and Responsibilities of Recipients.....	16
DISBURSEMENTS	
Disbursement of Pell Grants.....	16
Disbursement Procedures	17
Initial Disbursements.....	17
Subsequent Disbursement	17
SATISFACTORY ACADEMIC PROGRESS (SAP)	
Explanation of Satisfactory Academic Progress.....	17
Satisfactory Academic Progress Components	18
Qualitative Component	18
Quantitative Component.....	18
Attendance Component	18
MONITORING SATISFACTORY PROGRESS	
Monitoring Process/Progress Reports.....	19
Financial Aid Warning and Suspension Status	19
FINANCIAL AID SUSPENSION PROCEDURES	
Re-Establishing Financial Aid Eligibility after Suspension	19
Appeal Process after a Suspension	19
Suspended Student Transferring to a New Program/Major.....	20
FINANCIAL AID PROBATION STATUS.....	20
ATTENDANCE POLICY FOR STUDENTS ON FINANCIAL AID	20
LEAVE OF ABSENCE	20
REVISION OF FINANCIAL AID AWARDS	21
OVERPAYMENT/COMMON TYPES OF OVERPAYMENTS	
Explanation of Overpayment.....	21
Overpayment Due to Institutional Error	21
Overpayment Due to Incorrect Date.....	21
Receipt of Additional Student Funding Resources	21
WITHDRAWAL AND INSTITUTIONAL REFUND	
Withdrawal Process.....	21
Institutional Refund Policy	22
TREATMENT OF RETURN OF TITLE IV FUNDS	
Title IV Return of Funds	22

Return of Title IV Repayment Formulas	23
Calculating the Title IV Return of Unearned Funds	23
Re-proration of Title IV Aid for Early Completion.....	24
Aid to Be Returned.....	24
POST-WITHDRAWAL DISBURSEMENTS	
Explanation of Post-Withdrawal Disbursement	24
PROFESSIONAL JUDGMENT	
Explanation of Professional Judgment	25
Procedure to Follow for Professional Judgment	25
Areas in Which Professional Judgment Can Be Exercised	25
Dependency/Status and Professional Judgment	25
Appeal Procedure for Professional Judgment	26
APPEALS PROCESS FOR ALL OTHER FINANCIAL AID GRIEVANCES	26
MISREPRESENTATION REGULATIONS	
Misrepresentation	27
Substantial Misrepresentation	27
Misrepresentation Sanctions	27
Relationship with the Department of Education.....	27
FRAUD	
Explanation of Fraud	28
Policy for Fraud.....	28
Procedures for Fraud.....	28
AUDITS	
Audit Requirements.....	28
Preparation for Audit.....	28
OTHER ASSISTANCE PROGRAMS AVAILABLE AT WTC	
Oklahoma Tuition Aid Grant (OTAG).....	28
Oklahoma's Promise	29
Otha Grimes Memorial Scholarship	30
13 th Year Scholarship.....	30
Workforce Innovative Opportunities Act (WIOA)	30
Department of Rehabilitative Services (DRS)	31
Bureau of Indian Affairs (BIA).....	31
Veteran's Educational Assistance Programs.....	31
Veteran's Vocational Rehabilitation Benefits	31
Oklahoma HB 3350 Career Technology Tuition Waiver	31
Administration of Other Scholarships.....	31
IN-SCHOOL LOAN DEFERMENT AND NSLDS	
In-School Loan Deferment.....	31
National Student Loan Data System (NSLDS).....	32
NOTICE OF REQUIRED DISCLOSURES	
Non-Discrimination Statement	32
Western Technology Center Student Consumer Information.....	32
DISRUPTION TO THE EDUCATIONAL PROCESS AT WTC DUE TO COVID-19.....	32
CURRENT COVID PROTOCOL UPDATE 2021-2022.....	33
RETURN OF TITLE IV FUNDS WORKSHEET.....	Appendix A

STATEMENT OF PURPOSE

Federal regulations mandate that institutions have written policies and procedures. The purpose of this handbook is to record policies and procedures surrounding the delivery of financial aid at Western Technology Center (also referred to in this handbook as WTC). If no policy or procedure addresses a given issue, the Financial Aid Director is expected to use professional judgment based upon the intent of all financial aid programs and practices (see Professional Judgment section of this handbook).

This handbook

- Sets forth the institution's policies regarding student aid and describes the procedures which must be taken to implement these policies.
- Provides general procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations will be managed in a uniform manner.
- Provides quick reference to various practices.
- Facilitates the orientation and training of personnel when changes occur.

FINANCIAL AID REFERENCE DOCUMENTS

In addition to the Federal Student Financial Aid Policy and Procedures Manual, other regulations which affect student aid will be adhered to. These regulations and guides are as follows

- Student Handbook and Consumer Information Handbook
- Federal Student Financial Aid Handbook
- Federal Registers (Financial Aid Legislation)
- U.S. Department of Education Audit Guide
- OASFAA Newsletters
- The Blue Book
- EDConnect User's Guide and Technical Reference
- EDEXpress User's Guide and Technical Reference
- Higher Education Act as amended
- EFC Formula Guide
- Dear Colleague Letters from the Department of Education
- NSLDS Reference Materials
- SFA Policy Bulletins through FSA Partner Connect
- SAR and ISIR Reference Materials

MISSION STATEMENT/FINANCIAL AID PHILOSOPHY/HISTORY/POLICY DEVELOPMENT

WTC Mission Statement

The mission of WTC is "Educating People for Success."

Financial Aid Philosophy

WTC believes that everyone who desires training should have the opportunity to attend school regardless of their financial situation. We continue to promote financial assistance opportunities to eligible students who might otherwise be depriving themselves of the benefit of technology training. The primary purpose of the financial program at WTC is to provide financial assistance to students who, without aid, would be unable to attend school. Financial assistance is offered in the form of grants, scholarships, and federally funded programs. Financial assistance is viewed only as supplementary. The student and the family of a student, when applicable, are expected to make a maximum effort to assist with educational expenses.

It is the policy of WTC to award federal financial aid in accordance with federal regulations and guidelines pertaining to the type of assistance requested.

Financial Aid History

WTC began participating in the Federal Title IV Student Financial Assistance Program November 11, 1971.

Person Designated to Administer Title IV Financial Aid

Dana Ellis, Financial Aid Director, is responsible for administering financial aid information to students at WTC. The director's office is at the Burns Flat Campus, and she is available to see students Monday through Friday from 8:00 a.m. to 4:00 p.m. and may be reached at 580-562-3181 ext. 279 for appointments. The financial aid director will travel to see students at the Sayre, Weatherford and Elk City campuses by appointment during regular business hours.

Policy Development

The Financial Aid Director is responsible for initiating the development of financial aid policies and procedures at WTC.

ADMINISTRATIVE AND FINANCIAL AID ORGANIZATION, OFFICE

MANAGEMENT/RECORDS MANAGEMENT

Purpose of the Financial Aid Office

The purpose of the Financial Aid Office is

- to provide professional financial counseling to students and parents concerning meeting the costs of education
- to administer Title IV Aid programs competently according to the institution's philosophy and policies and according to federal regulations
- to maintain institutional records of assistance programs and students assisted

Responsibilities of the Financial Aid Director

The primary responsibilities of the Financial Aid Director are to assemble and maintain student aid records, assess eligibility of applicants for aid, authorize aid, and complete federally mandated reports and design and implement systems to accomplish these tasks. This position requires knowledge of federal regulations, institutional policies and procedures, ability to deal with clients about sensitive issues and the ability to deal with continually changing program regulations. Specific responsibilities of the Financial Aid Director include the following:

- Maintaining student financial aid records/files
- Authorizing and processing Pell Grant awards and payments
- Verifying application data on selected applicants
- Calculating student Pell Grant awards
- Collecting progress reports for satisfactory progress
- Calculating return of funds/overpayments/post-withdrawal disbursements when a student withdraws
- Maintaining up-to-date knowledge of relevant federal regulations
- Coordinating fiscal matters with the Business Manager, including cash requests, cash accountability and cash disbursements
- Revising Consumer Information, Financial Aid Policy and Procedures, Drug-Free School and Workplace, and Student Handbooks
- Preparing Federal Title IV Reports
- Processing incoming mail
- Performing other general office duties

Location of Financial Aid Records

Financial aid records are located in the in the Financial Aid office at the Burns Flat campus. The Financial Aid Director has the responsibility for maintaining these files and records.

Confidentiality and Inspection of Student Financial Aid Records

All information (written or oral) that a student and/or family reveals in the process of seeking assistance is confidential. Access to this information is restricted to the Financial Aid Director and the Student Accounts Manager. Application materials become the property of WTC upon submission and are maintained in the student's file.

Length of Time to Maintain Student Records

Federal Regulations require that student files be maintained for the current award year and three years beyond closing of the previous award years. A student's file includes the student's FAFSA application, SAR/ISIR and all related documentation.

Electronic Statement of Account

The Financial Aid Director maintains Electronic Statements of Account by fiscal year in financial aid files. This document transmits information about the school's Pell Grant authorization. As the authorization amount increases, a new Statement of Account will be sent to the school. Electronic Statements of Account summarize current and future payment data submitted via Origination Records and Disbursement Records. The Financial Aid Director reconciles the statement.

Pell Processed Disbursement List/Financial Aid Excel Spreadsheet

The Financial Aid Director uses the Pell Processed Disbursement list and a school developed Excel spreadsheet recording disbursements to students to reconcile total disbursements made. These two reports should equal. The total disbursed is then reconciled with G5 and the Electronic Statement of Account.

The Business Office/G5

The Student Accounts Manager and the Business Office are responsible for drawing down funds and maintaining the records of the money ordered through G5. The Student Accounts Manager, the Financial Assistant and the Financial Aid Director balance at each disbursement and on the Monthly Reconciliation of Pell Account form.

Separation of Functions

WTC demonstrates the separation of duties required by the U.S. Department of Education by specific policy separating duties of awarding and disbursing federal funds. Detailed and specific policy is located in the financial aid office under the heading of WTC Financial Management System and Separation of Functions.

Description of Accounts

Financial Aid Account: All receipts and disbursements of cash related to the Pell Grant Program are recorded in this account.

Financial Aid Office Hours

Financial Aid Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Financial Aid Workshops/Meetings

The Financial Aid Director attends Oklahoma Department of Career and Technology Education Financial Aid meetings, OASFAA meetings, U.S. Dept. of Education Student Financial Aid Conferences.

Consumer Information

Please see the Consumer Information Handbook at <http://www.westtech.edu/student-services/student-consumer-information/>, or obtain a hard copy of the handbook in the Administrative Office on each campus or in the Financial Aid Office at the Burns Flat Campus

Persons Designated to Provide Consumer Information and Distribution of Forms

Receptionist/Administrative Assistants in the Administrative Offices at Burns Flat, Sayre, Weatherford or Elk City can provide Consumer Information and direct students to the requested information.

