



FINANCIAL AID
POLICY AND
PROCEDURES
MANUAL

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Financial Aid / VA Coordinator
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POLICY MANUAL

SECTION 1: INTRODUCTON

1.1 **Statement of Purpose**

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

Federal regulations mandate that institutions have written policies and procedures. The purpose of this document, the Federal Student Financial Aid Policy and Procedures Manual, is to record policies by the Department of Education and practice and procedures surrounding the delivery of financial aid at Great Plains Technology Center. If no policy or procedure addresses a given issue, the Financial Aid Coordinator is expected to use professional judgment based upon the intent of all financial aid programs and practices.

This manual:

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

Financial Aid Office Location

The Financial Aid Office is located in the Student Services Office,
Building 100 Room 107

Great Plains Technology Center
Student Services Department
Financial Aid Office
4500 SW Lee Blvd
Lawton, OK 73505

Hours of Operation

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

Fax and Telephone Numbers

Fax Number: (580) 250-5677

Telephone: (580) 250-5534

Public Web Site

The Web Site for Financial Aid is located at www.greatplains.edu.

1.2 **Financial Aid References**

Regulations and guides are located in the Financial Aid Office or online and are as follows:

Federal Student Financial Aid Handbook
Verification Guide

US Department of Education Audit Guide

Financial Aid Policy and Procedures Manual

The Blue Book

Common Origination and Disbursement <https://cod.ed.gov/cod/LoginPage>.

Information for Financial Aid Professionals <http://ifap.ed.gov>.

FSA Download <http://www.fsapubs.gov/>.

US Department of Education Home Page <http://www.ed.gov>

Application for Approval to Participate <http://eligcert.ed.gov/ows-doc/eapp.htm>.

Bulk Ordering Ordering System <http://www.fsapubs.gov/>.

National Student Loan Data System (NSLDS)

https://www.nslsdfap.ed.gov/nslsds_FAP/default.jsp.

(US Department of Education Dear Colleague Letters and Federal Registers are no longer mailed to institutions as of August 10, 1998 – these documents are available on the IFAP website <http://ifap.ed.gov>.)

SECTION 2: PHILOSOPHY & POLICIES OF GREAT PLAINS TECHNOLOGY CENTER

2.1 VISION

Great Plains Technology Center offers valuable career education for every person, business and organization.

MISSION STATEMENT

Our mission is to prepare individuals for success in work and life, serving as a driving force for economic development in Southwest Oklahoma.

CORE VALUES

- 1. We are committed to the communities we serve.**
- 2. We are ethical and accountable for our decisions and actions.**
- 3. We are dedicated to promoting economic development in Southwest Oklahoma.**

CORE BELIEFS

- 1. GPTC believes in the unity of the school and the communities it serves.**

2. GPTC believes lifelong learning promotes economic advancement for the students and communities we serve.
3. GPTC believes stakeholders are integral to improving programs and services.
4. GPTC believes employability skills, technical competence, and academic rigor are essential for student success.
5. GPTC believes we prepare our students to be among the most highly skilled workers in the world.

2.2 Accreditation

Both state and national agencies currently certify full-time programs at Great Plains Technology Center.

All programs/programs are certified by:

Oklahoma Board of Career and Technology Education

Oliver Hodge Building, Room 121

2500 North Lincoln Boulevard

Oklahoma City, Oklahoma 73105

(405) 521-3301

www.okcareertech.org/main/boardmem.htm

Programs accredited by specialized State and National accrediting bodies are listed in the following table.

Program Name Accrediting Body

Automobile Service Technology

(Certified 4 areas)

National Automotive Technician Education Foundation (NATEF)

Automotive Service Excellence (ASE)

101 Blue Seal Drive, Suite 101

Leesburg, VA 20175

(703) 699-6650 Website: www.natef.org

Automobile Collision Technology

(Certified 4 of 5 areas)

National Automotive Technician Education Foundation (NATEF)

Automotive Service Excellence (ASE)

101 Blue Seal Drive, Suite 101

Leesburg, VA 20175

(703) 699-6650 Website: www.natef.org

Medium/Heavy Duty Truck (Diesel)

(Certified, All Areas)

National Automotive Technician Education Foundation (NATEF)

Automotive Service Excellence (ASE)

101 Blue Seal Drive, Suite 101

Leesburg, VA 20175

(703) 699-6650 Website: www.natef.org

Licensed Practical Nurse

National League for Nursing Accrediting Commission (NLNAC)

61 Broadway, 33rd Floor

New York, NY 10006

(212)-363-5555 Website: www.nlnac.org

Oklahoma Board of Nursing (State)

2915 North Classen Blvd., Suite 524

Oklahoma City, Oklahoma 73106

(405) 962-1800 Website: www.youoklahoma.com/nursing/

Radiologic Technology

Joint Review Committee on Education in Radiologic Technology

(JRCERT)

20 N. Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

Website: www.jrcert.org

Advanced Respiratory Therapist

Committee on Accreditation for Respiratory Care (CoARC)

1248 Harwood Road

Bedford, Texas 76021-4244

(817) 283-2835 Website: www.coarc.com

Surgical Technologist Accreditation Review Committee on Education in Surgical Technology & Surgical Assisting (ARC-STSA)

6 W. Dry Creek Circle, Suite #110

Littleton, Colorado 80120

(303) 694-9262 Website: www.arcstsa.org

Long Term Care Nurse Assistant/Home Health Aide

Oklahoma Department of Health

1000 Northeast Tenth Street

Oklahoma City, Oklahoma 73152

(405) 271-4085 Website: www.health.state.ok.us

Emergency Medical Technician

Oklahoma Department of Health

1000 Northeast Tenth Street

Oklahoma City, Oklahoma 73152

(405) 271-4027 Website: www.health.state.ok.us

2.3 **Non-Discrimination Clause**

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Great Plains Technology Center also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education

Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Boulevard., Lawton, OK or 2001 E. Gladstone, Frederick, OK. This school is authorized under Federal law to enroll nonimmigrant alien students.

2.4 **Policy Notification**

It is the policy of Great Plains Technology Center to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, employment, and educational services. Inquiries concerning application of this policy may be referred to the superintendent of Great Plains Technology Center.

2.5 **Release of Student Information / Family Educational Right & Privacy Act**

The Family Educational rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records within 45 days of the day Great Plains Technology Center receives a request for access. A student should submit to the Dean of Students/Principal a written request that identifies the record(s) the student wishes to inspect. The Dean of Students/Principal will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Tech Center official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2.6 **Crime Awareness and Campus Security**

The Board of Education of Great Plains Technology Center shall endeavor to provide a crime-free campus environment for all employees and students. Consistent with this effort, all students are required to report any criminal activities or actions of a suspicious nature to the Dean of Students/Principal and/or his/her designee who shall be designated as head of security for each respective campus. Students may also report such activities to their teachers or to an administrator. Upon investigation by the Dean of Students/Principal and/or his/her designee, local law enforcement officials shall be notified if deemed necessary by the Dean of Students/Principal. If a student wishes to report suspicious or criminal activities anonymously, s/he may call the Lawton Police Department Crime Stoppers at 580-355-4636 or go online at www.lawtoncrimestoppers.com.

2.7 **Drug Education**

Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment, making you more likely to hurt yourself or others, to have trouble with the law, to do

poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks: they can damage major organs, increase your risk of cancers, and even cause death. There are three (3) alcohol and drug treatment centers serving Comanche, Tillman and Kiowa counties— they are: Reflections, Southwestern Medical Center; Silver Linings, Comanche County Memorial Hospital; and Taliaferro Community Health Center.

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, the Great Plains Technology Center has a fundamental legal ethical obligation to prevent drug use and to maintain a drug-free educational environment. Because of the extensive abuse of alcohol, tobacco, and drugs and their continuous promotion in our society, the Great Plains Technology Center provides drug education units, which are integrated within the standard curriculum. These units are necessary to prepare students for decision-making against drug and alcohol use. Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the Great Plains Technology Center Student Handbook. Some possible actions include parental contact, suspension, or expulsion. Every student of the Great Plains Technology Center will receive a copy of the Drug-Free Schools Policy and the Student Handbook. Continual education will be provided by drug education seminars, teacher in-service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

2.8 **Referral Agencies for Services, Support, and Dependency Rehabilitation**

There are three (3) alcohol and drug treatment centers serving Comanche, Tillman and Kiowa counties— they are: Reflections, Southwestern Medical Center; Silver Linings, Comanche County Memorial Hospital; and Taliaferro Community Health Center.

2.9 **Sexual Harassment**

The policy of this school district forbids discrimination against, or harassment of any student or staff on the basis of race or sex. The Great Plains Technology Center Board of Education will not tolerate sexual and or racial harassment by any of its employees or students. This policy applies to all students and employees including nonemployee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual and or racial harassment of employees has been developed.

2.9.1 **Sexual and/or Racial Harassment for the purpose of this policy:**

A. Sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "teasing", double meanings, and jokes.

B. Demeaning comments about a student's ability to excel in a class historically considered a nontraditional enrollment subject, privately talking to a student about

sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

C. Writing (graffiti) which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual and or racial harassment. Graffiti of any kind will not be tolerated on school property. The Dean of Students/Principal is directed to cause any graffiti or unauthorized writings to be removed immediately.

D. Racial harassment includes verbal comments regarding physical or personality characteristics of a racial nature, kidding, teasing, double meanings, and jokes.

2.9.2 Specific Prohibitions:

A. Administrators and Supervisors

(1) It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

(2) Administrators, supervisors, support personnel, or teachers who either engage in sexual and or racial harassment of students or tolerate such conduct by other employees shall be subject to sanctions as described below.

(3) The Great Plains Technology Center school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (21), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 21 may constitute a crime under state or federal law.

2.9.3 Report, Investigation, and Sanctions:

A. It is the express policy of the Great Plains Technology Center Board of Education to encourage student victims of sexual and or racial harassment to come forward with such claims. This may be done through the Sexual and or Racial Discrimination Grievance policy.

(1) Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual and or racial harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

(2) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual and or racial harassment.

B. In determining whether alleged conduct constitutes sexual and or racial harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Dean of Students/Principal has the responsibility of investigating and resolving complaints of sexual and or racial harassment.

C. Any employee found to have engaged in sexual and or racial harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual and or racial harassment of other students or staff shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

2.10 **Student Right to Know / Completion Rate Disclosure**

Program completion / graduation / retention rates are available on the National Center For Education Statistics website at <http://www.nces.ed.gov/IPEDS>.

2.11 **Netprice Calculator**

The purpose of the Net Price Calculator is to assist current and prospective students and their families in estimating the individual net price for an institution. The Netprice Calculator template is located on the Great Plains website at <http://www.greatplains.edu/adult/net-price/>. The Netprice Calculator is updated no later than July 1 of each year.

2.12 **Professional Judgment**

Definition – A discretionary decision or opinion reached on the basis of the experience of a Financial Aid Administrator. Allows for flexibility in dealing with individual student circumstances.

It is the philosophy of Great Plains Technology Center that Professional Judgment be utilized at a minimum level. Student applications whose financial and personal background truly reflect a unique applicant circumstance which Federal Regulations do not address, will be assessed on an individual basis.

Professional judgment is only implemented when the student has an extraordinary circumstance that warrants overriding normal procedures. Such adjustments are fully documented in the student's file.

Professional judgment is exercised for the following circumstances:

- a. Dependency override
- b. Significant drop in income from income provided on FAFSA

SECTION 3: FINANCIAL AID PHILOSOPHY AND POLICIES

3.1 **Philosophy of Financial Aid at Great Plains Technology Center**

The Great Plains Technology Center believes that the talents, hopes and ambitions of our young people and adults are among the most valuable resources this nation possesses. With this thought in mind, Great Plains Technology Center will, therefore, make every effort for students to attend school who would normally be deprived of an education because of inadequate funds. Great Plains Technology Center believes the primary responsibility for financing education lies first with the student and his/her family (parents or spouse.) The Office of Student Financial Aid was established to coordinate all financial assistance offered by the school and to ensure that the established principles are observed in the administration of student aid programs at the Great Plains Technology Center.