Consumer Information from the U.S. Department of Education

The U.S. Department of Education provides comprehensive student aid information to students and their families through the *Student Aid on the Web* site at <http://studentaid.ed.gov>.

PARTICIPATION IN FEDERAL FINANCIAL AID PROGRAM INSTITUTIONAL PROGRAM ELIGIBILITY/FIVE YEAR RE-CERTIFICATION

Institutional and Program Eligibility

Documentation regarding WTC's eligibility for all aid assistance programs is located in the Financial Aid Office. The Financial Aid Director is responsible for the coordination of the Program Participation Agreements (PPA), the Eligibility and Certification Approval Report (ECAR), and the five-year federal Recertification.

TITLE IV FINANCIAL ASSISTANCE AVAILABLE AT WTC

Pell Grant

Financial Aid is available at WTC to students who qualify for Federal PELL Grants. WTC does not participate in the Federal Direct Student Loan Program or the Federal Family Education Loan Program. WTC does not participate in or provide information regarding any private education loan programs, nor does it have any preferred lender lists.

Purpose of the Federal Pell Grant Program

The Pell Grant Program is a federally funded grant program, which, for the **2021-2022** academic year provides up to **\$6,895** to full time postsecondary students and up to **\$3,447** to postsecondary students who are enrolled at least half time. The purpose of the program is to provide a foundation of aid to needy students. An academic year at WTC is one in which a student completes a minimum of **26 weeks and 900 hours** of instruction for all Career Majors (with the exception of Multiskilled Health Care Worker and the academic year for that program is 902 hours and 26 weeks.) WTC awards federal financial aid according to federal regulations and guidelines.

Federal Pell Grant Eligibility

To be eligible for a Federal PELL Grant, a student must have an eligible EFC (Expected Family Contribution). This number is an index of the student's ability to contribute to the cost of education. Grant amounts are based upon cost of attendance, the Expected Family Contribution (EFC) and the hours a student will attend during an award year. The U.S. Department of Education provides a Payment Schedule annually to be used to determine the amount of a Pell Grant.

The students in most need will have an EFC of 0 and may be eligible for the maximum award. As the EFC increases, the amount of the award decreases and, after a certain point, the award becomes 0. The EFC cutoff index number for receiving a Pell Grant for the **2022-2023 academic year is 6206**. The EFC is printed on the Student Aid Report (SAR/ISIR) which is the official notice of the student's eligibility (or ineligibility) for a Federal PELL Grant. The EFC is computed by the Central Processing System and is based on the information reported by the student on the financial aid application. Eligibility is also based upon meeting the general criteria which is given below or can be viewed online at <http://www.westtech.edu/student-services/financial-aid/> . Furthermore, students may not receive a Pell Grant from more than one institution concurrently.

ELIGIBILITY REQUIREMENTS

U.S. Citizen or Eligible Non-Citizen

An applicant must be a citizen or eligible non-citizen. Unless the SAR/ISIR demands it, U.S. citizens who answered yes on the FAFSA to the citizenship question do not have to verify citizenship. Permanent residents must submit proof of their status to the aid office. This proof becomes a permanent part of their file. All eligible non-citizens must submit proof of status for file. Proof includes U.S. passport stamped "non-citizen national" or "Form-I-151" (green cards.) Other forms of documentation are rare, and the Financial Aid Director will consult the Federal Student Financial Aid Handbook if necessary. A document verification request will be made on all aliens seeking aid.

Selective Service Registration

Previous requirements have been removed due to the Department of Education Federal Register FAFSA Simplification Act's removal of requirements for Title IV Eligibility related to Selective Service Registration and Drug-Related Convictions. Federal Register states: "Failing to register with the Selective Service or having a drug conviction while receiving federal Title IV aid will no longer impact a student's Title IV aid eligibility." ***All references to the previous requirements concerning Selective Service registration and Drug-Related convictions have been removed from Consumer Information and Financial Aid Policy and Procedure.***

Undergraduate Status

An applicant states on the FAFSA application that she/he does not have a bachelor's degree. Students who have undergraduate bachelor's degrees are not eligible for the Pell grant.

Determination of Financial Need

WTC employs the Federal Needs Analysis Methodology in assessing financial need and eligibility for Title IV Assistance. The Federal Needs Analysis Methodology is based on the following philosophy of financial aid

- to the extent that they are able, parents have the primary responsibility to pay for their children's education
- parents will, as they are able, contribute funds for their children's education
- students, as well as their parents, have a responsibility to help pay for their education
- the family should be accepted in its present financial condition

A needs analysis system must evaluate families in a consistent and equitable manner, while recognizing that special circumstances can and do alter a family's ability to contribute. Four broad categories of family resources are examined in need analysis. They are

- parent's/student's income
- parent's/student's assets
- number in household
- number in college (post-secondary education)

Regular Student/Enrollment Status/Eligible Program Status

An applicant must be regular student who is defined as a student who is enrolled in an eligible program (an eligible program/major for Pell purposes must be at least 600 clock hours and 23 weeks in length) is working toward a certificate and is attending at least part-time (15 clock hours per week).

High School Diploma/GED/Home School Equivalency

An applicant must have a high school diploma (this can be from a foreign school), GED or a home school equivalency in order to qualify for a Pell Grant: **EXCEPTION: A student who was enrolled in a Title IV eligible program prior to July 1, 2012 and had qualified for Title IV by passing an independently administered, approved Ability to Benefit (ATB) test or successfully completing 225 clock hours of postsecondary education.**

Default/Overpayment Status

An applicant signs a statement when completing the FAFSA stating that they are not in default on federal student loans or have made satisfactory arrangements to repay it, and that they do not owe money back on a federal student grant or have made satisfactory arrangements to repay it. A student who is defaulted on federal loans or who is in Pell overpayment status is not eligible for further Title IV assistance unless and until satisfactory arrangements for repayment are made. Students in default on loans must have a letter from the holder of the loan stating that the student has made satisfactory repayment arrangements and is eligible for Title IV funds or the Financial Aid Director must receive a new Institutional Student Informational Record (ISIR) and National Student Loan Data System (NSLDS) report showing that the default status has been resolved before any funds may be disbursed.

Valid SSN

An applicant must have a valid Social Security Number. **EXCEPTION: Students from the Republic of Marshall Islands, the Federated States of Micronesia or the Republic of Palau.**

Satisfactory Academic Progress (SAP)

After a student's first (upon enrollment) eligibility, the student must thereafter maintain Title IV eligibility by meeting all criteria for Satisfactory Academic Progress (SAP) as set forth in WTC's SAP policy. Please see the Satisfactory Academic Progress section of this handbook and/or the Student Consumer Information Handbook for complete information on SAP, or view the SAP policy online in Consumer Information at <http://www.westtech.edu/student-services/student-consumer-information/>.

Statement of Educational Purpose

All applicants must sign a statement on the FAFSA verifying their educational purpose (using Title IV funds only to pay the cost of attending an institution of higher education) and accuracy of information provided on the FAFSA.

Educational History of Student

If the student has attended this school in the past three award years, the Financial Aid Director reviews previous files if the student received financial aid. If the student has attended other schools in the past, the Financial Aid Director can access the NSLDS information from the SAR/ISIR concerning defaults and overpayments. If the student has attended another school and the Aid Director determines that it has been within the current award year, she will then access the National Student Loan Data System (NSLDS) on the web at www.nsls.ed.gov. If the student is a transfer student for Pell purposes, NSLDS will give the student's current year Pell disbursement and the current year scheduled award. This information will be used in award calculation.

Drug Conviction Affecting Title IV Eligibility

Previous regulations have been removed due to the Department of Education Federal Register FAFSA Simplification Act's removal of requirements for Title IV Eligibility related to Selective Service Registration and Drug-Related Convictions. Federal Register states: "Failing to register with the Selective Service or having a drug conviction while receiving federal Title IV aid will no longer impact a student's Title IV aid eligibility." ***All references to the previous requirements concerning Selective Service registration and Drug-Related convictions have been removed from Consumer Information and Financial Aid Policy and Procedure.***

APPLYING FOR THE PELL GRANT

Application Process

Adult students are encouraged to apply for financial aid. Students can complete the "Free Application for Federal Student Aid" (FAFSA) in print or online at [Home | Federal Student Aid](#) . Identify WTC as your school code choice on the FAFSA application. WTC's Federal Code for Burns Flat, Sayre and Weatherford Campuses is 010762.

Application forms can also be obtained by calling the Federal Student Aid Information Center at 1-800-4-FED AID. Students are directed to read the instructions carefully when completing the FAFSA. All records and other materials used in completing the application should be saved. This information may be needed later to prove the information submitted is correct.

Students can submit their FAFSA on the Web at [Home | Federal Student Aid](#) or they can mail the paper FAFSA with the envelope provided in the paper form. TTT users (for the hearing impaired) may call 1-800-730-8913.

Students needing assistance in filling out and submitting the FAFSA may call the financial aid office at Burns Flat and make an appointment to use one of the computers in the Student Services area with the assistance of one of the members of student services.

After submitting the FAFSA, the student will receive a Student Aid Report (SAR) which includes a summary of application information and the determination of the expected family contribution (EFC). This EFC is the result of computations established by Congress involving the financial and non-financial data submitted on the application that indicates how much of your family's financial resources should be available to help pay for school. The method of computation is applied to all dependent and independent students uniformly. Students should review all the information on the SAR. If any changes are necessary, the student can make corrections online using his/her FSA USER ID, or the student can resubmit by mail part two of the SAR to the Pell Grant processor following the directions for making corrections on the form, or the Financial Aid Director can submit the corrections electronically. After submission of any corrections, if necessary, and if the student meets all eligibility requirements, they will receive an award letter in the mail or in person notifying them of the amount of their Pell Grant award, any required documents, and projected payment schedule.

Students who applied for financial aid the previous year may qualify to use a Renewal FAFSA. The student may access the Renewal Application online by using their FSA USER ID. On the renewal the student should correct or update his or her information and submit it to the processing center. The school will receive an Institutional Student Information Record (ISIR). The student will receive a SAR Information Acknowledgement by mail in three to five working days for their inspection. The student must sign a copy of the ISIR certification, have a copy of the signed renewal notice, or have an electronically signed ISIR for their financial aid file. This ISIR will be used to determine the student's award.

IRS Data Retrieval Tool

The IRS Data Retrieval Tool allows student and parents who are using FAFSA on the Web and who have already submitted their federal tax return to electronically transfer their tax data from the IRS database. While use of this is voluntary, **students and parents are strongly encouraged to use the IRS Data Retrieval Tool** because it is accurate, efficient, and useful for verification and corrections.

PROCESSING STUDENT RECORDS

Preparation of Student Financial Aid Folder

The Financial Aid Director prepares the student's folder by making a label for the file showing the student's name, social security number and current award year. The aid director also looks at the past years' student files and keeps the previous years' records with the new file.

Procedure for Handling Missing Financial Aid Information

If information is missing, the Financial Aid Director requests the student to bring missing documents. Once documentation is submitted, it is filed in the student's financial aid file.

Procedure for Handling Conflicting Financial Aid Information

The Financial Aid Director reviews documents to make sure there is no conflicting information in the file. If conflicting information exists, the student is contacted in an attempt to resolve any conflicts. If no conflicts exist, the Aid Director proceeds with processing. No aid will be awarded to the student until the conflicting information is resolved.

Procedure for Handling Void Financial Aid Applications

The Financial Aid Director reviews comments on the letter explaining why the SAR/ISIR is void. If the applicant submits a void application, the Aid Director assists the applicant in the interpretation of the letter and the corrective actions that may be required. The usual problem is failure of the student and/or parent to sign the original application either with a "wet" signature or sign electronically with an FSA USER ID number.

Procedure for Handling Rejected Financial Aid Applications

Comments will appear on the Student Aid Report (SAR) explaining the application rejection and indicating the action the applicant may take to correct his information so that eligibility may be determined. The Financial Aid Director's role is the same as with the void application stated above.

Procedure for Handling Ineligible SAR/ISIR

If the eligibility letter states that the EFC (Expected Family Contribution) is too high for a Pell Grant, the Financial Aid Director checks information on the information Review Form for accuracy. If correct, the applicant is probably ineligible. If the information is not correct, the applicant should resubmit a FAFSA correction, or have the Financial Aid Director make corrections with the student's (and parent's if the student is a dependent) signature giving the aid director permission to make corrections, or the student may make corrections online using the student's/parent's FSA USER ID.

VERIFICATION

Explanation of Verification

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. Students selected by the Secretary of the U.S. Department of Education, will be required to verify the accuracy of family financial information and other data before any Title IV funds are disbursed.

Selection of Financial Aid Applications to Be Verified

The Financial Aid Office requires verification of FAFSA information for those applicants who have been selected for verification by the U.S. Department of Education or who have conflicting information in their data on the FAFSA. Students to be verified will be notified of the documents they need to submit to the Financial Aid Office. All student financial aid information is confidential. The following may be required:

34 CFR 668, Subpart E, Sections 51-61

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Tax Credits
- Income earned from work
- Number of Household Members

- Number in College
- High School Completion Status
- Identity/Statement of Educational Purpose

WTC completes the verification process on students who enroll in a qualifying program. Failure to comply with verification requirements may result in forfeiture of aid.

Financial Aid Disbursements Prior to Verification

WTC withholds disbursement of any Title IV Federal Financial Aid until a student has completed the verification process. Although the school has the option of processing one Pell payment without verifying the application, WTC does not take that option due to the risk of financial liability.

Verification Deadline

Failure to comply with verification requirements may result in forfeiture of aid. If a student does not complete verification by June 30th of the current academic award year in which he was chosen for verification, then the student forfeits his Pell for that award year.

Items to Be Verified/Acceptable Documentation

The Financial Aid Director collects appropriate documentation from the applicant based on the guidelines published in The Federal Student Aid Handbook. Items that generally must be verified by comparing the data items on the SAR/ISIR with identical data items on the IRS tax return transcript and/or other primary documentation are listed below. The Financial Aid Director uses the verification tracking flag code on the ISIR to determine what verification worksheet to use for each student chosen.

Household Size (all applicants)

Acceptable documentation is the appropriate Verification Worksheet completed and signed by student and/or parent.

Number Enrolled in College (all applicants)

Acceptable documentation is an appropriate Verification Worksheet completed and signed by student and/or parent. If there is reason to doubt the information, the schools listed may be contacted to confirm enrollment. The student should always be included in the number enrolled in college. Others can be included only if they are counted in the household size and will be attending a postsecondary educational institution at least half-time (6 credit hours per semester for at least one term or 15 clock hours per week for one term) in the current award year. These individuals must also be working toward a degree or certificate leading to a recognized educational credential at a Title IV eligible school. **Dependent students must exclude parents as number enrolled in college.**

Adjusted Gross Income (tax filers)

Acceptable documentation for independent students (and spouse) is a copy of the student's federal income tax return transcript or a signed copy of the student's income tax return for the base year; for dependent students, a copy of parents and student's federal income tax return transcript or signed copy of tax return for the base year is acceptable documentation. Students and student's parents who have successfully use the IRS Data Retrieval Tool on the FAFSA are considered verified from their IRS information that has been transferred from the IRS into the FAFSA.

Income Earned from Work (non-filers)

Acceptable documentation for non-filers is a signed statement, the appropriate Verification Worksheet certifying their non-filer status listing all the sources and amounts of income earned from work. In lieu of such a statement, the person can also provide W-2 forms for all their income for the base year.

U.S. Income Tax Paid (tax filers)

Acceptable documentation for independent students is a copy of the student's federal income tax return transcript or signed copy of tax return along with W2's for the base year; for dependent students, a copy

of parents and student's federal income tax return transcript along with W2's for the base year is needed. Students and student's parents who have successfully used the IRS Data Retrieval Tool on the FAFSA are considered verified from their IRS information that has been transferred from the IRS into the FAFSA.

Child Support Paid (all applicants)

Acceptable documentation is the appropriate Verification Worksheet completed and signed by student and/or parent or a signed statement.

SNAP/Food Stamps (all applicants)

Acceptable documentation is the appropriate Verification Worksheet completed and signed by student and/or parent or a signed statement or agency documentation.

Education Credits (tax filers)

Acceptable documentation is the federal tax transcript or a signed copy of tax return.

IRA/Keogh Deductions (tax filers)

Acceptable documentation is the federal tax transcript or a signed copy of tax return.

Foreign Income Exclusion (tax filers)

Acceptable documentation is the federal tax transcript or a signed copy of tax return.

Interest on Tax-Free Bonds (tax filers)

Acceptable documentation is the federal tax transcript or a signed copy of tax return.

Untaxed Income (tax filers)

Acceptable documentation is the federal tax transcript or a signed copy of tax return.

High School Completion Status

Acceptable documentation is a copy of a high school diploma, GED or recognized equivalent of a high school diploma, homeschool equivalency, or a copy of the applicant's final high school transcript.

Identity/Statement of Educational Purpose

Acceptable documentation is the appropriate Verification Worksheet completed and signed in person by the student presenting an original government issued ID (i.e., driver's license).

Location of Information On IRS Forms

Some information needed for verification can be found on the tax return transcript or on the tax return. The Financial Aid Office uses the resources distributed by the IRS and the student financial aid professional organization to locate required information. NASFAA provides a Tax Decoder updated each year as a resource.

Exemptions from Financial Aid Verification

A selected application may be exempt from some or all of the verification requirements due to unusual circumstances. Except in the case of the student's death, however, none of these exemptions excuse the school from the requirement to resolve conflicting information.

Verification Procedures

When all necessary verification documents are received, the information is compared to information originally reported on the application and the student's SAR/ISIR. If no corrections need to be made and there are no outstanding issues, aid may be awarded. If any adjustments need to be made the Aid Director or the student will correct or update the information. Aid will be disbursed when a new ISIR resolving the issues is received. WTC must also have on file the final and valid ISIR showing the official EFC.

Correcting Errors

For students who are selected for verification, changes that result to any non-dollar item and to any dollar item of \$25 or more then the student information must be reprocessed. The Financial Aid Director may submit the corrections electronically through EExpress, or the student may correct the FAFSA information online using his/her FSA User ID.

Submitting Corrections

If the Aid Director is submitting corrections, all corrections must have documentation signed by the student and parent. This can be signatures on Part 2 of the SAR, a signed copy of the correction or update, or a signed verification document. When the reprocessed SAR/ISIR is received, it is reviewed. If the SAR/ISIR is now accurate, the verification process is complete all verification documents are filed in the student's financial aid file folder.

Verification Status Codes

A Verification Status Code of "V" – Verified indicates the Financial Aid Director has completed verification and all information is correct.

A Verification Code of "W" – Without Documentation indicates that verification is required, but the verification process is not completed, and a first disbursement has been made. **WTC requires verification to be completed prior to any disbursement. Therefore, the status code "W" is never used.**

A Verification Status Code of "Blank" – A blank space indicates that the SAR/ISIR was not selected for verification by CPS or WTC.

Due to the ongoing national emergency the U.S. Department is continuing the waiver of certain verification requirements for the 2021-2022 and 2022-2023 award years. If application meets criteria to be waved the status code of "S" will be selected.

The U.S. Department of Education will strictly focus on identity and fraud for the remainder of the 2022-2023 award year. Tracking flags of V4 and V5 must be verified.

Verification of Other Information

The SAR/ISIR will often have comments requiring the Financial Aid Director to verify specific items. For example: Citizenship status must sometimes be verified.

Conflicting Information That Cannot Be Resolved

If the school and student cannot resolve conflicts that may occur regarding verification, the case will be referred to the U.S. Department of Education, Student Validation Branch. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally. Based on verification completion the grant is determined according to the guidelines set by the U.S. Department of Education. No financial aid disbursements will be made until verification is complete.

U.S. DEPARTMENT OF EDUCATION HAS EXTENDED THE WAIVER OF VERIFICATION REQUIREMENTS FOR THE 2022-2023 AWARD YEAR AS PER DCL GEN-22-06. See

<https://fsapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2022-05-18/changes-2022-2023-verification-requirements#> Institutions are not required to verify students selected under Verification Tracking Flag "V1" as of the date of notification May 18, 2022. This waiver applies no matter where institutions are in the verification process.

AWARDING TITLE IV AID

Awarding Title IV Aid

The Pell Grant Program is a federally funded grant program, which, for the **2022-2023 academic year** provides up to **\$6,895** to full time postsecondary students and up to **\$3,447** to postsecondary students who are enrolled at least half time. The purpose of the program is to provide a foundation of aid to needy students. An academic year at WTC is one in which a student completes a minimum of 26 weeks and 900 hours of instruction (with the exception of Multiskilled Health Care Worker and the academic year for that program is 902 hours and 26 weeks.). WTC awards federal financial aid according to federal regulations and guidelines. The method of computation is applied to all dependent and independent students uniformly.

Award Year/Academic Year

Funding for the Pell Grant program is provided based on an award year basis. The award year begins on July 1st of one year and extends to June 30th of the next year. For Pell Grant payments to students, an **academic year of 900 hours/26 weeks** (with a payment period of 450 hours/13 weeks) is applicable to Career Majors/Programs that are 900 hours or greater*. For Career Majors that are less than 900 hours, the payment period is one half of the total hours of the Career Major. *Exception: Multi-skilled Health Care Worker is 902 clock hours and the academic year for this Career Major is **902 hours/26 weeks** (with a payment period of 451 hours/13 weeks)

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 assistance that WTC participates in: Federal Pell Grants and Oklahoma Tuition Aid Grants (OTAG). 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 comes 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 Informational 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.