3.2 **History of Financial Aid at Great Plains Technology Center**

Great Plains Technology Center opened for classes in the fall of 1970. In the spring of 1971 negotiations to obtain institutional participation right for Federal Title IV programs of student financial assistance were begun. Great Plains began awarding Federal Title IV funds in the fall of 1971. Dustin Davidson currently holds the title of Financial Aid Coordinator.

3.3 **Financial Aid Policy Development Process**

The Financial Aid Coordinator is responsible for initiating the development of financial aid policy in accordance with the Higher Education Act at Great Plains Technology Center. Others including the Superintendent, the Director of Student Support Services and the Great Plains Technology Center Board are involved.

SECTION 4: ADMINISTRATIVE & FINANCIAL AID ORGANIZATION AND OFFICE MANAGEMENT

4.1 **Organizational Chart**

Can be found at

https://greatplainstechcenter.com/download/references/policy_and_procedure/or_gchart_20_21.pdf

4.2 **Purpose of the Financial Aid Coordinator**

The purpose of the Financial Aid Coordinator is:

1. To provide professional financial aid counseling to students and parents concerning meeting the costs of education. The office shall help students seek, obtain and make the best use of all financial aid resources available at Great Plains Technology Center.
2. To administer Title IV Aid programs competently account to the institutions

philosophy and policies as stated in Section 2 and federal regulations in accordance with Higher Education Act and;

3. To maintain institutional records of assistance programs and students assisted.

4.3 **Financial Aid Coordinator Job Description & Responsibilities.**

4.3.1 **Primary Functions:**

Coordinates financial aid and VA paperwork for applicants and students. Provide timely, accurate and efficient financial aid service to Great Plains Technology Center students. Provides timely information to school administration changes in Federal regulations affecting Great Plains.

4.3.2 **Major Duties and Responsibilities:**

Update annually the Financial Aid Policy and Procedures Manual
Responsible for assembling and maintaining Federal, State, Local and Veterans student aid records.
Counseling financial aid applicants.
Assess eligibility of applicants for aid.
Establish Student Aid Budget
Authorize financial aid.
Complete federally mandated reports.
Maintain current knowledge of federal regulations.
Design systems to accomplish these tasks.

Specific Responsibilities:

PELL

Authorize Pell Grants.
Review and verify Student Aid Report (ISIR).
Collect documentation.
Create files.
Review each file in detail.
Calculate budget for each student file.
Figure cost of attendance.
Calculate Pell award.
Issue award letters.
Post Pell as aid in student file in SONIS.
Process requisitions.
Determine amount of tuition and fees Pell recipient owes.
Monitor satisfactory progress and attendance.
Notify student if progress or attendance unsatisfactory / cancel aid file.
Prepare partial pays and pay vouchers.
Post payments of Pell, SEOG, OTAG and outside funding to students file in (EDEXPRESS).
Prepare Pell Grant Origination and Disbursement Reports – enter into

EDEXPRESS and send to COD (Common Origination Disbursement)

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

Review each student file, cost of attendance and budget.

Post award in (EDEXPRESS).

Authorize award.

Issue a revised award letter to student.

Requisition funds.

Monitor satisfactory progress and attendance.

Type partial pays and pay voucher.

Post payment in (EDEXPRESS).

OKLAHOMA TUITION AID GRANT (OTAG)

Complete OTAG award status reports (by semester) and upload to OTAG.

Add OTAG award to student file in (EDEXPRESS).

Issue revised award letter.

Type partial pays and pay voucher

Post in (EDEXPRESS).

OTHA GRIMES SCHOLARSHIP/OKLA VOTECH FOUNDATION

Distribute scholarship applications.

Collect applications and mail to Oklahoma State Dept

Career Technology.

Notify student of award.

Determine any unpaid expenses for program.

Coordinate with Business Office the usage of award/funds.

Post in (EDEXPRESS).

GREAT PLAINS TECHNOLOGY FOUNDATION

Revise, distribute and collect applications.

Review applications in detail and award or disapprove applications

Type and mail approval/disapproval letters.

Maintain file of all applications with copies of letters attached.

NEXT STEP SCHOLARSHIP

Distribute applications.

Collect applications and check for accuracy.

Approve or Disapprove scholarship.

Notify student.

Prepare Certificates for Award Assemblies at each sending school.

SUPERINTENDENT SCHOLARSHIP

Distribute applications.

Update / revise applications.

Notify student.

Prepare Certificates for Award Assemblies at each sending school

OTHER ADDITIONAL:

Make copies and distribute scholarship applications from outside agencies such as

The Junior League of Lawton

Kiwana's

Lion's Club

Enlisted Spouse's Scholarship

Association for the Advancement of Black Americans

Physician's Manpower

Lawton Business Women's Association

ETC.

VETERANS ADMINISTRATION

Distribute to applicant necessary forms to determine eligibility.

Review and mail application to VA for applicant.

Establish file on student once enrolled in program.

Determine credit for previous training.

Submit via electronic certification, student enrollment status.

Post VA as aid in student file in School Desx.

Monitor progress, grades, attendance, leave of absence and notify VA of any changes.

Calculate end dates for VA students.

Submit continuing enrollment certification each semester or year depending on program student is enrolled.

Contact VA for student when problems arise with benefits

Maintain files for review by compliance auditors from the Veterans Administration office and Oklahoma State Accrediting Agency.

Maintain current knowledge of changes in regulations, guidelines and improvements.

OKLAHOMA STATE APPROVING AGENCY

Notify Oklahoma State Approving Agency when any of the following changes occur:

School name.

School officials (administrators, directors)

School's class schedules.

School faculty.

School accreditation status.

School calendar (for all programs)

School policy regarding:

Enrollment dates.

Entrance requirements.

Leave, absences, class cuts, tardiness.

Standards of progress (grading system, probationary period, conditions for dismissal and re-entry & records kept by school).
Conduct of students and circumstances for dismissal.
Fees-tuition and other charges.
Refund of tuition.
Credit for previous education and training (must be documented and reported to VA not later than the end of 2 terms, sem or qtrs.)
Available space, facilities and equipment and branch/extension locations.
Curriculum changes
Additional curricula offerings.

Send to Oklahoma State Approving Agency annually for approval:
Adult Student Catalogs Frederick and Lawton Campuses.
Student Handbook
Practical Nursing Handbook
Surgical Technology Handbook
Respiratory Care Handbook
Radiography Handbook
Copies of all school calendars - regular and PN, RT, ST, RCT, MMT, Enterprise Network Professional, EMT Firefighter
Short Term ACD Brochures (3 times per year)

GENERAL, DAILY, ETC

Process students Federal Financial Aid. Award students Federal Financial Aid.
Notify by mail students Financial Aid Award.

Process forms for Department of Human Services, Oklahoma Housing, JTPA/ASCOG, Student Loan Servicers (student loan deferment forms).

Coordinate with Health Program enrollment office, Health Program course instructors, Full-Time Adult enrollment office and instructors ----keeping up to date as to student status, ie: grades, attendance, leave of absence, etc.

Coordinate activities with other offices and outside agencies providing financial assistance to students. IE: ASCOG, VOC REHAB, VA, CH 31 REHAB, COM TRIBE, KIOWA TRIBE, DHS, ETC

Calculate refunds using the Return to Title IV software via web link. Determining overpayments and payments due when student withdraws or fall below less than half-time. Send results of refund to person in charge of billing for the program student was enrolled.

Send letters to students who owe payments to the school and Department of Ed.

Report student in overpayment in NSLDS – Dept of Ed.

Maintain current knowledge of relevant federal regulations. Keep administration aware of changes in federal regulations that effect the institution. IE: Changes in testing regulation, job placement rates, consumer information, etc.

Maintain communication with Oklahoma State Dept of Career Technology.

QUARTERLY RESPONSIBILITIES

Review ACD brochure financial aid and Veterans Educational Benefits section.

Monitor grades and attendance, print copies from School Desx. file in Student Aid file and VA file.

Report online to the National Student Loans Student Data - update on students enrolled at Great Plains who are in deferment or have received a student loan.

ANNUAL RESPONSIBILITIES

Update Gainful Employment Required Disclosure statements for all Programs approved for Title IV Financial Aid on the Great Plains website.

Prepare and submit Fiscal Operation Report (FISAP)

Complete Financial Aid section of Integrated Postsecondary Education Data System (IPEDS) report.

Annual revision of Student Consumer Information at Great Plains guaranteeing school is in compliance with Federal guidelines.

Annual balancing of Federal monies authorized, disbursed and posted with Institutional Payment Summary, Pell Statement of Account, Business Office Detail Report and EDEXPRESS.

Prepare for annual audit.

Annual set up of (EDEXPRESS) (Student Aid Reporting and Analysis), load institutional parameters, budgets, etc.

Annual set up of (EDEXPRESS) systems.

Devise annual student budget for Title IV aid for each Program.

Revise financial aid / VA section of Great Plains Technology Center Policy and Procedure Manual

Revise financial aid / VA section of Student Handbook, Health Program Handbooks and all other consumer information literature.

Revise school catalogs for Frederick and Lawton Campuses and send to Oklahoma State Accrediting.

Follow up on changes occurring with programs for the following year.

Prepare Gainful Employment Disclosure documents for Great Plains Technology Center website.

Prepare Netprice Calculator for Great Plains Technology Center website.

CONFERENCES AND WORKSHOPS

Oklahoma Association of Financial Aid Administrators Conference
Fall and Spring

Oklahoma Association of Veterans Administrators Conference
Fall and Spring

Oklahoma State Dept. Of Career Technology Summer Conference

US Department of Education Title IV Delivery System Update/Workshop
Spring

Western Association for Veterans Education Services annual conference

JOB PERFORMANCE MEASUREMENT TOOLS

Annual school audit.

Bi-annual compliance review conducted by the Veterans Administration.

Bi-annual compliance review conducted by the Oklahoma State Accrediting Agency.

Accreditation review - Oklahoma State Dept Career Technology

4.4 Financial Aid Coordinator Administration

4.5.1 Office Hours

The Financial Aid Coordinator is available to see students Monday – Friday between the hours of 8:00 am and 4:00 pm.

4.5.2 Calendar of Financial Aid Activities

The Financial Aid Coordinator attends OASFAA conferences, Oklahoma Department of Career Technology August Conference and Financial Aid Meetings, the Department of Education's Delivery System fiscal workshops as well as video conferences, Oklahoma Association of Veterans Administrators and Counselors conferences.

4.5.3 Distribution of Forms

Dustin Davidson, Financial Aid Coordinator, is the employee responsible for disbursing applications, forms and information to current and prospective students. Applications are available in Building 100 Room 107.

SECTION 5: PARTICIPATION IN FINANCIAL AID PROGRAMS

5.1 Institutional and Program Eligibility

Documentation regarding Great Plains Technology Center eligibility for all aid assistance programs is located in the Financial Aid Office. The Financial Aid Coordinator is responsible for the coordination of the program participation agreements and updating the application to participate.

Programs Eligible for Federal Financial Aid at the Lawton Campus and Frederick Campus

<https://www.greatplains.edu/full-time-programs/adult>

5.2 Financial Assistance Available at Great Plains Technology Center

The following programs of assistance are available at Great Plains Technology Center

5.2.1 Title IV Programs

Federal Pell Grant

Federal Supplemental Education Opportunity Grant (SEOG)

Oklahoma Tuition Aid Grant

5.2.2 Other Programs

Up to date list found - <https://www.greatplains.edu/student-resources/financial-aid>

5.3 General Student Admissions and Eligibility Criteria for Federal Financial Aid

5.3.1 Admissions Requirements and Title IV Eligibility

Great Plains Technology Center admits as regular students those who are high school graduates, holders of high school graduation equivalency certificate, and are persons who are at least the age of 17 years.

Students who meet the requirements outlined in the Federal Student Handbook are considered eligible for Federal Student Aid at Great Plains Technology Center.

Specific Admission requirements can be found in our Enrollment Application Packet.

5.4 Rights and Responsibilities of Student Aid Recipients

5.4.1 Fair Evaluation of Financial Need / Federal Need Analysts Methodology

Great Plains Technology Center utilizes the Free Application for Federal Student Aid (FAFSA). The Expected Family contribution (EFC) formula is the standard formula used in determining financial need.