Additional information regarding EFC formulas, accompanying worksheets, and tables are available upon request from the Financial Aid Office.

Living Costs

WTC does not offer institutional housing or board to its students. All students live off campus and commute. For purposes of awarding Title IV need-based assistance, the school estimates reasonable expenses over a ten-month period for the following categories of students.

2022-2023 Student Budget

STUDENT CLASSIFICATION	TEN MONTHS
INDEPENDENT	\$20,753
DEPENDENT	\$ 9,790

A breakdown of the cost of attendance is available in the Financial Aid Office. Figures are based on the Southwest Consumer Price Index as of December 2021 – released January 12, 2022.

Budget Allocations

These expenses are allocated as follows: Housing – 32%; Food – 14%; Transportation – 13% and Personal, Medical and Miscellaneous – 41%. The cost of tuition, books, supplies and fees are added to determine cost of attendance.

Steps In Computing Pell Grant Award

There are five steps in computing a Pell Grant

- Determination of Cost of Attendance
- Determination of Scheduled Award
- Determination of Payment Periods
- Determination of Payment for each Payment Period
- Determination of Total Expected Disbursement

The method of computation is applied to all dependent and independent students uniformly.

The Financial Aid Director determines if all application requirements have been met. If so, she uses the ISIR and the current Pell Grant Payment Schedule to determine the scheduled Pell Award and estimated disbursement. The specific computations involved in the calculation may be obtained in the Financial Aid Office.

Coding on Pell Payment Document Using Common Origination and Disbursement (COD)

WTC uses EdExpress in submitting Pell Origination and Pell Disbursement Records. This system also conducts edit checks to make sure necessary information is submitted. This information is exported to the Department of Education. The Department processes it and returns it back to WTC to import from EdConnect, the federal electronic mailbox.

Determination of Cost of Attendance

Pell Grant cost of attendance is used to determine Pell Grant payments to students. Cost of attendance for purposes of the Pell Grant is the cost of tuition and fees for a full-time student for a full academic year plus an allowance for room and board, books, supplies, transportation and personal expenses incurred by the student for a full academic year.

Determination of Scheduled Award

Once the Pell Cost of Attendance is determined, the Financial Aid Director determines the scheduled award on the full-time regular payment schedule for Pell Grants for the award year. The full-time chart is always used regardless of the student's actual enrollment status.

Tuition/Fees

Tuition cost is **\$2.50 per clock hour for adult students for all programs. An additional curriculum/supply fee of \$100.00 will be charged for each regular class, with the exception of Practical Nursing, Dental Assisting and Paramedic.** For specific career major information please visit our website <http://www.westtech.edu/full-time/> .

Tuition/Fees for the Practical Nursing Program

The detailed expense list is posted at <http://www.westtech.edu/full-time/practical-nursing/> . The tuition for the Practical Nursing Program is divided into three tuition payment periods. Approximate fees paid by students directly to private vendors for uniforms, background checks, drug screening, insurance, and testing are also posted on the PN web page. **Trimester I must be paid in full before the student starts Trimester II, Trimester II must be paid in full before student starts Trimester III and**

the program costs must be paid in full before the student receives completion certificate or transcript.

Practical Nursing tuition charges may vary for each student depending on advance standing as approved as such by the Practical Nursing Director/Instructor, Christy May and will be documented in the student's file. The Practical Nursing Application Packet, Expense List and other information is available on the above-mentioned website or by contacting the Practical Nursing department at 580-562-3181 ext 262.

Tuition/Fees for the Paramedic Program

The detailed expense list for paramedic may be obtained upon request for students inquiring about the program. The detailed cost list is included in the information provided to the potential student at assessment test date.

Pell Grant Calendar and Calculation Worksheet

To facilitate Pell Grant calculations, the school calendar and student file coversheet with a calculation section have been developed at WTC. The procedures for using this worksheet are as follows

- The Financial Aid Director completes the top portion of the file coversheet with the student's name, career major, hours, full time or half time status, verification status, and other pertinent information.
- The Financial Aid Director completes the appropriate cost of attendance.
- The Financial Aid Director determines the payment periods, classifies payment periods into award years and shows the expected disbursement for each payment period in the award year.
- The Financial Aid Director adds the expected disbursement for each payment period to determine total expected disbursement.

This sheet becomes a part of the student's file and serves as both a worksheet and support to assist the aid director in calculations concerning days attended, why a student received a particular award, etc.

Determination of Pell Payment Periods, Including Crossover Periods

The Financial Aid Director determines if disbursement is an initial (first ever received) Pell disbursement. Students are paid the first time based on their enrollment and good standing if an ISIR/SAR is received prior to the end of student's first pay period. Disbursements thereafter are based on Satisfactory Academic Progress (SAP) and upon completion of the hours in the student's previous pay period. The Aid Director consults a calendar sheet and ascertains the beginning and ending dates of each payment period. She then determines in which award year each payment period belongs. An award year is defined as July 1st of one year to June 30th of the next year. For crossover periods where the payment period includes two award years, the payment may be made out of either year.

Determination of Payment Per Payment Period

For each payment period classified as being part of the current award year, the formula for determining payments are clock hours in the payment period multiplied by the scheduled award from full time payment chart and divided by hours in the academic year.

Determination of Total Expected Disbursement for Regular Students

The total expected disbursement is the sum of expected disbursements for all payment periods classified as belonging to the current award year.

Pell Recalculation

Pell awards must be recalculated if a student's enrollment status changes. The Financial Aid Director will recalculate the award upon notification of change and notify the student of any change in award amount or disbursement date.

Transfer Students and Determination of Award Disbursement

A student who has received a Pell Grant from another school in the current award year is a **Transfer Student**. The Financial Aid Director will consult NSLDS and determine the scheduled award and disbursement. A student may receive only one federal Pell Grant award during a single award year if the eligible student is enrolled at least half-time and is in a program in which the major leads to a certificate. The expected disbursement at the second school may have to be adjusted to avoid over-awarding a transfer student. To determine the percentage of the Scheduled Pell Award received at previous school: Divide the amount the student received at the previous school by the student's Scheduled Award at that school. Subtract this percentage from 100 percent and multiply by the Scheduled Award at WTC. The result is the maximum amount of Pell Grant Award that the student generally may receive at WTC.

If a student transfers from one program/major to another at WTC, in order for that student to be considered in the same payment period, all the program/major hours that the student is transferring must be accepted toward the new program/major.

Prior Credit/Advanced Standing Credit and Determination of Award Disbursement

Students enrolling at WTC who have **Prior Credit (previous educational experiences)** will be asked to provide a transcript indicating both courses taken, and grades received at previous institutions. Students with previous military service will also be asked to provide AARTS, SMART, CGI, and CCAR transcripts (military joint transcript).

The instructor will meet with the student either prior to enrollment or at the beginning of his major to determine what, if any credit will be applicable to the major at WTC. For evaluation purposes the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the major, and the changes that may have taken place in business and industry since the training was received.

After a thorough discussion between the student and instructor, the instructor may choose to contact the previous institution, may issue a performance test, or may determine that credit is applicable with no further investigation. The student will be informed of the instructor's decision within five school days after reviewing the student's prior educational training or experience. If the instructor decides to grant credit for the previous training or experience, the student will receive **Advanced Standing Credit in the career major**.

Advanced Standing Credit can also be issued to WTC students who complete one major at WTC and then enroll in another, or those who may change from one major to another. In order for credit from one program/major to be transferred to another program/major at WTC, the new major into which credit is being transferred should have courses that are applicable to the new major and are in the same scope and sequence.

Financial Aid recipient's hours for their career major and their financial aid award will be adjusted accordingly by the Financial Aid Director for the Advanced Standing Credit. If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and **the student will not be charged tuition or fees for the advanced standing credit hours.**

Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members

Western Technology Center no longer participates in the Montgomery GI Bill or other forms of Veteran Benefits due to the definition of Independent Study.

Course Repetitions and Determination of Award Disbursement

Students wanting to repeat a specific program/major must have permission of the instructor and Assistant Superintendent to do so. No financial aid will be available to repeat a career major at WTC.

Award Notification

If a student meets all eligibility requirements and all required documentation is received (including verification documents if necessary) and the student's financial aid file is complete, then the amount of the grant will be calculated by the Financial Aid Officer according to federal regulations. The student will then receive an award notice that contains the amount of the Pell Grant they are expected to receive for that academic year, along with disbursement procedures. The student will be contacted by the Financial Aid Office to complete the necessary paperwork.

Rights and Responsibilities of Recipients

Right-to-Know

- The institution's accrediting and licensing organizations
- All programs offered and detailed information regarding each program of interest
- Information on financial aid, including criteria for eligibility and methods of disbursement
- Information on the school
- Information on students' rights under FERPA
- How satisfactory academic progress is determined, including eligibility and appeals
- The institution's refund policy
- The institution's annual campus security report
- Drug and alcohol policies
- Gainful Employment
- Net Price Calculator
- Grievance Procedures
- Constitution Day, Voter Registration, & Vaccination Policies

Responsibilities

- Use financial aid funds for school related expenses
- Report all outside aid to the Financial Aid Office
- Maintain satisfactory academic progress
- Report changes in enrollment to the Guidance Counselor, Student Accounts Manager and the Financial Aid Office
- Notify the Guidance Counselor, Student Accounts Manager and the Financial Aid Office before withdrawing
- If you don't understand the financial aid process, ask questions
- Complete the required paperwork requested by the Financial Aid Office

DISBURSEMENTS

Disbursement of Pell Grants

Payment is disbursed by check from Western Technology Center. WTC typically has two payment periods per award year and Pell Grants will be disbursed twice a year, dependent upon when the student enrolled in the career major and on whether the majority of the hours in a payment period fall within that award year. Pell Grant funds will be disbursed approximately four to six (4-6) weeks from the payment period start date. Students will be paid the first time based upon the fact that they are enrolled and in attendance in an approved program. Satisfactory academic progress will be monitored before further disbursements will be made. Secondary disbursement dates may vary depending on enrollment dates, hours in career major or hours in payment period. All financial aid funds will be disbursed through the Administrative Offices at each campus on or about the dates listed on the student's Financial Aid Notification. Students will be notified by the Student Accounts Manager when checks are ready to be disbursed. The student must show a photo ID to receive his/her disbursement. **NOTE:** Failure to provide the necessary documents requested by the Financial Aid Office will necessitate the withholding of payment.

Disbursement Procedures

A disbursement spreadsheet is created by the financial aid director and a Gaps Request form requesting funds through G5 is submitted to the business office/Student Accounts Manager at the Burns Flat campus. The spreadsheet indicates the name of the student, career major, amount of disbursement, and amount owed to WTC. Once the business office receives disbursement paperwork funds are requested through G5. The funds are electronically deposited into the Student Financial Aid account. WTC never holds funds past 3 business days. The business office issues checks as per the disbursement spreadsheet from the Financial Aid Director. Checks are disbursed by the Student Accounts Manager at the Burns Flat Campus, the Administrative Assistant at the Sayre, Weatherford and Elk City campuses.

Initial Disbursements

The Financial Aid Director determines if disbursement is an initial (first ever received) Pell disbursement. Students are paid the first time based on their enrollment and good standing if ISIR/SAR is received prior to the end of student's first pay period. Disbursements thereafter are based on Satisfactory Academic Progress (see Satisfactory Academic Progress section in this handbook or view online at <http://www.westtech.edu/student-services/financial-aid/> (Student Consumer Information) and completion of hours and weeks in the first payment period.

Subsequent Disbursements

The second disbursement will be issued at the point which half the number of weeks of instructional time in the period have elapsed and or 450 hours and if the student is making satisfactory academic progress at the end of the first payment period. If a student receives a progress report that is not in compliance with the SAP requirements as outlined above, the student will be informed in writing about his/her failure to maintain SAP. The first time a student does not meet SAP requirements he/she will be placed on **financial aid warning status** for the next pay period. **There is no appeal process necessary for the warning status.** The student may continue to receive Title IV aid for one warning period. During the warning period, the student must maintain all SAP requirements. After the disbursement in warning status, students completing career majors in the academic year will receive a certificate and counted as completed. **Students who fail to maintain SAP during the warning period** will then be placed on **financial aid suspension** and will be denied further Title IV financial aid at WTC. The student meeting Satisfactory Progress for prior payment periods may be eligible to receive additional Title IV funds if enrolled in a program longer than the stated academic year of the designated program.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Explanation of Satisfactory Academic Progress.

Satisfactory Academic Progress (hereafter referred to as SAP) means a student must be proceeding in a positive manner toward fulfilling certificate requirements in a specific length of time. Students must be in good standing and making satisfactory progress according to the institutional standards before receiving Title IV assistance. Good standing means that the student is capable of enrollment or continued enrollment. Initially this means that the student is admissible to an educational program as demonstrated by high school diploma, GED, or home school equivalency. Later this means that the student is performing well enough in terms of progress, grades, and the institutional attendance policy to continue enrollment. The institutional attendance policy states that the student may be absent no more than 10% in a pay period. For example, a student in a 450 hour pay period may be absent no more than a total of 45 hours. Three tardies will count as one absence (3.08 hours). This 10% of absences will not have to be added to the student's pay period. This policy is distributed to students upon enrollment and is given to all financial aid students upon receiving their financial aid contract.

The first disbursement of Title IV funds for first time entering students at WTC requires no progress report provided the first disbursement is issued during the initial pay period of training for a new student. At the end of their first payment period students must be making SAP according to the standards stated in this

section of the handbook. The federal regulations state that students may take up to 50% longer than the normal time of their program/major to complete that program/major and still be regarded as being in good standing. However, a student WILL NOT BE ELIGIBLE for Title IV federal financial aid once he/she has received aid for the total number of approved hours in the program/major.

Satisfactory Academic Progress (SAP) Components

There are three components to SAP: qualitative, quantitative, and attendance.

Qualitative Component

Each student's cumulative grade will be reviewed at the completion of the scheduled clock hours and weeks for that payment period using a progress report provided to the instructors by the Financial Aid Director and then returned to the Financial Aid Director by the student's instructor. Students must maintain a cumulative grade of "C" or better for all past course work. If the student's grade is below a "C," then the student will be placed on Financial Aid Warning status. A grade of I is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration.

Quantitative Component

Quantitative: Pace of Progression is the pace at which a student must progress through his or her educational program to ensure that the student will complete the program within the maximum time frame and provides for measurement of the student's progress at each SAP evaluation. Maximum time frame is expressed in both clock hours and calendar time for full-time and part-time students. Students progressing at a normal pace have a maximum time frame of 110% to complete the program. Students requiring longer to complete the program may continue in the program but cannot receive further Title IV aid past the published number of clock hours for the program in which the student is enrolled. Students exceeding the 110% maximum time frame are not considered to be making SAP unless the student has been placed on an ADA 504 plan which would allow for a longer time frame or if the student has encountered mitigating circumstances. An estimated completion date will be set for each student on their plan of study.

Example of Full-Time and Part-Time Maximum Timeframe:

Full-Time student is defined as a student who attends 30.8 hours per week.

Part-Time student is defined as a student who attends 15.4 hours per week.

Classes are held from 8:10 to 11:15 a.m. session and 12:40 to 3:45 p.m. session for a total of 3.08 hours a day for a part-time student and 6.17 hours a day for a full-time student.

EXAMPLE: Executive Administrative Assistant is 960 hours and 36 instructional weeks for a full-time student. The full-time student will be given a maximum time frame of 1,056 hours and 37.5 weeks or approximately 9.5 months to satisfactorily complete. The part-time student will be given a maximum time frame of 1,056 hours and 75 weeks or approximately 19 months to satisfactorily complete.

Attendance Component

Students must have acceptable attendance for each payment period. Acceptable attendance is defined in the Student Handbook as missing no more than 10% of any pay period. Up to ten percent (10%) absence of enrolled hours in any one semester and/or payment period is considered within attendance policy. Withdrawal from a course does not eliminate the SAP requirements. Students who exceed the percentage of absences allowed in their payment period will be placed on Financial Aid Warning Status.

Practical Nursing has a separate academic/attendance policy which is stricter than the SAP attendance requirement. Please see Practical Nursing information in the Practical Nursing Handbook which can be obtained at the Practical Nursing building at the Burns Flat campus or on line at <http://www.westtech.edu/full-time/practical-nursing/> or contact the Practical Nursing Director, Christy May

at 580-562-3181 ext. 262. Practical Nursing students on financial aid must meet the standards set out in the Practical Nursing Handbook.

MONITORING SATISFACTORY ACADEMIC PROGRESS (SAP)

Monitoring Process/Progress Reports

SAP is monitored upon completion of the scheduled hours and weeks in each payment period using progress reports issued by the Financial Aid Director to the student's instructor or a signed Plan of Study with hours successfully completed documented on the POS. For example, a full-time student enrolled in a 600-hour major will have a progress report upon completion of the first 300 hours and 11.5 weeks. The second progress report will be made upon completion of the last 300 hours and 11.5 weeks in that major. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences. The aid director attaches the student's attendance summary to the progress report. The progress reports are filled out by the instructor indicating the student's cumulative grade, verifying student's attendance, and the student's completion of clock hours of the career majors learning objectives. The instructor then gives the progress report to the Financial Aid Director, and she determines if the student is meeting SAP standards for that payment period.

Financial Aid Warning and Suspension Status

If a student receives a progress report that is not in compliance with the SAP requirements as outlined above, the student will be informed about his failure to maintain SAP. The first time a student does not meet SAP requirements he/she will be placed on **financial aid warning status** for the next pay period. **There is no appeal process necessary for the warning status.** The student may continue to receive Title IV aid for one warning period. During the warning period, the student must maintain all SAP requirements. **Students who fail to maintain SAP during the warning period** will then be placed on **financial aid suspension** and will be suspended from receiving further Title IV financial aid at WTC.

FINANCIAL AID SUSPENSION PROCEDURES

Re-Establishing Financial Aid Eligibility after Being Placed on Financial Aid Suspension

A student who is placed on financial aid suspension due to failure to meet SAP during a warning period will be informed in writing of his suspension status and Title IV financial aid for that student will be suspended at WTC. A student who has been placed on financial aid suspension after failing to meet SAP during a warning period may file an appeal to have their Title IV funds reinstated.

Appeal Process after a Suspension

Students who are denied aid on the grounds of unsatisfactory progress and not re-establishing eligibility have the right to appeal the aid denial. To appeal, a student must file a written request within 5 days of the date of the receipt of the written notification by the Financial Aid Director of student's failure to meet SAP requirements. The appeal should include a written statement of the student's timetable for completing the program in which he/she is enrolled and an explanation of any mitigating circumstance which contributed to the unsatisfactory progress status. Mitigating circumstances may include but are not limited to serious illness experienced by the student, accident resulting in severe injury to the student, or death in the student's immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by the SAP review committee. (The SAP review committee is made up of three (3) unbiased WTC employees). The written appeal will be reviewed by the SAP committee and a decision made within 30 calendar days. If the committee believes it necessary, they may require the student to provide further documentation (such as a letter from a doctor) to substantiate or explain the mitigating circumstance. The student will then either be denied aid on the grounds of unsatisfactory progress, or aid will be granted. Decisions of the SAP review committee are considered final. Appeals are limited to one appeal per award year.

By granting an appeal the Financial Aid Appeal Committee has agreed that the student will **be able to make SAP by the end of the next payment period. In some cases, a student may be placed on an academic/attendance plan that will ensure the student's ability to meet SAP standard by a specific point in time during the next pay period.** If it is felt by the Financial Aid Appeal Committee that a plan is needed, the plan will be provided in writing by the instructor and will be signed by the Financial Aid Appeal Committee and the student. The academic plan will then become part of the student's financial aid file and classroom plan of study.

If a student is denied an appeal after financial aid suspension, then that student is responsible for paying tuition and/or fees in full **no later than the tenth day of the next pay period** unless other arrangements are made and agreed upon by both the business office and the Assistant Superintendent. If the student whose appeal has been denied comes back into compliance with the SAP standards during this financial aid suspension payment period, then they may once again become eligible for financial aid assistance but will continue to be on probation status for all following pay periods.

Suspended Status Student Transferring to a New Program/Major

A student who is suspended in a program/major, and who then transfers to or comes back to a new program/major at WTC, and who has hours from the previous program/major that would transfer into the new program/major will remain on suspended status if the hours that are transferred render the student to be out of compliance with the SAP requirements. If the transferred hours do not render the student to be out of SAP compliance, then that student would be eligible for financial aid in the new program/major.

ATTENDANCE POLICY FOR STUDENTS ON FINANCIAL AID

Adult students on financial aid are required to attend 90% of the hours in each pay period. Acceptable attendance is defined as missing no more than 10% of any pay period. The 10% of class time missed during a pay period may be considered within policy and the student's pay period will not be moved forward for absences that fall within the 10%. Failure to attend the 90% of the hours in a pay period will result in the student being placed on financial aid warning or suspension status.

Attendance is recorded in three hour and five-minute increments, i.e., a student attending six hours and ten minutes per day is counted absent twice when the full day is missed. Adult students attending under funding by federal aid or other outside agencies, or who are in a program or major leading to a licensure are responsible for maintaining their attendance as required by these agencies/departments.