5.4.2 Confidentiality

Great Plains complies with the Family Educational Rights and Privacy Act of 1974 – revised

All information, written or verbal, that an aid applicant and/or the applicant's family reveals in the process of obtaining assistance is confidential. This information is restricted to access by the Financial Aid Coordinator only. All information required for applicant becomes the property of the district upon submission and is maintained in the student's file.

5.4.3 Student Inspection of Files

An applicant is entitled to examine his/her file within ten (10) working days after a written request to do so is filed with the Financial Aid Coordinator.

5.4.4 Honesty in Use of Financial Assistance and Reporting of Resources and Changes

Students receiving federal and institutional assistance will be required to sign a statement which certifies that funds awarded will be used solely for expenses connected with attendance at this institution. The statement also specifies that the applicant has given accurate and true information. The statement is part of the FAFSA application.

5.4.5 Verification and Updating of Information

All students are required to update key application data upon submission of their aid application. Selected students are required to submit documentation to verify the accuracy of family financial aid and other data. If a student is selected to verify application data either by the U.S. Department of Education or by the school, he/she is informed in writing of the documentation requirements. Students who fail to complete verification, will not receive assistance.

5.4.6 Good standing and Satisfactory Progress

In order to receive Title IV Federal Financial aid at Great Plains Technology Center, a student must be in good standing and making satisfactory progress according to the institutional standards. The standards are as follows:

Good standing is initially defined as the student being eligible for admission to an eligible educational program. Beginning with the 2012 2013 award year students must have a high school diploma, GED or complete his or her state's requirement applicable to home schooling to receive Federal Financial Aid. Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Great Plains Technology Center. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending Great Plains.

Continued eligibility is based on meeting minimum standards in terms of conduct, grades and Great Plains Technology Center's attendance policy. Students are allowed 8 absences per pay period.

Satisfactory progress is determined at payment period intervals.

Satisfactory progress reports are sent to instructors to complete at the end of each payment period.

Great Plains Technology Center requires its students to maintain Satisfactory Academic Progress (SAP) as established by Great Plains in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards:

3. Satisfactory progress is defined by the institutional policy as having a grade C or better at the end of a pay period AND students must complete work at a pace that enables completion in the allotted hours in the Program. Specifically this means that a student enrolled in a 1050 clock hour Program attending full time should complete the Program in 9 months. All students must maintain a cumulative academic average of "C" for all Great Plains Technology Center Programs.

2. All students are held responsible for regular and punctual attendance. Great Plains Technology Center students may not be absent more than 8 days per semester (pay periods for Federal Student Aid funded students)

3. All students must complete the program within one and one-half (1½) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.

Students who have more than 5 days of consecutive absences will be dismissed (unofficially withdrawn). This standard shall apply to all students except those on an approved Temporary Interrupt (Leave-of-Absence) Students who expect to be absent 5 or more days are encouraged to request a Temporary Interrupt (Leave-of-Absence).

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the Student Handbook.

5.4.7 Quantitative Requirement:

All students must complete their educational program in no longer than 150% of the published length of the program. A temporary interrupt (leave of absence) will extend the student's contract period, and maximum time frame, by the same number of days in the temporary interrupt (leave of absence).

All clock hours at the Institution and transfer hours must be counted toward the 150% eligibility whether a student received Title IV federal student aid or not in order to graduate within the maximum time frame.

Students must also meet the attendance requirements as outlined in Great Plains Technology Center Student Handbook.

5.4.8 Academic Year Definition:

Great Plains Technology Center academic year is defined as, 1050 hours and 28 weeks for Title IV purposes. For Title IV payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments.

5.4.9 Evaluation Periods:

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

Example: For all Programs with 1050 or greater clock hours a student is evaluated at the increments in which the student is scheduled to reach 525 and 1050 clock hours.

Example: For the 705-clock hour Firefighter Program, a student is evaluated at the increments at which the student is scheduled to reach 353 clock hours.

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 525 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

5.4.10 Warning / Probation

Students who fail to meet minimum requirements (90% cumulative attendance for Great Plains Technology Center Programs and no more than 8 total absences per pay period and a grade average of CA for the Great Plains Technology Center Programs) for attendance and academic progress at the end of a payment period will be placed on a Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be placed on Academic Probation development Status and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

5.4.11 Financial Aid Probation Status:

A student placed on Financial Aid Probation may receive Title IV, /HEA programs funds for one payment period. Any student that prevails upon the appeal process shall be placed on Financial Aid probation and will be eligible to receive Title IV during this period. Those who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive Title IV funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

5.4.12 Reinstatement of Aid:

This process is limited to the period under evaluation. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid.

5.4.13 Returning Student from a Leave of Absence or a Withdrawal

All students, who have withdrawn or taken a temporary interrupt (leave of absence) and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave.

5.4.14 Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation point.

5.4.15 Reinstatement of Financial Aid

Title IV, HEA funds will be reinstated to qualified students who have received a financial aid probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of a payment period and are able to complete their Program within the maximum time frame.

5.4.16 Noncredit and Remedial Courses

Noncredit and remedial courses do not apply Great Plains Technology Center. Therefore, these items have no effect upon the school's satisfactory progress standards.

5.5 Federal Pell Grant Program

5.5.1 Purpose

The Federal Pell Grant is a federally funded grant which provides up to \$5550 to undergraduate post secondary students who are enrolled at least half time in an approved Program.

5.5.2 Eligibility Requirements

Student must meet the general eligibility requirements outlined in Section 5.3. In addition, this grant is restricted to students who have not earned a Bachelor's degree. Students may not receive a Federal Pell Grant from more than one institution concurrently. Federal Pell Grant funds are limited to 12 semesters.

5.5.3 Application Procedures

Students may apply by completing the Free Application for Federal Student Aid

(FAFSA) online at www.fafsa.gov. A Pre-Application Worksheet (FAFSA Worksheet) may be obtained from the Financial Aid Office, 4500 SW Lee. Blvd, Lawton, OK 73505, Building 100, Room 107. Once the application is submitted online the student will receive a confirmation with an approximate Pell award listed. (This is an estimate and certain rules apply before formal award from the school is issued). Students may also apply for Title IV funding by completing a paper or PDF version of the Free Application for Federal Student Aid (FAFSA) and mail it to the Federal Student Aid Programs. Within approximately two to four weeks the student will receive an eligibility report call a Student Aid Report (SAR), which consists of 3 to 5 pages. This report includes a summary of application information and the determination of the students' Expected Family Contribution (EFC).

Great Plains Technology Centers School District #9 is set up to receive electronic transmissions of the Student Aid Report. The electronic record is known as the Institutional Student Information Record (ISIR). Transmissions are usually received within 10 days of the date the FAFSA is processed by the Federal Student Aid Programs Office. Great Plains only receives ISIR's from students who indicated the Great Plains Technology Centers school number of 010717. These reports include a summary of application information and the determination of the student's Expected Family Contribution.

The Expected Family Contribution (EFC) is the result of the computations involving the financial and non-financial data submitted on the Free Application for Federal Student Aid (FAFSA).

The method of computing eligibility applies to all dependents and independent students uniformly.

A tracking letter is emailed to each applicant downloaded into the school financial aid database. Once all required documents are submitted to the Financial Aid Office, the Financial Aid Coordinator determines if all application requirements have been met. If inaccuracies are found the Financial Aid Coordinator makes corrections to the students FAFSA using the FSA site. If so, the Financial Aid Coordinator uses the Institutional Student Information Record and the current Pell Grant Payment Schedule to determine the scheduled Pell Award and estimated disbursement. The student is notified through an award letter. Two payment periods are scheduled for the Pell Grant to be disbursed per Academic year. Great Plains defines an academic year as 1050 clock hours.

5.5.4 Criteria for Selecting Recipients from Group of Eligible Applicants

All recipients are paid if eligible. Federal Pell Grant Amounts are based on:

1. Federal Pell Grant Cost of Attendance for a full academic year.
2. Enrollment status of the student (ie. full-time or half-time).

3. Length of the Program and length of time the student is enrolled.
4. Federal Pell Grant Payment Schedule (revised annually by the Department of Education).

An academic year of 1050 clock hours / 38 weeks (with a payment period of 525 clock hours / 19 weeks) is applicable to all Programs that are 1050 clock hours or greater. For Programs less than 1050 clock hours, the payment period is one half of the total hours of the Program.

5.5.5 Criteria for Determining Amount of Student Aid

Federal Pell Grant amounts are based upon the following:

1. Students Effective Family Contribution (EFC)
2. Tuition and fee costs for program plus Federal Pell Grant living allowances (Great Plains uses the Student Expenses Budget. Source: U.S. Department of Labor – Bureau of Labor Statistics).
3. Enrollment status of student (full-time or half-time)
4. Payment schedules revised annually by federal government and available for inspection in the Financial Aid Office.

5.5.6 Method and Frequency of Disbursement

Students are paid the 1st disbursement of Their Federal Financial Aid at the beginning of the 1st pay period, approximately 4-6 weeks after their start date. Students may charge their tuition, fees and books against their Federal Financial Aid on the 1st day of class. Remaining payments are based on satisfactory grade average and attendance for the previous pay period. Pay period dates are different for each student depending on the Program enrolled in and start dates. Upon receipt of an award letter the student is issued a list of estimated financial aid disbursement dates.

Flex Practical Nursing students are issued payment for the 1st payment period (525 clock hours) approximately 4-6 weeks after the start of the Program. 2nd Pell disbursement is issued after the student has successfully progressed to 2nd semester and has documentation of attending 525 clock hours. The 2nd disbursement pays the student in advance for another 525 clock hours. At the time of graduation the student must have documented a total of 1050 clock hours. The Financial Aid Coordinator receives monthly time sheets for each Flex Practical Nursing student thereby documenting the clock hours attended.

Practical Nursing Traditional Class students who have a start date in June are issued the 1st Pell from the current award year provided they have not exhausted their Pell award at another institution or for another Program. If Pell funds have been exhausted for the current award year students are issued Pell funds from the following award year.

5.6 Federal Supplemental Education Opportunity Grant (FSEOG)

5.6.1 Purpose

The Federal Supplemental Education Opportunity Grant (FSEOG) is federally funded for the purpose of helping exceptionally financially needy students meet the cost of post-secondary education. Students are exceptionally needy if they have the lowest EFC. Great Plains Technology Center ensures that funds are available to eligible students. This program is administered by the institution and is referred to as Campus Based Aid.

5.6.2 Eligibility Requirements

FSEOG grants are awarded only to student who qualify for a Federal Pell Grant. Students' must have a remaining need after the Pell Grant has been awarded to be entitled to the FSEOG. The Financial Aid Coordinator awards FSEOG funds beginning with students who have a ZERO etc. Any remaining funds will be disbursed to the next neediest students. The Financial Aid Coordinator repeats the FSEOG process for the fall semester and spring semester.

5.6.3 Application Procedures

Students who wish to apply for this grant program must complete the "Free Application for Federal Student Aid" (FAFSA) form.

5.6.4 Criteria for Selecting Recipients from a Group of Eligible Applicants

Eligible applicants are funded to the limit of available funds and students' unmet need and EFC.

5.6.5 Criteria for Determining Amount of Student Aid

FSEOG grants are awarded only to student who qualify for a Federal Pell Grant. Students' must have a remaining need after the Pell Grant has been awarded to be entitled to the FSEOG. The Financial Aid Coordinator awards FSEOG funds beginning with students who have a ZERO etc. Award amounts are \$100 per semester.

5.6.6 Method and Frequency of Disbursement

Student will receive an award letter with the amount of the FSEOG award listed. FSEOG payments are issued on the same date as the Pell Grant payment.

5.7 Oklahoma Tuition Aid Grant (Student State Incentive Grant)

5.7.1 Purpose

The purpose of the Oklahoma Tuition Aid Grant is to assist eligible student who have substantial need in meeting part of the cost of their education. Students may receive up to \$1000.00 per academic year as a full-time student for tuition assistance.

5.7.2 Eligibility Requirements

Students must meet all of the general eligibility requirements outlined in Section 5.3. In addition, the student must be an Oklahoma resident, attend an approved Oklahoma school, and must demonstrate substantial financial need as determined by the Oklahoma State Regents of Higher Education.

5.7.3 Application Procedures

Students who wish apply for this grant program must complete the “Free Application for Federal Student Aid” form and must complete the Federal Student Aid Release Section of this form giving permission for the release of their financial information to the state financial aid agency (Oklahoma State Regents for Higher Education). The FAFSA should be completed as early as possible after January 1 for consideration for the upcoming year.

5.7.4 Criteria for Selecting Recipients from Group of Eligible Applicants

Eligible applicants are funded to the limit of available funds on a first-come, first-served basis, with “high-cost/high demand” programs being prioritized first. Deadlines for applications are established annually.

5.7.5 Criteria for Determining Amount of Student Aid

Grant amounts are based upon the following:

*Financial need as determined by the Oklahoma State Regents for Higher Education.

*Cost of attendance at Great Plains Technology Center

Oklahoma Tuition Aid Grants at Great Plains Technology for the 2022/2023 school year are paid on a semester basis. Students in High Demand programs (ie. Practical Nurse) are given priority and students with High Need and low awards are given priority.

5.7.6 Method and Frequency of Disbursement

After the award roster from the Oklahoma Tuition Aid Grant office is processed and uploaded to the OTAG office, OTAG sends a new roster to the school with the awarded students listed. Great Plains issues award letters to students indicating the amount of the award and the date the check will be disbursed, once the school receives the funds from OTAG.

5.8 WIA – Workforce Investment Act (ASCOG)

5.8.1 Purpose

The WIA program is a federal program of assistance, which is provided to economically disadvantaged and other individuals facing employment barriers who are in need of training obtain productive employment.

5.8.2 Eligibility Requirements

Applicants must meet Workforce Investment Act economic and employment guidelines which are determined by the ASCOG counselor.

5.8.3 Application Procedures

To apply for assistance, contact the Workforce Oklahoma office in your county.

Comanche County ASCOG
1702 SW 11th
Lawton, OK73505
580-248-0000

5.9 Vocational Rehabilitation

5.9.1 Purpose

The purpose of Vocational Rehabilitation is to assist individuals who are physically or mentally handicapped. Services include testing, psychological evaluation, medical examination and counseling services.

5.9.2 Eligibility Requirements

The Vocational Rehabilitation office determines eligibility.

5.9.3 Application Procedures

Contact the Vocation Rehabilitation Office. 1332 NW 53rd, Lawton, OK 73505

5.9.4 Criteria for Determining Amount of Student Aid

In some cases, Vocational Rehabilitation will pay for tuition, fees, books, and supply costs. Amounts are determined by the Vocational Rehabilitation counselor.

5.10 Bureau of Indian Affairs

5.10.1 Purpose

One of the purposes of the Bureau of Indian Affairs is to provide assistance to Native Americans who meet the requirements mandated by each Tribe.

5.10.2 Eligibility Requirements

The Bureau of Indian Affairs determines eligibility.

5.10.3 Application Procedures

To apply for assistance students must contact their Tribal office.

5.10.4 Criteria for Determining Student Aid

Assistance is determined by the Tribal agency. Grant may provide tuition, supplies, and living expenses.

5.11 Veteran's Education Benefits

5.11.1 Purpose

Veteran's Educational Benefits provide educational benefits to assist eligible veterans meet the cost of education and living expenses while attending an eligible and / or Program and / or Education Plan.

5.11.2 Eligibility Requirements

Veterans who meet eligibility requirements under Chapters 30, 31, 32, 33, 1606 or 1607 of Title 38 in the U.S. Code. Additionally, dependents are eligible for educational assistance under Chapter 35 or Chapter 33 of Title 38.

5.11.3 Application Procedures

Veterans can apply online at <https://www.ebenefits.va.gov>. Paper applications are also available in Building 100 Room 107. Students must provide the VA Certifying Official a copy of their Certificate of Eligibility.

5.11.4 Criteria for Determining Student Aid

Determined by Veterans Administration

5.11.5 Awarding Academic Credit – Advanced Standing Policy

It shall be the policy of the Great Plains Technology Center (GPTC) to award educational credits to honorably discharged veterans of the United States Armed Forces upon initial enrollment at GPTC. This option is valid for three years from the date of discharge. To receive educational credit for a course, the course must be a part of the student's military training or service and meet the standards of the American Council on Education (ACE) or equivalent standards for awarding academic credit if the award of educational credit meets the admission requirements and the role, scope and mission of the GPTC.

5.12 Veteran's Vocational Rehabilitation Educational Benefits (Chapter 31)

5.12.1 Purpose

To provide tuition assistance, required supplies and sometimes living allowances to eligible disabled veterans.

5.12.2 Eligibility Requirements

Veterans who have been determined by the Veteran's Administration to possess at least 20% service related disability.

5.12.3 Application Procedures

Veterans can apply online at <https://www.ebenefits.va.gov>. Paper applications are also available in Building 100 Room 107. Students must provide the VA

Certifying Official a copy of their Certificate of Eligibility and the VA form 28-1905.

5.12.4 Criteria for Determining Student Aid

Determined by the Veterans Administration

5.13 Otha Grimes – Francis Tuttle Memorial Scholarship

5.13.1 Purpose

The Otha Grimes – Francis Tuttle Memorial Scholarship is available to adult students enrolled in a Program at an Oklahoma Career & Technology Center to assist with educational expenses.

5.13.2 Eligibility Requirements

1. Must be at least 18 years of age.
2. Must be enrolled in and making satisfactory progress in full-time Program.
3. Must exhibit an evident need for scholarship assistance.
4. Must declare an intention to complete a career objective in the stated Career Tech program.

5.13.3 Application Procedures

Applicants must use the authorized application form available in the Financial Aid Office Building 100 Room 107.

5.13.4 Criteria for Determining Student Aid

Scholarships are reserved for deserving adults 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 good grades. Scholarships are determined by the Oklahoma State Department of Career Technology Foundation.

The scholarship stipulates that the awards are to be used towards book, tuition, and other direct expenses incurred in the Program in which the student is enrolled.

5.14 Next Step Scholarship

5.14.1 Purpose

The purpose of the Next Step Scholarship is to provide tuition fee waivers to high school seniors within two years of high school graduation

5.14.2 Eligibility Requirements

Graduate from high school within two years of application. Priority is given to students who graduated from a high school within the Great Plains school

district.

5.14.3 Application Procedures

Applications are available at Great Plains Technology Center, from the students high school counselor or can be downloaded from the Financial Aid section of Great Plains Technology Center's website at www.greatplains.edu.

Applicants must submit an official high school transcript with school seal present and a letter of reference from their high-school counselor.

5.14.4 Criteria for Selecting Recipients from a Group of Eligible Applicants

The Next Step Scholarship is a one-time tuition scholarship. The maximum award is "One Full Time Program" tuition at Great Plains Technology Center. Applicants must apply within 1 year of high school graduation.

The scholarship is good for 12 months from the date of the award letter.

The scholarship may be applied toward tuition for a full-time Program. The scholarship is a tuition fee waiver therefore no monies are issue directly to the scholarship recipient. Applicants must have graduated from a high school within one year of application and must have graduated from a high school with the Great Plains school district. Applicants must have minimum of 2.5 cumulative high school G.P.A. through the last completed semester report on the transcript and have fewer than 10 absences during their last two completed semesters reported on the their transcript.

5.14.5 Criteria for Determining Amount Student Aid

The amount of the Next Step Scholarship is "one Full Time Program."

5.15 Great Plains Technology Center Foundation, Inc. Scholarship

5.15.1 Purpose

The purpose of the Great Plains Technology Center Foundation Scholarship is to assist full time adult with tuition costs.

5.15.2 Eligibility Requirements

Eligibility is based on HS Graduation within one year, GPA and attendance.

5.15.3 Application Procedure

Applications are available at Great Plains Technology Center or online on the Financial Aid section of the Great Plains website at www.greatplains.edu.

SECTION 6: INSTITUTIONAL INFORMATION

6.1 Institutional Refund Policy

Refunds (see refund definition below)

Refunds to post-secondary students in full-time adult programs at Great Plains Technology Center are made as follows:

If a student withdraws before the 5th day of class, refund is 100% of tuition paid.

A Student's Return to Title IV aid, HEA funds, for those who have received Title IV funds during an award year, is calculated in accordance with the Return of Title IV Funds regulations.

Official Withdrawal

All adult students who withdraw from a program must complete a drop form in the Student Office, Room 111. No refunds will be made until cleared through the Student Office and the Financial Aid Office.

Refunds will be made to the agency or person who paid the tuition/fee charges.

6.2 Refund Policy as Related to Receipt of Title IV Financial Assistance

Refund Definition: Refers to refund of tuition and fees that the school makes to a student or funding source after the student has withdrawn or is dropped from school. The actual amount of the refund is determined according to the school's policy. However, if the student received financial aid from the Federal Student Aid (FSA) Programs under Title IV (with the exception of College Work Study), a portion of the unearned Title IV aid must be returned. GPTC calculates the return of these "Title IV funds" based on the payment period. Funds are returned to the Title IV, HEA programs in the following order: note GPTC does not participate in Direct Loan programs.

1. Federal Pell Grant
2. Iraq and Afghanistan Service Grant for which a Return is required.
3. Federal Supplemental Opportunity Grants
4. Other FSA Programs
5. Other federal, state, private or institutional sources of aid.
6. The student

GPTC will return their portion of unearned aid within 45 days of the date the financial aid office was made aware of the students last date of attendance.

6.3 Treatment Of Title IV Funds When A Student Withdraws From A Clock Hour Program and Return Of Title IV Funds

The law specifies how the school must determine the amount of Student Financial Aid program assistance a student earns if the student withdraws. The law requires when a

student withdraws during a payment period or period of enrollment for which the student has been charged, the amount of Student Financial program assistance the student has earned up to that point is determined by a specific formula. If the student received (or the school applied the aid to tuition and/or fees and/or books) less assistance than the amount the student earned, the student will be able to receive those additional funds. If the student received more assistance than the student earned, the excess funds must be returned.

When a student applies for financial aid, the student signs a statement that they will use the funds for educational purposes only. Therefore, if the student withdraws before completing the program, a portion of the funds they received may have to be returned. Great Plains Technology Center will calculate the amount of tuition to be returned to the Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at Great Plains Technology Center. It is separate and distinct from the Great Plains Technology Center refund policy. (Refer to institutional refund policy)

The calculated amount of the return of Title IV funds that is required for the students affected by this policy are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Great Plains Technology Center measures progress in Clock Hours, and uses the payment period for the period of calculation.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible.

6.3.1 Official Withdrawal Process

To officially withdraw from Great Plains Technology Center, students must contact the Student Office located in Building 100 to complete an official Termination of Attendance form.

6.3.2 Unofficial Withdrawal Process

An unofficial withdrawal will be completed on any student who is absent 8 consecutive school days without contacting the school and the effective date shall be the last date of attendance.

6.3.3 Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Students are notified by letter within 45 days if a balance is due based on the Return to Title IV calculation. Students have 45 days from the date of the letter to repay the school the amount due. At the end of the 45-day period, if the student fails to pay the amount due, he/she will be reported to the U. S Department of Education for collection and an overpayment alert is posted in NSLDS by the school. The student will not be eligible for Title IV assistance until the overpayment is resolved.

6.3.4 Earned Aid At 60%

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Coordinator

The withdrawal date is determined by the school's student accounting system and shall be the last date of attendance.

Great Plains Technology Center measures progress in Clock Hours and uses the payment period for the period of calculation.

6.3.5 Post- Withdrawal Conditions Where a Student May be Eligible for a Title IV Disbursement after Withdrawal

If a student did not receive all of the funds that he/she have earned, he/she may be due a post-withdraw disbursement. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is

holding to the Title IV programs. Post-withdraw disbursements may occur within 90 days of the date that the student withdrew.

6.3.6 The Calculation Formula

Determine the amount Title IV that was disburses plus Title IV aid that could have been disbursed.

Calculate the percentage of Title IV aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

b)
$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

c) If this percentage is greater than 60%, the student earns 100%.

d) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

Great Plains Technology Center will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

Repay the overpayment in full to Great Plains Technology Center or Sign a repayment agreement with the U.S. Department of Education.