LEAVE OF ABSENCE

A student may request a leave of absence for medical and/or emergency situations that will affect a student's attendance for an extended period of time. The following procedures must be followed: Student will request the leave of absence in writing to the WTC counselor or Director of Student Services. The written request must include the reason for the request and the number of days requested. The counselor and/or administrator will inform the student within 24 hours if their request is approved. The following rules will apply to all leaves: Only one leave of absence in a 12-month period will be approved (unless jury duty or military reasons apply). The leave of absence cannot extend beyond 30 calendar days. Student taking an approved leave retains in-school status, however, tuition will not be charged for the time frame of the leave of absence. A financial aid disbursement period will be extended the number of days equal to the number of days of the leave of absence. Student will not be paid for leave of absence. If the leave of absence is medically related, the student must provide the medical release to the counselor/administrator prior to returning. Re-admittance will not be allowed without a release. Upon a student's return, the student will be allowed to complete course work that was started prior to the leave. Students failing to return from an approved leave of absence will be dropped from their program and a Return to Title IV calculation will be completed on the student. Additional subsequent leaves may be granted for jury duty and/or military reasons. (FMLA 1993).

REVISION OF FINANCIAL AID AWARDS

There may be instances that warrant a change to the original student Pell contract. The Financial Aid Director may review a student's circumstances, make an adjustment to an award and revise the contract. The student and the Student Accounts Manager is notified of the change. The student is also given a copy of the revised award letter.

OVERPAYMENT AND COMMON TYPES OF OVERPAYMENTS

Explanation of Overpayment

An overpayment occurs anytime a student receives a payment that is greater than the amount for which the student is eligible. Examples of the four most common types of overpayments are as follows:

- Student error, such as failing to correctly report income on the application
- School error, for instance, when a student's award is taken incorrectly from the Pell Payment Schedule, or when the school pays a student who is not making SAP
- Required recalculations, when a student never begins attending class or withdraws from school after receiving a cash disbursement for living expenses
- Optional payments, for instance, when the school makes an interim disbursement to a student selected for verification, but the student never completes verification. (WTC does not make disbursements until verification is complete; therefore, this is a situation that should not occur at WTC)

Overpayment Due to Institutional Error

If the Financial Aid Director discovers an overpayment due to aid office error, she will adjust the student's total award to compensate for the error, if possible. If not possible, WTC will make repayment to the Pell Program and attempt to recover repayment from the student.

Overpayment Due to Incorrect Data

If the overpayment is due to incorrect data on the SAR/ISIR, the Financial Aid Director will assist the student in correcting the SAR/ISIR. The Aid Director will withhold subsequent payments until the corrected SAR/ISIR is received. If possible, the Aid Director adjusts the total award. If this is not possible, then the Aid Director will attempt to collect overpayment from the student. If the overpayment cannot be collected from the student, the Aid Director will consult the Federal Student Financial Aid Handbook to determine if referral to the U.S. Department of Education is appropriate. If so, the student's case will be referred to the U.S. Dept. of Education Debt Collection Service (DCS) for collection.

Receipt of Additional Student Funding Resources

A Pell Grant is an entitlement program. A Pell Grant is never to be adjusted downward because a student receives additional resources during the award year.

WITHDRAWAL AND INSTITUTIONAL REFUND

Official Withdrawal Process

If a student withdraws from school prior to the end of a semester and/or financial aid payment period, the student must provide notice to the school either in writing or verbally. At the time of withdrawal, a student must return all WTC property in good condition. Written or verbal notice should be submitted to the WTC Instructor, Counselor, Academic Center, Financial Aid Director and the Administration. This notice should contain the date the student will cease attendance and the reason for the withdrawal. After this process, the following will ensue:

- The notice is placed in the student's file in the Student Records Office and copies are submitted to the Instructor, Counselor, AC, Student Accounts Manager, and the Financial Aid Director.
- The Financial Aid Director will calculate any refunds due to the Title IV program and notify the student in writing within five days.

- The student will be billed for any refunds due to the U.S. Department of Education and any other agency funding that must be returned.
- If the student has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base (NSLDS) showing the student is ineligible for further funding.
- If the student has not repaid the funds within six months, the Collection Department of the U.S. Department of Education may contact the student.

Institutional Refund Policy

If a student withdraws or is dropped and fails to complete a period of enrollment for which they have been charged and paid, WTC will calculate what, if any, refund will be made to the student or funding agency. Dues, testing fees and supply fees are non-refundable. Refunds are not given for absences.

Refund requests should be directed to the Student Accounts Manager and are based on the official date of withdrawal or drop according to the Student Records/Registrar. The tuition refund policy for a student enrolled for at least three hours per day during a tuition period is as follows:

Withdrawn/dropped Refund	
0-5 days	100%
6-20 days	50%
21 days or more	No Refund

Unpaid balances will remain on the student’s account and may prevent the student from progressing to the next payment period, receiving certificates, or enrolling at WTC in the future.

Tuition Refund Policy - Paramedic

A Distance Learning Tuition Fee of \$600 is assessed and is non-refundable upon enrollment in Paramedic. If a student is withdrawn or dropped, the remaining tuition is subject to the WTC Paramedic refund policy. If a student withdraws or is dropped and fails to complete a period of enrollment for which they have been charged and paid, WTC will calculate what, if any, refund will be made to the student or funding agency. Dues, testing fees, books and supplies/fees are non-refundable. Refunds are not given for absences.

Refund requests should be directed to the Student Accounts Manager and are based on the official date of withdrawal or drop according to the Student Records/Registrar. The tuition refund policy for a student enrolled in Paramedic during a tuition period is as follows:

Withdrawn/dropped	Refund
0-15 days	50%
16 days or more	No Refund

Unpaid balances will remain on the student’s account and may prevent the student from progressing to the next payment period, receiving certificates, or enrolling at WTC in the future

Return of Title IV repayment formulas are used for all students in all programs who are receiving Pell Grants in all long-term programs. Please see the Treatment of Return of Title IV Funds section of this handbook for calculations and additional information.

TREATMENT OF RETURN OF TITLE IV FUNDS

Title IV Return of Funds

If a student withdraws, drops, or fails to complete a period for which they have paid the tuition, WTC will calculate what, if any, return needs to be made. If the student is a Pell Grant recipient in many cases, it may require a return of a portion of the monies received by both the institution and the student to the Pell grant program. The calculation will be according to the Dept. of Education’s Return of Title IV Funds using the Department’s Return to Title IV worksheet. The regulation requires a calculation based on the actual percentage of the period the student was scheduled to attend. An example of the worksheet can be found

in the back of this handbook. An example calculation is demonstrated below. Other examples and calculations may be obtained in the Financial Aid Office

Examples of the application of the refund policy are available upon request. An appeals process exists for students who believe that individual circumstances warrant exception from the published policy (see the Appeals Process section in this handbook).

Return of Title IV/Repayments Formulas Used for Students Receiving Pell Grants

If a student does not return from an approved leave of absence or if a student quits attending class and has not contacted the instructor, guidance counselor or administration, on the 10th day of non-attendance the student will be administratively withdrawn, and the last date of attendance will be used for calculations of hours scheduled to attend.

Calculating the Title IV Return of Unearned Funds

Generally, grants do not need to be repaid. However, a student may have to repay a certain amount if he/she withdraws or is dismissed prior to completing more than 60% of a payment period. When a student has exhausted all leave according to the attendance policy (see the attendance policy in the Student Handbook or the Student Consumer Information Handbook at <http://www.westtech.edu/student-services/student-consumer-information/>; obtain a hard copy in the Counselor's Office, the Assistant Superintendent's Office, the Central Office, or the Financial Aid Office), and a leave of absence has not been requested (or one has been requested but denied) on the 10th day of non-attendance the student will be administratively withdrawn upon that day.

The last date of attendance is the date used as the calculation for scheduled hours for the student's attendance on the Return of Title IV Funds Calculation Worksheet. The portion of a federal grant that the student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours scheduled to complete in the payment period upon the student's last day of attendance. For example, if the student completes 30% of the payment period, he/she earns 30% of the assistance that he/she was originally scheduled to receive. This means that 70% of the scheduled award remains unearned and must be returned to the Department of Education. Once a student has completed more than 60% of the payment period, he/she has earned all (100%) of the grant money for that pay period.

Once the amount of Title IV aid earned by the student and school is determined by the Financial Aid Office, the student will receive a letter stating how much Title IV aid was earned. The letter will also explain if the student has an outstanding balance that is owed to the school for tuition and fees. The student must realize that tuition and fees may be offset from the amount earned by the student.

Upon withdrawal, if the amount earned by the student is greater than the amount disbursed, then a post-withdrawal calculation is performed (see the Post-Withdrawal Disbursements section of this handbook). If the amount earned by the student is less than the amount disbursed, then a Title IV Return of Fund calculation is performed. If the amounts earned and disbursed are equal, no further action is taken.

Example 1: A student receives a Pell Grant in the amount of \$3,097 for a payment period that is 450 clock hours in length. As of the student's last date of attendance, the hours scheduled to be completed for the payment period are 350 of the 450 hours, which is 77.78%. In this case, neither the student, nor the school owe any money back.

Example 2: A student receives a Pell Grant in the amount of \$2,065 for a payment period that is 300 clock hours in length. As of the student's last date of attendance, the hours scheduled to be completed for the payment period are 63 of the 300 hours, which is 21.00%. The student had tuition and fee charges of \$1200 which were paid for with the Pell Grant. The Return of Title IV Funds calculation determines that the student owes nothing to the Federal Pell Grant program. This calculation also determines that WTC is

required to return \$948 to the Federal Pell Grant program. Please refer to the Return of Title IV funds worksheet at the back of this handbook to see what calculations are involved or contact the Financial Aid Director for more information.

Re-proration of Title IV Aid for Early Completion

If a student graduates without successfully completing all the established clock hours in the program, a school must re-prorate the amount of Title IV aid and only pay the student for the hours successfully completed. WTC expects that a student will successfully complete all clock hours and weeks of instruction as they progress through their plan of study. The U.S. Department of Education requires the school to re-prorate (or adjust) Title IV aid provided, to an amount equivalent to the actual hours the student successfully completed. Early completion is discouraged in order to receive full benefit of instruction and to avoid returning Title IV funds.

Aid to Be Returned

If the student receives more Pell Grant monies than the amount earned, WTC or the student or both, must return the unearned funds. When a return of Pell Grant funds is due, WTC and the student may both have a responsibility for returning funds. Whatever funds are not returned by the school must be returned by the student. The student's repayment obligation is determined after the school's earned/unearned funds are calculated. WTC will return all unearned funds within 45 days from the date Financial Aid Director determines the student withdrew. Necessary funds will be returned to the Federal Pell Grant Program by the Business Office by electronic transfer payment through the G5 system.

If a student owes a repayment to the Pell Grant Program, WTC will notify the student by mail within 30 days that he/she must repay the overpayment. In the notification WTC will inform the student that

- The student owes an overpayment of Pell Grant funds
- The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student

There are two positive actions a student can take to extend eligibility for Title IV funds.

- The student may repay the overpayment in full to the school within 45 days
- The student may sign a repayment agreement with the Department of Education

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported to NSLDS and referred to the Department of Education for collection:

Mailing address: National Payment Center
 P.O. Box 105028
 Atlanta, GA 30348

The student should contact the school to discuss his/her options.

POST-WITHDRAWAL DISBURSEMENTS

Explanation of Post-Withdrawal Disbursement

If the student receives less Pell Grant monies than the amount earned, WTC will make a disbursement of the earned aid that was not disbursed **if the student has met all eligibility requirements**. WTC will credit a student's account with a post-withdrawal disbursement for current tuition and fees. Earned funds in excess of tuition/fees will be provided to the student. WTC will send notification no later than 30 calendar days after the date the Financial Aid Office determines the student withdrew. The student will then be sent a mailed notification about the post-withdrawal disbursement. WTC will disburse the funds to the

student within 45 days of the date the school determines the student withdrew. If the student cannot be located or refuses the funds as per a written and signed statement, the funds will then be returned to the Federal Pell Grant Program. In dealing with crossover period post withdrawal disbursements, the Financial Aid Director reserves the right to use the prior year ISIR on a case-by-case basis for the benefit of the student.

PROFESSIONAL JUDGMENT

Explanation of Professional Judgment

Professional judgment is defined as a discretionary decision or opinion reached based on the experience of a Financial Aid Director to address unusual circumstances that affect student eligibility. It is the philosophy of WTC that professional judgment is utilized at a minimum level. Student applications, whose financial and personal background truly reflects a unique circumstance which federal regulation does not address, will be assessed on an individual case-by-case basis.

Procedure to Follow for Professional Judgment

A student may request a review of special circumstances, or the Financial Aid Director may determine after reviewing the student's application that the student may need special consideration. The Aid Director will request the student/parent file a written explanation describing the situation or special circumstances. Official documents, such as court orders, or other evidence such as receipts, bills, tax forms and schedules will be required.

The Financial Aid Director will review the request and decide whether professional judgment should be exercised. The Aid Director will document the decision, how the decision was reached and the action to be taken. The student's request or written explanation, along with supporting documentation and the decision of the Financial Aid Director will be filed in the student's financial aid file folder.

When Professional Judgment is used, the Financial Aid Director completes the appropriate section(s) of the School Use box on the SAR/ISIR or the FAA adjustment box on the EdExpress ISIR tab. This indicates to CPS that a data element or dependency status has been changed.

Areas in Which Professional Judgment Can Be Exercised

The WTC Financial Aid Director authorizes case-by-case adjustments in the following areas:

Data items used to calculate EFC, which may include

- Unusual medical or dental expenses not covered by insurance
- Extended family support
- Elementary and secondary education tuition and dependent care expenses
- Unusual debt
- Income reduction
- Loss of employment
- Death of family provider
- Dependency Status
- Satisfactory Academic Progress (SAP)

Dependency Status and Professional Judgment

Students are automatically considered to be independent if they meet the following criteria:

- They were born before January 1, 1999
- The student will not be working on a master's or doctorate program during the school year
- The student is married as of the date he or she applies
- The student has children and provides more than half of their support
- The student is an orphan or a ward of the court (or has been a ward of the court at any time since the age of 13)
- The student is a veteran of the U.S. armed forces

- The student is currently serving on active duty in the U.S. Armed Forces for purposes other than training
- The student has certain dependents (other than a spouse or children) that live with the student and the student provides more than half of their support
- The student is or was an emancipated minor as determined by a court in his state of legal residence
- The student was determined to be homeless or to be an unaccompanied youth by his high school or school district homeless liaison at any time on or after July 1, 2021
- The student was determined to be an unaccompanied youth who was homeless by a director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development at any time on or after July 1, 2021
- The student was determined to be an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless by a director of a runaway or homeless youth basic center of transitional living program at any time on or after July 1, 2021
- The student is or was in a legal guardianship as determined by a court in his state of legal residence

The Financial Aid Office has the authority to make students (who do not meet the above criteria) independent under special circumstances using Professional Judgment. Special circumstances must be documented, and a copy of the documentation must be maintained in the student's file. Examples of special circumstances include, but not limited to:

- An abusive relationship with the family
- A student who has been abandoned by parents
- Incarceration of both parents

The Financial Aid Director adjusts the student's dependency status by recording a Dependency Override code of "1" in EdExpress. The Aid Director may also cancel a dependency override that another school performed. To do this, the Aid Director records a code of "2" in EdExpress. Dependency overrides can also be recorded by marking the D/O oval on a paper FAFSA.

However, according to federal regulations, the following instances **do not qualify** as special or unusual circumstances meriting a dependency override:

- Parents refuse to contribute to a student's education
- Parents are unwilling to provide information for the FAFSA or verification
- Parents do not claim the student as a dependent for tax purposes
- Student demonstrates total self-sufficiency
- Student does not live with parents or lives with other family members

Appeal Procedure for Professional Judgment

Students who feel their request for review of special circumstances has not been processed properly have the right to appeal such decisions to the FA Appeal Committee consisting of the Counselor, the student's instructor (current or prospective), the Financial Aid Director, the Assistant Superintendent and a neutral party appointed by the Assistant Superintendent. Students do not need a special form to file this appeal. Students requesting an appeal of special circumstances need to provide in writing a request addressing the FA Appeal Committee stating that they would like to have a meeting to present the special circumstances they feel warrant a change in their dependency or financial aid status. The committee will meet with the student and the student will receive written notification of the committee's decision within five school days.

APPEAL PROCESS FOR ALL OTHER FINANCIAL AID GRIEVANCES

For financial aid grievances in general, (i.e., those that are not mentioned previously in this handbook) students may appeal to the FA Appeal Committee consisting of the Counselor, the student's instructor (current or prospective), the Financial Aid Director, the Assistant Superintendent and a neutral party appointed by the Assistant Superintendent. Students do not need a special form to file this appeal.

Students requesting an appeal for such general grievances need to provide in writing a request addressing the FA Appeals Committee stating that they would like to have a meeting to present the special circumstances they feel warrant an action concerning their financial aid at WTC. The committee will meet with the student and the student will receive written notification of the committee's decision within five school days.

MISREPRESENTATION REGULATIONS

A school is deemed to have engaged in substantial misrepresentation when the school itself, one of its representatives, or other related parties (see below), makes a substantial misrepresentation regarding the school, including about the nature of its educational program, its financial charges, or the employability of its graduates.

Misrepresentation

Misrepresentation is defined as, "A false, erroneous or misleading statement made directly or indirectly to

- a student, prospective student, or any member of the public, or
- an accrediting agency, a state agency, or the Department.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This definition applies to statements made by

- an eligible school
- one of its representatives, or
- any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services.

Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the school required the student to make such an endorsement or testimonial to participate in a program.

Substantial Misrepresentation

Substantial misrepresentation is defined as any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

Substantial misrepresentations are prohibited in all forms, including those made in any advertising, promotional materials, or in the marketing or sale of courses or programs of instruction offered by the institution.

Misrepresentation Sanctions

If the Department of Education determines that an eligible institution has engaged in substantial misrepresentation, it may

- revoke the eligible institution's Program Participation Agreement;
- impose limitations on the institution's participation in the FSA programs;
- deny participation applications made on behalf of the institution; or
- initiate a proceeding against the eligible institution under subpart G of 34 CFR 668.

Relationship with the Department of Education 34 CFR 668.75

An eligible institution, its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement may not describe the eligible institution's participation in the Title IV, HEA programs in a manner that suggests approval or endorsement by the U.S. Department of Education of the quality of its educational programs.

FRAUD

Explanation of Fraud

There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining additional assistance. The Financial Aid Director is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse.

Policy for Fraud

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

Procedures for Fraud

If, in the Financial Aid Director's judgment, there has been intentional misrepresentation, false statements or alteration of documents which have resulted in the awarding or disbursement of funds for which the student is not eligible, the Aid Director will notify the student and schedule an appointment to discuss the situation with the student. If the student does not make an appointment, the Aid Director may

- Not process a financial aid application until the situation is resolved satisfactorily
- Not award financial aid
- Cancel financial aid
- Determine that financial aid will not be processed for future years

Fraudulent situations will be forwarded to the Office of the Inspector General of the Department of Education, at 755-2270 or 1-800-MIS-USED.

AUDITS

Audit Requirements

Financial aid records and student files are audited every year. Independent auditors review a sample of student aid files to ensure that the Financial Aid Director is in compliance with federal, state, and institutional policies.

Preparation for Audit

The only preparation for an audit is to cooperate with the auditor's requests. Typically, the auditor will randomly select a specific number of students to inspect. The files are pulled and given to the auditor. Any additional assistance requested is responded to promptly. The results of the audit are then submitted through E-Z Audit. Any revisions that must be made will be submitted in a timely manner.

OTHER ASSISTANCE PROGRAMS AVAILABLE AT WTC

Oklahoma Tuition Aid Grant (OTAG)

Purpose of the Oklahoma Tuition Aid Grant Program

The Oklahoma Legislature enacted the Oklahoma Higher Education Tuition Aid Grant Act authorizing and directing the Oklahoma State Regents for Higher Education to implement a program of Oklahoma Tuition Aid Grants. The purpose of these grants is to assist Oklahoma college students with demonstrated financial need to meet the cost of attendance at Oklahoma postsecondary institutions.

Application Procedures

Students desiring to apply for OTAG should follow the application procedures for Title IV funds. The student must complete the Oklahoma residency section on the Free Application for Federal Student Aid (FAFSA).

The Oklahoma Tuition Aid Grant is a Student State Incentive Grant administered by the Oklahoma State Regents for Higher Education (OSRHE). Students may apply for OTAG consideration by completing the FAFSA application at studentaid.gov.

Primary eligibility requirements:

- Pell eligible (receiving a Pell Grant for the current academic year)
- Oklahoma Resident
- Demonstrate unmet financial need

Other awarding priorities:

- Most unmet financial need based on student's enrollment status and cost of attendance
- Enrolled in high-demand employment needs
- Students nearest to completing a degree or certificate

Eligible applicants are funded on a first come, first-served basis since Western Technology Center's OTAG allocation is limited. It is important to complete the FAFSA application as soon as possible. Students must maintain the same requirements for continued eligibility and SAP as for the Pell Grant. OTAG funds are credited to a student's account, and if there is a credit balance, a check is disbursed to the student.