6.3.7 Order of Return

Great Plains Technology Center is authorized to return any excess funds after applying them to outstanding balances on previous periods or other remaining institutional costs to the separate funds in the order of Pell Grant and then student.

Student can request a sample of the Institutional Return to Title IV Calculation work sheet from the Financial Aid Office.

1. Federal Pell Grant
2. Iraq and Afghanistan Service Grant for which a Return is required.
3. Federal Supplemental Opportunity Grants
4. Other FSA Programs
5. Other federal, state, private or institutional sources of aid.

GPTC will return their portion of unearned aid within 30 days of the date the financial aid office was made aware of the students last date of attendance and / or withdrawal.

6.3.8 Institution Responsibilities

Great Plains Technology Center's responsibilities in regards to Title IV funds follow:

1. Providing students' information with information in this policy
2. Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
3. Returning any Title IV funds due the Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

6.3.9 Overpayment of Title IV

Any amount of unearned grant funds that a student must return is called overpayment. The amount of grant overpayment that a student must repay is half of the grant funds he/she received or was scheduled to receive. A student must

make arrangements with Great Plains Technology Center or the Department of Education to return the amount of unearned grant funds.

6.3.10 Student Responsibilities in regards to return of Title IV funds

Includes:

1. Returning to the Title IV programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the Return of Title IV funds calculation.
2. Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
3. A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
4. Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at the school.

6.3.11 Refund vs. Return to Title IV

The requirements for the Title IV program funds when a student withdraws are separate from any refund policy that Great Plains Technology Center may have to return to the student due to a cash credit balance. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. If the student does not already know what Great Plains Technology Center refund policy is he/she can refer to the Great Plains Student Handbook.

6.3.12 Return to Title IV questions?

If a student has questions regarding Title IV program funds after visiting with the Financial Aid Coordinator the student may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

6.4 Constitution Day

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. On May 24, 2005, the U.S. Department of Education issued a Notice of Implementation, indicating that all educational institutions receiving federal funding must provide an educational program pertaining to United States Constitution. For the purpose of this requirement, "educational institutions" includes but is not limited to "local educational agencies" and "institutions of higher education" receiving Federal funding. Section 111 (b) of the Consolidated Appropriations Act of 2005, designates September 17 as the date on which educational

institutions are required to hold “Constitution Day programming”, however, during the years when September 17 occurs on a Saturday, Sunday, or holiday, the program must be held during either the preceding or following week. (Federal Register/Vol. 70, No. 99/Tuesday, May 24, 2005)

Great Plains Technology Center observes Constitution Day in accordance with the guidance provided by the Department of Education. The Dean of Students is responsible for carrying out the activities of Constitution Day. The Dean of Students designates the person(s) to develop and implement Constitution Day activities which may include, but are not limited to, resources obtained from the Library of Congress’ repositories for Constitutional documents & information and the National Archives. In the event September 17 falls on a Saturday, Sunday or holiday, Great Plains Technology Center will hold Constitution Day activities either the preceding or following week.

6.5 Transfer Students

Great Plains Technology Center will accept transfer hours from other schools based on an evaluation of the student’s comprehension of the course material.

Please note that students transferring to another school may not be able to transfer all the hours they earned at Great Plains Technology Center; the number of transferable hours depends on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

Transfer students must meet the following criteria:

1. If he/she is transferring hours from another school, he/she will be asked to request a transcript. Tuition and hourly credit will be awarded as verified by the transcript.
2. If the prospective student is transferring instructional hours from a school in another state, the instruction provided must be recognized and accepted by the State Board of Oklahoma.
3. Transfer students will not be allowed to enroll until they have officially terminated their enrollment at their previous school. Tuition and hourly credit will be awarded as verified by the transcript.
4. Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school. Remaining tuition charges for the

course along with enrollment fees will be charged accordingly. Transfer students are eligible to receive financial aid, if qualified.

5. All tuition balances must be paid at previous schools to be eligible for enrollment at Great Plains Technology Center.

The SAP policy applies to students transferring from one program to another. Students are responsible for progress in the 1st program (even if they did not receive any federal financial aid) before being eligible for federal financial aid in the second program. When a student completes one Program and enters another Program the Courses of Study in each Program are reviewed and students are given Advanced Standing clock hours for repeat courses inside the Programs. The students end date and Federal Financial Aid are adjusted accordingly.

6.6 Incomplete Grades

Incomplete grades will result in grade of “F” if the student doesn’t resolve the matter within 2 weeks of receiving an “I”. The same SAP policy applies.

6.7 Campus Security Report

The Campus Crime report is available in Building 100, upon request or can be accessed at Great Plains Technology Center’s website at www.gptech.org. This report contains a record of all identified crimes committed on and around Great Plains Technology Center’s Lawton and Frederick campuses.

6.8 Completion / Graduation Rate and Transfer – out Rate (668.45)

Great Plains completion or graduation rate for post-secondary full – time, first time, certificate-seeking students who graduated or completed their program with 150% of the normal time (scheduled length of program) for graduation or completion is located on the US Dept of Education’s College Navigator website and is updated annually by July 1.

The cohort for students who enter 9/1 and 8/31 and are enrolled at least 60 clock hours is located on the US Dept of Education’s College Navigator website and is updated annually by July 1.

The information on student body diversity in the categories of gender and ethnicity of enrolled full-time students who receive Federal Pell grants is located on the US Dept of Education’s College Navigator website and is updated annually by July 1.

The retention rates of certificate or degree –seeking first-time full-time undergraduate students is located on the US Dept of Education’s College Navigator website and is updated annually by July 1.

6.9 Retaking Coursework / Repeating After Program Completion (Returning Students)

If a student withdraws and then reenters the same program the student will not receive funds for the payment period the student has been paid for.

6.10 Requirements for Continuing Enrollment

A student is expected to make progress toward satisfactory completion of his/her Course of Study to be eligible for continued enrollment and be up to date with payments of tuition and fees. The student may change to another Course of Study with the permission of the Dean of Students/Principal and the instructor in the course into which s/he is changing. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from the school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved trainee attendance and effort will be on a space available basis, and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

6.11 Temporary Interrupt

(Leaves of Absence) may be granted to students under certain conditions. Approval by the Director of Instruction or his or her designee is required in all such cases. If an adult student misses five (5) consecutive days of scheduled instruction without proper notification, his/her enrollment will be interrupted. If absences were due to sickness or other extenuating circumstances, the student may be reinstated upon approval of the Director of Instruction or his or her designee; if not, the interruption will be permanent for that grading period. Written documentation of circumstances is required for this approval. Temporary interruptions will not exceed 20 school days. Note: (Temporary Interrupts with a 5 day maximum per semester may be allowed for extenuating circumstances in Advanced Respiratory Therapist, Radiologic Technology, Surgical Technology, Business, Management and Administration Programs, Auto Service Technician, Pre-Education and Information Technology Programs.)

6.12 Adult Student Grading Policy

The grading system for adult students will be as follows:

A = 90 - 100 F = Below 60

B = 80 - 89 I = Incomplete*

C = 70 - 79 W= Withdrawn

D = 60 - 69

*All Incompletes must be made up within 2 weeks.

Variances from the above policy shall be addressed in the individual handbooks for Medical Programs.

6.13 Copyright Policy on Written Materials

It is the intent of the Great Plains Technology Center that all students of this school district adhere to the provisions of the United States Copyright Act (Title 17 of the United States Code) and congressional guidelines. This policy, and the Great Plains Technology Center Copyright Implementation Manual, together forms a guide for using materials protected by copyright. Great Plains Technology Center does not condone the illegal use or reproduction of copyrighted materials in any form. Students who willfully disregard the Great Plains Technology Center Copyright Policy or the specific conditions of the Copyright Implementation Manual do so at their own risk and assume all liability.

PROCEDURE MANUAL

SECTION 7: ADMINISTRATION OF FEDERAL PELL GRANT PROGRAM

7.1 Definition

The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post baccalaureate students to promote access to postsecondary education. Students may use their grants at any one of approximately 5,635 participating postsecondary institutions. Grant amounts are dependent on: the student's expected family contribution (EFC) (see below); the cost of attendance (as determined by the institution); the student's enrollment status (full-time or part-time); and whether is enrolled in an approved Program and the student attends for a full academic year or less.

Students may not receive Federal Pell Grant funds from more than one school at a time.

Financial need is determined by the U.S. Department of Education using a standard formula, established by Congress, to evaluate the financial information reported on the *Free Application for Federal Student Aid* (FAFSA) and to determine the family EFC. The fundamental elements in this standard formula are the student's income (and assets if the student is independent), the parents' income and assets (if the student is dependent), the family's household size, and the number of family members (excluding parents) attending postsecondary institutions. The EFC is the sum of: (1) a percentage of net income (remaining income after subtracting allowances for basic living expenses and taxes) and (2) a percentage of net assets (assets remaining after subtracting an

asset protection allowance). Different assessment rates and allowances are used for dependent students, independent students without dependents, and independent students with dependents. After filing a FAFSA, the student receives a Student Aid Report (SAR), or the institution receives an *Institutional Student Information Record* (ISIR), which notifies the student if he or she is eligible for a Federal Pell Grant and provides the student's EFC.

7.2 Aid Office Handling of Application for Federal Pell Grant

The Financial Aid Coordinator distributes the FAFSA worksheet to prospective applicants. A link to the FAFSA application is also available on the Great Plains Technology Center's web site at www.greatplains.edu. Great Plains uses PRO/EDEXPRESS in place of ED Express to track and process a student's financial aid package. Once an applicant is downloaded into EDEXPRESS a tracking letter is emailed to the applicant requesting certain documents.

7.3 Preparation of Student Financial Aid Folder

The Financial Aid Coordinator prepares the student folders. Each folder is labeled with the students name. Previous years records are kept separate. Documents present in all student financial aid files are:

- *All ISIR's
- *Financial Aid Student Data Form
- *Notes Screen from EDEExpress
- *User Data Screen from EDEExpress
- *Identity and Statement of Educational Purpose (If required)
- *Copy of Government issued ID (if required)
- *If applicable copies of previous college transcripts.
- *Pell Origination screen from EDEExpress
- *Award Letter
- *All Payment Vouchers

7.4 Required File Documents for Verification (an asterisk follows EFC on ISIR *)

Each Year the FSA will provide updates and amendments to the Verification process, any Dear Colleague letter or FSA Announcement will supersede GPTC's process and will be used in lieu of the impacted policy/procedure.

- a. Financial Aid Student Data Form listing students name, Program, Start Date, outside aid the student may be receiving, enrollment status, financial aid status, and verification student understands the payment period and satisfactory progress policy.

- b. Documentation is based on the Federal Student Aid's requirements released each year prior to the award year.
- d. Regular student – which is a student with a high school diploma, GED or completed home school curriculum equal to a high school diploma.
- e. Demonstration of Need
- f. Does not owe a refund or overpayment. This is indicated on the ISIR
- g. Is not in default on a Federal Student Loan. This is indicated on the ISIR
- h. Cost of attendance.
- i. Verification of child support paid. This is indicated on the verification worksheet
- j. Verification of household size. This is indicated on the verification worksheet.
- k. Verification of number in household attending a post-secondary school at least half-time. This is indicated on the verification worksheet.

7.5 Procedure to Follow Concerning Missing Information

If information or documents are missing the Financial Aid Coordinator contacts the student by e-mailing a tracking letter to the student. The tracking letter lists the documents requested. Once the student submits the documents the receipt date of the document is entered into the tracking section of the students file in PRO/EDEXPRESS.

7.6 Procedure for Handling Rejected Applications

Applications are generally rejected due to the student and / or the parent signing the FAFSA application. The FAFSA application is signed by using a PIN number which the student and / or the parent applies for when filling out the FAFSA. The student and / or the parent is informed by the Financial Aid Coordinator to either apply for the PIN and access their FAFSA application online and make the correction. Or the student may access their FAFSA application and print out the signature sheet and mail their required signature to the Processing Center.