Method and Frequency of Disbursement

Disbursements are usually completed once or twice per academic year. The awards are calculated based on a student's enrollment status and unmet financial need.

Oklahoma's Promise

Purpose of the Oklahoma's Promise

This is an Oklahoma Scholarship for students that take a required list of academic classes in high school and meet a GPA of 2.5. Student eligibility is determined by the Oklahoma State Regents of Higher Education (OSRHE). Students will be required to file FAFSA for the award year of their first year of attending a post-secondary education institution which will provide the required second income verification.

Application Procedures

This scholarship is applied for by the student at their high school when they are in the 8th, 9th or 10th grade.

Eligibility Requirements

Eligibility is dependent upon enrollment in a program that is offered through a cooperative agreement, co-enrollment at the degree granting institution with which WTC has an alliance agreement. Criteria for continued eligibility and re-establishing eligibility are based upon the same satisfactory progress requirements for PELL. Students who believe they may qualify should contact the financial aid office to ensure proper procedures are taken for the student to receive their benefit.

Criteria for Selecting Recipients from Group of Eligible Applicants

Student eligibility is determined by the Oklahoma State Regents of Higher Education (OSRHE). Students must maintain required standards set by the OSRHE for the scholarship. All students who meet the eligibility requirements receive scholarships.

Criteria for Determining Amount of Student's Aid

The amount of aid is determined annually by the OSRHE is dependent upon enrollment in a program that is offered through a cooperative agreement, co-enrollment at the degree granting institution with which WTC has an alliance agreement.

Method and Frequency of Disbursement

Oklahoma's Promise funds are credited to a student's account each semester and if there is a credit balance a check is made and disbursed to the student.

Otha Grimes Memorial Scholarship

Purpose of Otha Grimes Memorial Scholarship

The Otha Grimes Memorial Scholarships are reserved for adult students who have initiated formal training to achieve technology career objectives.

Application Procedures

Applicants must use the authorized application form posted on the school website; fill out as directed and submit on-line as directed.

Criteria for Selecting Recipients from Group of Eligible Applicants

WTC has established an Otha Grimes Scholarship Selection Committee and the committee uses a rubric to determine the top ten applicants. Each application is evaluated based on the rubric regardless of program or campus. Scholarships are reserved for adult students who may not qualify for other scholarships or student assistance programs. Scholarships are awarded more on the basis of need and commitment, rather than on grades. Scholarships are determined by the Oklahoma State Department of Career and Technical Education Foundation. The scholarship stipulates that the award be used toward books, tuition, and other direct expenses incurred for technology training.

Method and Frequency of Disbursements

Scholarships are awarded once each semester (Fall and Spring). Funds are issued to the school and are applied first toward tuition and fees. If tuition and fees have been paid by other sources, a check is then issued by the Central Office Secretary to the student for approved expenses.

13th Year Scholarship

Western Technology Center's 13th Year Scholarship waives tuition for full time programs. This scholarship can only be used the year following high school graduation in May to a student finishing a WTC program. No monies are issued directly to the scholarship recipient. Completed application is due to WTC Guidance Counselor on or before March 1. Ninety (90%) attendance is required in order to keep a 13th Year Scholarship. Less than 90% attendance will result in this scholarship being cancelled and the student being responsible for the cost of their tuition for the second semester. Extenuating circumstances as describe in the student handbook will be considered.

Application Procedures

Application can be obtained from the Guidance Counselor at WTC and the completed application is due in the Guidance Counselor's office by March 1 for the following school year.

Criteria for Selecting Recipients form Group of Eligible Applicants

All students who make application and are eligible under the required criteria will receive the waiver.

Method and Frequency of Disbursements

No actual disbursements are made. This waiver/scholarship is only valid for the year following graduation from one of the WTC District high schools or home schools.

Workforce Innovation Opportunity Act (WIOA)

Workforce Innovation Opportunity Act is a federal program which provides job search support and training to eligible persons interested in high demand occupations. WTC is on the approved list of training providers in the state of Oklahoma. Visit the website at <https://oklahomaworks.gov/> or call the local Oklahoma Works Office at 580-302-7376 for a current list of demand occupations approved at Western Technology Center. Contact the Financial Aid Office in Student Services, WTC, for further information.

Department of Rehabilitative Services

This is a program of assistance for individuals with documented disabilities. Services include testing, psychological evaluation, medical examination and counseling services. In some cases, Vocational Rehabilitation pays tuition, fees, books and supply costs. For more information visit the Department of Rehabilitative Services on the web at <http://www.okrehab.org> or contact the Financial Aid Office at the Burns Flat campus.

Bureau of Indian Affairs

The Bureau of Indian Affairs awards educational grants to students who meet their eligibility requirements. Assistance could vary with each student dependent upon his/her needs. Students who are listed on a tribal roll and believe they may qualify should contact their Tribal Agency Educational Office for application information. Criteria for continued eligibility, re-establishing eligibility, method and frequency of benefit, along with satisfactory progress standards for this program are administered by the student's Tribal Agency Educational Office. WTC will provide information requested from student's tribal agency. <http://www.bie.edu/>

Veteran's Educational Assistance Programs

WTC does not participate in VA benefits programs such as Montgomery GI Bill, Dependent Benefits or Post 911 but we will evaluate and grant advance standing for training.

Western Technology Center will award credit (toward completion of a career major) to students honorably discharged from the Armed Forces of the United States within three years of initial enrollment. This credit will be based on educational experiences, training and/or work experience which replace learning/competency attainment that would take place in a recognized course offered by the technology center. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education will be the guide used for comparing experiences to educational requirements.

It is the student's responsibility to provide Western Technology Center with the following documentation:

- DD214
- Final/Current Military Transcript

The student applying for veteran benefits will not be certified until documentation is provided and prior credit is evaluated.

Oklahoma HB 3350 Career Technology Tuition Waiver

HB 3350 waives tuition at career techs for children of peace officers, fire fighters, military personnel, and Oklahoma EMT's who died in the line of duty and children of members of Oklahoma Law Enforcement Retirement System who were catastrophically injured or killed in the line of duty. The law states "Such waiver of resident tuition and nonresident tuition shall be limited to a period of five (5) years."

Administration of Other Scholarships

Other scholarships at WTC are administered following the policies and regulations as stated by the agencies awarding said scholarships.

IN-SCHOOL LOAN DEFERMENT AND NSLDS

In-School Loan Deferment

WTC does not offer loans or participate in any loan programs. Students may, however; defer payments on educational loans previously received at other institutions while attending school on at least a half-time basis at WTC. Contact the Financial Aid Office for more information and in-school loan deferment forms.

National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is a database of information about loans and grants awarded to students under Title IV aid. Students may view their personal student loan or grant information on the website www.nslds.ed.gov by logging in with their FSA ID. Students must never share their FSA ID with any other entity. For more information, contact the Financial Aid Office.

NON-DISCRIMINATION STATEMENT

NOTICE OF NON-DISCRIMINATION

WESTERN TECHNOLOGY CENTER DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, AGE, VETERAN STATUS, OR RELIGION.

The following people have been designated as WTC Compliance Officers to handle inquiries regarding the non-discrimination policies:

Ms. Karla Wedel
504 Coordinator
P.O. Box 1469
621 Sooner Drive
Burns Flat, OK 73624
580-562-3181 x280
kwedel@westtech.edu

Mr. Jeff Lewallen
Title IX Coordinator
P.O. Box 1469
621 Sooner Drive
Burns Flat, OK 73624
580-562-3181 x213
jlewallen@westtech.edu

Ms. Serenna Hitter
Title IX Coordinator
P.O. Box 1469
621 Sooner Drive
Burns Flat, OK, 73624
580-562-3181 x294
serennah@westtech.edu

WESTERN TECHNOLOGY CENTER STUDENT CONSUMER INFORMATION

A copy of the Student Handbook is provided to all students enrolled in approved/accredited programs. The contents of the Student Handbook are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of the Student Handbook or a separate paper copy of each disclosure are available upon request from the Guidance Counselor or the Financial Aid Office.

All prospective students must complete the admissions process which includes taking an assessment test. At this time, a notice of required disclosures is provided to each prospective student.

The Student Consumer Information Handbook is available in Student Services. All pertinent disclosures are also available on our website at www.westtech.edu

The Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and the additional consumer information. The Board Policy Manual is available for public/student access upon request in the Administrative offices of each campus.

DISRUPTION TO THE EDUCATIONAL PROCESS AT WESTERN TECHNOLOGY CENTER

An interruption to the academic year 2019-2020 occurred due to the COVID-19 Pandemic. The statewide education system was interrupted beginning March 23, 2020, through the remainder of the school year. The Oklahoma State Board of Education and The Oklahoma Department of Career and Technology Education issued guidance to complete the academic year through temporary guidance authorized by the U.S. Department of Education. This guidance allowed clock-hour schools to complete through distance education.

WTC administration, faculty and staff quickly implemented these options so that minimal interruption occurred for the students. WTC submitted an On-Line Status report for each program to the Oklahoma Department of Career and Technology Education with the following information:

- 1) Campus
- 2) Start Date On-Line

- 3) Delivery Method Used
- 4) Accessibility Confirmed
- 5) Accreditor/Licensure Agency Approved
- 6) Number of Post-Secondary Students Enrolled
- 7) Number of Post-Secondary Students Confirmed to Participate On-Line

The students did not miss any weeks of instruction although clock hours and payment periods were extended for those on federal financial aid due to extra time needed for orientation for on-line instruction to meet curriculum objectives. All required documentation was placed in individual student files. Satisfactory Progress was checked and students who qualified were paid their final payment period disbursement on May 1, 2020, in a manner that met social distancing guidelines. Students who chose to withdraw had a Return of Title IV Aid calculated and held for further guidance per the USDE. These students will be reported to Federal Student Aid but the school and/or student will not be responsible for returning any money at this time. The school year ended May 20, 2020, but WTC staff and faculty remained available to allow students to complete according to the temporary distance education guidelines. WTC completed the 2019-2020, 2020-2021 and 2021-2022 academic years with business procedures as normal.

WTC will continue to operate in 2022-2023 under the guidance of the U.S. Department of Education, Oklahoma Department of Education and the Oklahoma Department of Career and Technology Education. As information and recommendations continue to be released, students and staff will be notified of procedures for their health and safety. In the instance of any interruption of the education process please refer to WTC Administration for current details and instructions.

CURRENT COVID PROTOCOL UPDATE FOR 2022-2023

Western Technology Center (WTC), being responsive to business and community needs, is opening its facilities for training purposes. It is the individual's responsibility to assess their own risk when deciding to attend in-person gatherings. WTC will continue to take all appropriate sanitation precautions to ensure a safe and clean learning environment.

Meeting and class space availability is subject to change based on the prevalence of COVID in our district and CDC recommendations.