7.7 Procedure for Handling Ineligible SAR/ISIR

If the ISIR indicates that the EFC is too high for the student to receive a Pell Grant the Financial Aid Coordinator reviews the information on the ISIR for errors. If the information on the ISIR is correct the student is probably ineligible for the Pell Grant and is informed of their ineligibility and advised on other sources of Financial Aid. If the information is incorrect the Financial Aid Coordinator submits the corrections via the FAA access to CPS (Central Processing System). Once the corrections are submitted

a new EFC is calculated and displayed for the Financial Aid Office use. If the EFC indicates the student is now eligible the Financial Aid Coordinator make the revision in PRO/EDEXPRESS and continues with the processing the students Pell Grant. When the corrected ISIR is downloaded into PRO/EDEXPRESS via Edconnect the corrected ISIR is printed and put in the students Financial Aid file folder.

7.8 Use of Professional Judgment

Dependency Override

A dependency override may be considered by the Financial Aid Coordinator if the following circumstances exist. Students requesting a dependency override must complete the verification process.

Abandonment by parents that can be verified by a member of the clergy, school counselor and / or an Attorney of Law.

An abusive family environment that threatens the student's health or safety that can be verified by police reports and / or member of the clergy, school counselor and / or an Attorney of Law.

Or. The student can prove they are unable to locate their parents.

If the student can prove Independent status the Financial Aid Coordinator indicates a dependency override on FAA Access on the Web.

Once the dependency override is approved by CPS the Financial Aid Coordinator processes the students Pell award.

Income Override

An income override to decrease the EFC will be considered if the student can provide documentation (such as tax returns or tax return transcript) indicated a significant decrease in income from the FAFSA tax year. Student's are required to submit previous tax year documentation and current income documentation. If the student can prove decrease in income the income is adjusted to indicate the current year income on FAA Access on the Web.

Once the correction with the decrease in EFC is approved the Financial Aid Coordinator processes the students Pell award.

The students file will include an explanation of Professional Judgment and tax return transcripts and documentation.

Applicant or spouse or parent is a dislocated worker

Students must submit as documentation a copy of current unemployment claim form. Students must also submit proof of termination of employment. Students/spouses income is adjusted on FAA Access on the web.

Once the correction is approved the Financial Aid Coordinator processes the students Pell award.

7.9 Applications and Information to be Verified

Each year the FSA determines what Verification Group and what items to be verified. See Dear Colleague letter each year to determine what verification group and items need to be verified. Below are the possibilities.

Verification tracking groups

Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

Standard Verification Group. Tracking flag V1. Students in this group must verify the following if they are tax filers:

- adjusted gross income
- U.S. income tax paid
- untaxed portions of IRA distributions
- untaxed portions of pensions
- IRA deductions and payments
- tax-exempt interest income
- education credits
- household size
- number in college
- Supplemental Nutrition Assistance Program (SNAP) benefits
- child support paid

Students who are not tax filers must verify the following:

- income earned from work
- household size
- number in college
- SNAP benefits
- child support paid

SNAP Verification Group. Tracking flag V2. Students in this group must verify the receipt of SNAP benefits.

Child Support Paid Verification Group. Tracking flag V3. Students

must verify child support paid by them or their spouse, their parents, or both.

Custom Verification Group. Tracking flag V4. Students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support.

Aggregate Verification Group. Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.

7.9.1 Verifying Household Size

To document the household size, the student needs to provide the Great Plains Technology Center verification worksheet which uses the Departments suggested text for the statement signed by him and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household.

Household size does not have to be verified in the following situations:

- For a dependent student, the household size reported is three for married parents or two for a single, divorced, separated, or widowed parent.
- For an independent student, the household size reported is two if he is married or one if he is single, divorced, separated, or widowed.

7.9.2 Verifying Number in College

This is documented with a statement signed by the student (and, if she is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding, of course, the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well. Completion of the Great Plains Technology Center's verification worksheet using the Department's verification format satisfies both items.

7.9.3 Verifying SNAP benefits (formerly known as food stamps).

If the ISIR shows that someone in the parents' or student's household received SNAP benefits during the FAFSA application year, the student must provide a signed statement indicating receipt of the benefit. Completion of the Great Plains Technology Center verification worksheet which uses the Dept. of Education suggested text satisfies the documentation requirement.

7.9.4 Verifying Child Support Paid

If the ISIR shows that the student or parent paid child support during the FAFSA reported year, the student must provide a statement signed by her or, if she is dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the child(ren) for whom it was paid. Great Plains uses the Department of Education recommended format of the verification worksheet for documentation.

7.9.5 Verifying Income for Non-Tax Filers

For non-tax filers a W-2 should be submitted to the Financial Aid Coordinator for each source of employment income. Great Plains uses the Department of Education recommended format of the verification worksheet for documentation.

7.9.6 Verifying Income for Tax Filers. Verifying adjusted gross income, U.S. income tax paid, Education credits, Untaxed IRA distributions, untaxed pensions, IRA deductions and Tax-exempt interest

Students and, if dependent, parents must submit a Tax Return Transcript to the Financial Aid Office with all W2's or a wage and earnings statement issued from the IRS.

If an amendment was filed to the Tax Return a Tax Account Transcript must be submitted in addition to the Tax Return Transcript with all W2's.

For student and parents who have been granted a tax filing extension, they must submit a copy of IRS Form 4868, Application for Automatic Extension of Time to File US Individual Income Tax Return, or if a further extension is filed a copy of the IRS's approval of that. W2 forms must also be submitted. If self-employed, a signed statement with the amount of their AGI must be submitted.

7.10 Verification of High School Completion Status

Students must provide one of the following documents that indicate their high school completion status at the beginning of the 2013–2014 year:

- A copy of a high school diploma.
- A copy of a final, official high school transcript that shows the date when the diploma was awarded.

- A copy of a General Educational Development (GED) certificate or GED transcript.
 - An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
 - A copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to obtain that credential.
 - A transcript or the equivalent, signed by the parent or guardian of a homeschooled student, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.
- If your school has already received one of the documents above as part of the admission process, you do not need to ask for another. Students who are unable to get one of these documents must contact the financial aid office.

7.11 Identity and Statement of Educational Purpose / Registration Compliance

Students categorized for verification in the Custom verification group (V4) or the Aggregate verification group (V5) will have to appear in person at the school and present a valid, government- issued photo identification (ID) such as a passport or a driver's license or other state-issued ID. ID's cannot be expired. The Financial Office must maintain an annotated copy of that ID that includes the date it was received and the name of the person Great Plains Technology Center has authorized to receive it.

Students must also sign a statement of educational purpose that certifies who they are and that the federal student aid they may receive will only be used for educational purposes.

A student who is unable to appear at the school must sign and submit the statement of educational purpose, and he must submit a copy of his ID with the statement signed by a notary public confirming that the student appeared before her and presented the ID confirming his identity.

7.12 Verification of Other Information

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

7.13 Verification Exclusion

A student's application is excluded from verification under the following circumstances:

Death of the Student.

Not an aid recipient.

The student was selected for verification after ceasing to be enrolled at Great Plains Technology Center and all disbursements were made.

For dependent students:

Both of the parents are mentally incapacitated.

They are residing in country other than the United States and can't be contacted by normal means.

They can't be located because the student does not have and cannot get their contact information.

The spouse of the students' information does not have to be verified if:

The spouse has died.

He is mentally incapacitated.

He is residing in a country other than the United States and can't be contacted by normal means.

He can't be located because the student does not have and cannot get his contact information.

7.14 Tolerance Options, Corrections and Verification Status Codes

If after verifying a FAFSA application and errors have been found corrections are submitted using the FSA Access to CPS online. Therefore all student records will have an N for not selected for verification or a V for verified.

7.15 Eligibility Assessment

The Financial Aid Coordinator reviews documents in the students file and ascertains that the student meets general qualifications for federal financial aid:

Must be a citizen or eligible non-citizen. Unless the SAR/ISIR demands it, US Citizens who answered yes to the citizenship question do not have to verify citizenship. Permanent residents must submit proof to the financial aid office. This proof becomes a permanent part of their file.

All eligible non-citizens must submit proof of status for their file.

7.16 Regular Student Status

Students must be regular students to be eligible for federal financial aid. A regular student is defined as a student who is enrolled or accepted for enrollment for the purpose of obtaining a certificate in a Title IV approved program. A regular is also a student with a high school diploma, GED or completed home school curriculum equal to a high school diploma.

7.17 Admittance to an Eligible Program

The Financial Aid Coordinator ascertains from institutional records on enrollment and admission and SONISWEB that the student is enrolled in an eligible program. An eligible program for Federal Financial Aid purposes must be at least 600 clock hours in length, is listed as an approved and accredited program with the State Department of Career Technology Board, is listed as an approved program on the ECAR and meets Gainful Employment guidelines. This is noted in the students file.

7.18 Enrollment Status

Students must be enrolled at least half time to eligible for Federal Financial Aid. Half time is 15 clock hours per week and full time is 30+ clock hours per week. Students enrolled in a Flex Nursing Program hours are tracked using time sheets to ensure they meet the pay period clock hour requirements.

The Financial Aid Coordinator documents status in the students' file after consulting institutional enrollment records and SONISWEB. Flex Nursing student time sheets are kept in the student financial aid file.

7.19 Need

Need for the Federal Pell Grant program is documented by submission of a valid SAR/ISIR with an EFC of 4995 or less.

7.20 Overpayment Status

If the student owes a overpayment to the Department of Education or Overpayment the students ISIR will indicate the students' overpayment status. If a refund or overpayment is owed the student is ineligible for Federal Financial Aid until the refund or overpayment is resolved by the student.

7.21 Default Status

If the student is in default on a student loan the students' ISIR will indicate as such. If the student is in default the student is not eligible for Federal Student Aid funds until the defaulted student loan is resolved.

7.23 Verification

If the student was selected for verification or if there is conflict in the file and the Financial Aid Coordinator has verified items a Great Plains verification worksheet and supporting documents is filed in the students file.

7.24 Undergraduate Status and Lifetime Eligibility / 12 Semester Pell limit (LEU)

Students who have received Federal Pell for 12 semesters / 600% are not eligible for Federal Pell. The student will receive a letter from the US Department of Education explaining how the 12 semester limit is calculated.

If the ISIR has comment code 346 indicating the student is close to their lifetime eligibility the Financial Aid Coordinator check COD (Common Origination Disbursement) and notes the LEU percentage the student has used. The Financial Aid Coordinator prints the student LEU history for the students' file. If the student is close to 600% the Financial Aid Coordinator uses the following example to calculate remaining eligibility.

Example:

600%
 -525% (percentage used)
 $=75\%$ remaining eligibility

7.25 Updating Information and Correcting Errors

UPDATING INFORMATION

Generally, a student cannot update information that was correct as of the date the application was signed because the FAFSA is considered to be a "snapshot" of the family's financial situation as of that date. For example, if the student's family sold some stock after she signed the FAFSA and spent the money on a non-reported asset such as a car, she can't update her information to show a change in assets. After the FAFSA is signed, only certain items can be updated under the following conditions:

1. All applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year except when the update is caused by a change in the student's marital status.

2. All applicants selected by the Department or a school for verification of household size or number in college must update those numbers to be correct as of the date of verification unless the update is due to a change in the student's marital status. The Financial Aid Coordinator may update under either 1 or 2 even when the update is due to a change in the student's marital status if the Financial Aid Coordinator deems it necessary to address an inequity or to reflect more accurately the applicant's ability to pay. Such a decision must be on a case-by-case basis, and the Financial Aid Coordinator must document the reason for it. The Financial Aid Coordinator must also update all other pertinent information, such as spousal income and taxes paid. The Financial Aid Coordinator cannot update the marital status of an already independent student whose dependency status has not changed because of her marriage or divorce

and who was not selected for verification. In such a case the Financial Aid Coordinator must select the student for verification if the Financial Aid Coordinator wants to exercise the Financial Aid Coordinator's discretion to update her marital status and all other associated information. Documenting household size or number in college is not required in a subsequent verification in the same year if the information has not changed.

7.26 Computing the Federal Pell Grant Award

7.26.1 Determination of Cost of Attendance

Federal Pell Grant cost of attendance is used to determine Federal Pell Grant payment to students. Cost of attendance for purposes of the Federal Pell Grant is the cost of tuition and fees for a full-time student for a full academic year plus allowance for room and board, books, supplies, transportation and miscellaneous expenses incurred by the student for a full academic year. Great Plains uses the Student Expense Budget provided by the U.S. Department of Labor – Bureau of Labor Statistics.

7.26.2 Determination of Scheduled Award

Once the Pell Cost of Attendance is determined, the Financial Aid Coordinator assigns a budget and program code to the student's data file in PRO EDEXPRESS. An actual EFC calculation is determined using PRO EDEXPRESS. Need is determined and a Pell award is assigned to the student using PRO EDEXPRESS.

7.26.3 Determination of Pell Payment Periods

Students are paid the 1st disbursement of their Federal Financial Aid at the beginning of the 1st pay period, approximately 4 – 6 weeks after their start date. Remaining payments are based on satisfactory grade average and attendance for the previous pay period. Pay period dates are different for each student depending on the program enrolled and start dates. Upon receipt of an award letter the student is issued a list of financial aid disbursement dates. An academic year at Great Plains is defined as 1050 clock hours and 38 weeks of instruction. Payment periods are 525 clock hours and 19 weeks of instruction. Basic EMT Firefighter payment periods are 305/305 as the Program is 610 clock hours in length.

7.26.4 Determination of Payment Per Pay Period

For each payment period classified as being part of the current award year the formula for the determining payment is scheduled award times (X) clock hours in payment period divided by clock hours in the academic year. Also, scheduled award time (X) weeks of instruction in payment period divided by weeks of instruction in the academic year. The scheduled payments must be the lesser of the two calculations.

7.26.5 Determination of Leave of Absence (Temporary Interrupt)

A temporary interrupt may be granted to students under certain conditions. Approval by the Director of Instruction or his or her designee is required in all such cases. If an adult student misses five (8) consecutive days of scheduled instruction without proper notification, his/her enrollment will be interrupted. If absences were due to sickness or other extenuating circumstances, the student may be reinstated upon approval of the Director of Instruction or his or her designee; if not, the interruption will be permanent for that grading period. Written documentation of circumstances is required for this approval. Temporary interruptions will not exceed 20 school days. Note: (Temporary Interrupts with a 5 day maximum per semester may be allowed for extenuating circumstances in Advanced Respiratory Therapist, Radiologic Technology, Surgical Technology, Business, Management and Administration Programs, Auto Service Technician, Pre-Education and Information Technology Programs.)

7.26.6 Determination of Disbursement of Regular Student

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

7.26.7 Determination of Disbursement of Transfer Student

A student who has received a Federal Pell Grant from another school in the current award year is a transfer student. The Financial Aid Coordinator will consult the financial aid student's financial aid information in NSLDS to document the scheduled award and disbursement from another school. The Financial Aid Coordinator prints a copy of the transfer student's Federal Pell history for the student's financial aid file. Because a student may only receive one (or up to 100%) of a Federal Pell Grant per award year, the expected disbursement at the second school may have to be adjusted to avoid awarding more than one or 100% of a Federal Pell Grant to transfer student's total expected disbursements. If a transfer student has received Federal Pell at another school for the current award the Federal Pell award is adjusted by reducing the student's Federal Pell award at Great Plains by the amount the student received at the other schools.

7.27 Calculation of a Federal Pell Grant for a payment period which occurs in two award years. (Cross-over payment periods for Federal Pell Grants.)

If a student enrolls in a payment period that is scheduled to occur in two award years:

- The entire payment period must be considered to occur within one award year.
- Great Plains assigns the payment period to the award year in which the student receives the greater payment for the payment period based on the information available at the time that the student's Federal Pell Grant is initially calculated; and Great Plains

reassigns the payment to the award year providing the greater payment if the school receives information that the student would receive a greater payment for the payment period by reassigning the payment to the other award year:

- Subsequent to the initial calculation of the student's payment for the payment period
- Not later than the deadline date for the first award year that the Secretary establishes through publication in the Federal Register for each award year; and
- Great Plains *may* reassign the payment to the award year providing the greater payment if the school receives information that the student would receive a greater payment for the payment period by reassigning the payment to the other award year:
 - Not later than the deadline date for the first award year that the Secretary establishes through publication in the Federal Register for each award year;
 - Not later than the deadline date for the first award year for administrative relief based on unusual circumstances that the Secretary establishes through publication in the Federal Register for each award year;
- If Great Plains places the payment period in the first award year, we will pay a student with funds from the first award year.
- If Great Plains places the payment period in the second award year, we will pay a student with funds from the second award year.

7.28 Federal Pell Grant Calendar / Award Sheet

The Financial Aid Coordinator uses the Pell calculation worksheet and the school calendar assigned to the Program to determine the dates of payment periods, classified payment periods in award years and shows the expected disbursement for payment periods in this award year. The total expected disbursement is indicated on the Award screen in EDEExpress.

7.29 Utilizing EDEExpress to process student Pell awards

Great Plains downloads EDEExpress operating system each year and updates when available.

Great Plains sets up budgets, program codes, institutional Pell parameters, tracking and award letters in EDEExpress.

Student applies for Federal Financial Aid using the FAFSA.ed.gov. website.

Students' FAFSA information is downloaded via EdConnect into EDEExpress.

EDEXpress generates a tracking letter to the student requesting specific documentation as explained previously.

Once student returns requested documents the return date is posted in EDEXpress.

The Financial Aid Coordinator prints the students ISIR and reviews for accuracy.

The Financial Aid Coordinator reviews the documents and makes corrections if applicable. Corrections are submitted electronically through the FAA Access to CPS Online.

The Financial Aid Coordinator enters the payment periods based on the appropriate calendar for the Program the student is enrolled.

A budget is assigned to the student.

A need calculation is performed awarding a Pell Grant.

The Financial Aid Coordinator indicates in the Award Notes the months the student will be issued a disbursement.

The Financial Aid Coordinator verifies the Pell Grant for accuracy.

The Financial Aid Coordinator awards FSEOG to eligible students,

The Financial Aid Coordinator posts all other sources of Financial Aid the student is receiving into the award section of the students' record.

An award letter is generated and mailed to the student.

Also mailed with the award letter is information notifying the student when their financial aid funds will be available. If the student is a Flex Nursing student additional information is included explaining clock hour requirements for Flex Nursing students.

Any revisions to the student's award generates a revised award letter and is mailed to the student.

7.30 Pell changes

When the data on the FAFSA change, recalculate the student's Pell Grant on the basis of the EFC on the corrected valid SAR or ISIR. The Financial Aid Coordinator can only pay an increased Pell grant if the Financial Aid Coordinator has that output document and it supports an increased Pell award. If the Pell Grant is reduced and the student

received an interim disbursement, following disbursements are adjusted as necessary. Failing that, the student should reimburse the Pell Grant Program, or, if he does not return the overpayment, Great Plains Technology Center must reimburse the Pell program with its funds. If the student received Pell Grant money as a regular disbursement, he is responsible for repaying the overpayment.

7.31 Students with an Unusual Enrollment History Flag “C” Code on the ISIR Comment Codes 359 and/or 360

The Department's in an effort to prevent fraud and abuse in the Federal Pell Grant Program identifies students with unusual enrollment histories, and describes how institutions must resolve the resulting ISIR 'C' codes for students with these enrollment histories.

Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires a review to determine whether there are valid reasons for the unusual enrollment history. Resolution of a UEH flag is separate and distinct from verification and is not related to the new Verification Tracking Groups IV and V however, it is similar in that institutional action is required.

ISIR Unusual Enrollment History Flags

The UEH Flag (2013-2014 ISIR Data Item #440) indicates whether the student has an unusual enrollment history with regard to the receipt of Federal Pell Grant funds. UEH Flag values of '2' or '3' generate a 'C' Code to indicate to institutions that the student's records must be reviewed. For students, Student Aid Report (SAR) Comment Code 359 is included when the UEH Flag value is '2,' and SAR Comment Code 360 is included when the UEH Flag value is '3'.

In setting the UEH Flag value, The Department will review Pell Grant disbursement information for the past three award years for all Free Application for Federal Student Aid (FAFSA) filers. After that review, the student is assigned a UEH Flag of 'N,' '2' or '3'. Note that there is no UEH Flag value of '1.'

A UEH Flag value of 'N' indicates that there is no unusual enrollment history issue and, thus, no 'C' Code, no comments, and no action required by the Financial Aid Coordinator. A UEH Flag with a value of '2' or '3' requires resolution.

A UEH Flag with a value of '2' indicates an unusual enrollment history that requires review of the student's enrollment records to determine if the Financial Aid Coordinator must collect additional information about the student's prior enrollment. An example of an enrollment pattern that would generate a UEH Flag value of '2' would be when the student received Pell Grant funds at three institutions over two award years.

A UEH Flag with a value of '3' indicates that the Financial Aid Coordinator must review academic records for the student and, in some instances, must collect additional documentation from the student, as explained below. An example of an enrollment pattern that would generate a UEH Flag value of '3' would be when the student received Pell Grant funds at three or more institutions in one award year.

Resolving Unusual Enrollment History Flags

The Financial Aid Coordinator must take the following steps to resolve an ISIR-reported UEH Flag.

UEH Flag value is 'N': No action is necessary as the student's enrollment pattern does not appear to be unusual.

UEH Flag value is '2': The Financial Aid Coordinator must review the student's enrollment and financial aid records to determine if, during the three award year review period the student received a Pell Grant at Great Plains Technology Center.

- If so, no additional action is required unless the Financial Aid Coordinator has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds. In this case, the Financial Aid Coordinator must follow the guidance that is provided below for a UEH Flag of '3'.
- If not, the Financial Aid Coordinator must follow the guidance provided below for a UEH Flag of '3.'

UEH Flag value is '3': The Financial Aid Coordinator must review the student's academic records to determine if the student received academic credit at the institutions the student attended during the three award year period. Using information from the National Student Loan Data System (NSLDS), the Financial Aid Coordinator must identify the institutions where the student received Pell Grant funding over the past three award years.

Based upon academic transcripts the financial aid office may already possess, or by asking the student to provide academic transcripts or grade reports, the Financial Aid Coordinator must determine, for each of the previously attended institutions, whether academic credit was earned during the award year in which the student received Pell Grant funds. Academic credit is considered to have been earned if the academic records show that the student completed any credit hours or clock hours.

- **Academic Credit Earned:** If the Financial Aid Coordinator determines that the student earned any academic credit at each of the previously attended institutions during the relevant award years, no further action is required unless the Financial Aid Coordinator has other reasons to believe that the student is one who enrolls just to receive the credit balance. In such instances, the Financial Aid Coordinator must require the student to provide additional information as discussed below under "Academic Credit Not Earned." If it is determined that academic credit was not earned at one or more of the previously

attended institutions, the Financial Aid Coordinator must follow the “Academic Credit Not Earned” guidance below.

- **Academic Credit Not Earned:** If the student did not earn academic credit at a previously attended institution and, if applicable, at Great Plains, the Financial Aid Coordinator must obtain documentation from the student explaining why the student failed to earn academic credit. The Financial Aid Coordinator must determine whether the documentation supports (1) the reasons given by the student for the student’s failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds.

In some cases, the student may present personal reasons to explain the failure to earn academic credit. These reasons could include illness, a family emergency, a change in where the student is living, and military obligations. The Financial Aid Coordinator should, to the extent possible, obtain third party documentation to support the student’s claim.

In other instances, the student may present academic reasons to explain the failure to earn academic credit. For example, the student might explain that the first enrollment was at an institution that presented unexpected academic challenges, or that the student determined, before completing any academic credit, that the academic program did not meet the student’s needs. Again, the Financial Aid Coordinator should, to the extent possible, obtain third party documentation to support the student’s claim.

Much like the exercise of professional judgment, as provided by section 479A of the Higher Education Act (HEA), the Financial Aid Coordinator determines whether the circumstances of the failure of the student to receive academic credit, as evidenced by the student’s academic records and other documentation, support the continuation of title IV, HEA program assistance eligibility. Also, like professional judgment, these institutional determinations are final and not appealable to the Department, and the reasons for the decision must be documented and maintained for possible review.

Approval of Continued Eligibility

If the Financial Aid Coordinator approves the student’s continued eligibility, the Financial Aid Coordinator may choose to require the student to establish an academic plan, similar to the type of plan used to resolve satisfactory academic progress. The Financial Aid Coordinator will counsel the student about the Pell Grant duration of eligibility provisions [Lifetime Eligibility Used (LEU)] and the impact of the student’s attendance pattern on future Pell Grant eligibility.

Denial of Continued Eligibility

If a student did not earn academic credit at one or more of the relevant institutions and does not provide, to the Financial Aid Coordinator, an acceptable explanation and documentation for each of those failures, the Financial Aid Coordinator must deny the

student any additional title IV, HEA program assistance. The student will be provided with an opportunity to question and appeal the decision, consistent with the opportunities to question and appeal similar financial aid determinations at Great Plains such as SAP determinations and professional judgment decisions.

Regaining Aid Eligibility

If the Financial Aid Coordinator denies a student continued title IV, HEA program assistance under the circumstances described above, the Financial Aid Coordinator must provide the student with information as to how the student may subsequently regain title IV, HEA program eligibility. Since the basis for the denial is the student's academic performance, it is expected that successful completion of academic credit would form the basis for the student's subsequent request for renewal of title IV, HEA program eligibility. This could include meeting the requirements of an academic plan that the Financial Aid Coordinator establishes with the student.

If the student meets Great Plains Technology Center's standards to regain eligibility for title IV, HEA program assistance, that eligibility would be effective under the same provisions that apply when a student gains or regains eligibility under other student eligibility requirements. That is, for the Pell Grant and campus-based aid programs, eligibility begins with the payment period in which the student met the eligibility requirements (following the payment period of ineligibility).

Authority

The authority for the Financial Aid Coordinator to deny title IV, HEA program assistance is outlined under the circumstances of the Higher Education Act of 1965, as amended, which requires the student to sign a *Statement of Educational Purpose*. By signing the *Statement of Educational Purpose* as part of the student's submission of the FAFSA, the student certified that he or she would use the title IV, HEA program assistance received only to meet educational costs.

7.32 Selection for Verification After Disbursement

A student's application might be selected for verification after corrections are submitted and the student has been paid based on the previous unselected CPS transaction. The Financial Aid Coordinator the application before making further disbursements. If verification does not justify aid already disbursed, then the student is responsible for repaying all aid for which he is not eligible.

7.33 Availability of Funds to Purchase Books at Great Plains Bookstore

Students who have been issued a Pell award letter prior to the start date of their Career Major are permitted to charges Books and Computers in the Great Plains Technology Center Bookstore as of the first day of class. Students who have not completed the

financial aid process and are enrolled may charge Books and Computers upon the receipt of their Pell Award letters.

7.34 Coding on Pell Disbursement using EDExpress

Great Plains currently uses EDExpress Pell Applications. Great Plains also uses EDExpress to submit Pell disbursement records. The Financial Coordinator submits each students' Pell disbursement electronically once the payments are posted in EDExpress and a disbursement report is created. The Pell disbursements are sent to the Dept via EdConnect. The Dept processes the students Pell disbursement the disbursement posted into COD. The Dept processes the disbursement and returns the information back to the school via EdConnect. Great Plains downloads the response file and verifies none of the disbursements were rejected or corrected.

7.35 Authorizing Disbursements

The Financial Aid Coordinator determines if an initial Pell disbursement or subsequent disbursements.

The Financial Aid Coordinator encumbers Pell funds for each student individually in WenGage.

The Financial Aid Coordinator types partial payment authorizations for each check issued to all students and forwards the partial payment authorizations to the Business Office.

The Financial Aid Coordinator types payment vouchers for each check to be signed by the student.

7.36 Initial Disbursements

Students are paid the first time based on their enrollment only. Disbursements thereafter are based on Satisfactory Academic Progress. Student who are with their first payment period and who continue to be enrolled and in good standing will receive funds.

7.37 Subsequent Disbursements

The Financial Aid Coordinator consults EDExpress for next payment period and disbursement date. Satisfactory academic progress reports are sent to instructors. If the student is making satisfactory progress the financial aid coordinator completes paperwork for the Business Office to process the disbursements.

7.38 Receipt of Additional Resources

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

7.39 Records and Accounting

The Financial Coordinator maintains individual student files for a least 3 years beyond the closing of an award year.

7.40 G5 Payment System

Schools use the G5 payment system to request payments, adjust drawdowns, and return funds. G5 also provides continuous access to current grant and payment information, such as authorized amounts, cumulative drawdowns, current award balances and payment histories. A school's **authorization** is the amount of FSA funds a school is currently eligible for in the year and program in question. The authorization is called the Current Funding Level (CFL).

A school's **available balance** is the amount of cash available for a school to draw down through G5. The available balance is the difference between the authorized amount and the school's net drawdowns to date. A separate authorization is maintained for each program by award year.

A school may not request more funds than it needs to make disbursements to eligible students. Therefore, a school must make the disbursements as soon as administratively feasible but no later than three business days following the date the school receives those funds. If G5 accepts a school's request for funds, it will make an electronic funds transfer (EFT) of the amount requested to a bank account designated by the school.

7.41 Program Records

7.41.1 COD Reconciliation Statement

Maintain by fiscal year in program files by the Financial Aid Coordinator.

7.42.2 Disbursement Records

Disbursement records are created in EDEXPRESS and are transmitted electronically via EdConnect.

SECTION 8: ADMINISTRATION OF THE IRAQ AND AFGHANISTAN SERVICE GRANTS**8.1 Definition**

A student whose parent or guardian died as a result of U.S. Military service in Iraq or Afghanistan after September 11, 2001, may receive increased FSA funds if at the time of the parent or guardian's death the student was either less than 24 years old or was enrolled in college.

8.2 Eligibility

If the student is ineligible for a Pell grant only because his EFC is too high, he may receive an Iraq and Afghanistan Service Grant. As with Pell Grants, there is a receipt limit of 12 semesters (600% LEU in COD), and this limitation is not limited to student who received their first Pell Grant on or after July 1, 2008, as was the previous limit of 18 semester or equivalent. Payments are adjusted for students enrolled less than full time. Unlike Pell grants, these non-need-based grants do not count as estimated financial assistance.

8.3 Provisions

There are two different provisions for such students, depending on whether the student has an EFC that fall within the range for Pell eligibility or not.

1. Zero EFC Treatment for Children of Soldiers

A school must use an EFC of 0 to package all Federal Student Aid if the student meeting the criteria for the Iraq and Afghanistan Service Grant has a Pell-eligible EFC.

When submitting an origination to COD for a student of this type, the school must include the CPS transaction containing the DoD Match Flag set to Y or the award will not be accepted.

A student with an EFC that is not Pell eligible is potentially eligible to receive an award under the Iraq and Afghanistan Service Grant program.

2. Iraq and Afghanistan Service Grant

To receive the Iraq and Afghanistan Service Grant, the student must have an EFC that is not Pell eligible. (The student must meet the other criteria for Pell eligibility.)

Iraq & Afghanistan Service Grants are made under the same terms and conditions as Pell, and disbursements for each payment period calculated in the

same manner as described in the chapter for Pell.

When submitted an origination to COD for a student of this type, you must include the CPS transaction containing the DoD Match Flag set to “Y”, or the award will not be accepted.

The award may not exceed the student’s cost of attendance. Iraq and Afghanistan Service Grants are not considered Estimated Financial Assistance for packaging purposes.

8.4 Identification of Eligible Students and Notification by the US Department of Education

The US Department of Education will notify the student when a student appears to meet the criteria for Zero EFC treatment for children of soldiers and the Iraq & Afghanistan Service Grant, based on a match with a Department of Defense (DoD) file of eligible dependents. The match will be performed when a student submits a FAFSA or FAFSA correction (and periodically thereafter). When an eligible student is identified, ED will generate a Central Processing System (CPS) transaction for the student, and the resulting ISIR will include a “DoD Match Flag,” associated comment code 298, and the parent or guardian’s date of death.

Great Plains Technology Center uses the flag and date of the parent or guardian’s death, along with the student’s calculated EFC, to determine if the student is eligible for either Zero EFC treatment for children of soldiers, or an award under the Iraq & Afghanistan Service Grant program. ED will also send a letter to each matched student that informs the student of his or her possible increase in eligibility for FSA funds. The letter advises the student to contact his or her financial aid administrator for more information.

8.5 Packaging Iraq & Afghanistan Service Grants

A student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may receive increased amounts of Federal Student Aid, if, at the time of the parent or guardian’s death, the student was 1) 23 years of age or younger, or 2) enrolled at an institution of higher education.

The aid award and the method of packaging depends upon whether a student who meets the above criteria has a Pell-eligible EFC:

- If the student has a Pell-eligible EFC, the school must **award** all FSA aid based on an EFC of zero and must **package** all aid based on an EFC of zero, without regard to the student’s calculated EFC (the student’s actual EFC does not change).

- If the student has an EFC that is too high to qualify for a Pell Grant, he or she is potentially eligible to receive an Iraq and Afghanistan Service Grant.

The amount of the Iraq and Afghanistan Service Grant is determined by enrollment status only without respect to the student's cost of attendance or EFC. For students receiving Grants, the school must include the student's normally calculated EFC when packaging other FSA aid. The Grant is not based on need and is not considered EFA (for purposes of awarding aid from other FSA programs).

An Iraq & Afghanistan Service Grant is not adjusted to take into account other forms of aid, so if a student's aid package includes a Grant and the total package exceeds the student's need or cost of attendance, the school must reduce other aid to eliminate the overaward. If a student's total Grant payments, by themselves, excluding other aid, will exceed his or her FSA cost of attendance for a period of enrollment, the total amount of the Grant paid to the student must be reduced to the cost of attendance for the period of enrollment (reduce each payment for each payment period by an equal amount).

Remaining procedures follow Pell procedures in Section 7.

SECTION 9: FEDERAL SUPPLEMENTAL EDUCATION OPPURTUNITY GRANT

9.1 Eligibility Requirements

FSEOG grants are awarded only to student who qualify for a Federal Pell Grant. Students' must have a remaining need after the Pell Grant has been awarded to be entitled to the FSEOG. The Financial Aid Coordinator awards FSEOG funds beginning with students who have a ZERO etc. Any remaining funds will be disbursed to the next neediest students. The Financial Aid Coordinator repeats the FSEOG process for the fall semester and spring semester.

9.2 Application Procedures

Students who wish to apply for this grant program must complete the "Free Application for Federal Student Aid" (FAFSA) form.

9.3 Criteria for Selecting Recipients from a Group of Eligible Applicants

Eligible applicants are funded to the limit of available funds and students' unmet need and EFC.

9.4 Criteria for Determining Amount of Student Aid

FSEOG grants are awarded only to student who qualify for a Federal Pell Grant. Students' must have a remaining need after the Pell Grant has been awarded to be entitled to the FSEOG. The Financial Aid Coordinator awards FSEOG funds beginning with students who have a ZERO etc. Award amounts are \$100 per semester.

9.5 FSEOG Carry Forward / Carry Back

10% of the current FSEOG allocation may be spent in the follow award year (carry forward). The current year's allocation must be spent before any funds can be carried forward from the previous year.

10% of the current years FSEOG may be spent for expenses incurred the previous award year (carry back).

The amount of funds carried forward or carried back must be matched by the school in the award year that they are spent. Future allocations are not affected by carrying forward or carrying back funds between award years.

9.6 Reporting Funds Carried Forward and Back

Funds that were carried forward or carried back are reported on the FISAP.

9.7 Federal share of FSEOG

In general, the federal share of Federal Supplemental Educational Opportunity Grant (FSEOG) awards made to students may not exceed 75% of the total FSEOG awards.

9.8 Nonfederal Share of FSEOG

A nonfederal match of 25% of the total FSEOG awards must be from the school. The nonfederal share of FSEOGs must be made from the school's own resources. These resources may include:

- institutional scholarships and grants;
- waivers of tuition or fees;
- the nonfederal portion of state scholarships and grants; and
- funds from foundations or other charitable organizations.

9.10 Drawdown Funds

The drawdown of funds must coincide with the date GPTC disburses the FSEOG funds to students. The amount of the draw down may only be the federal share of the FSEOG awards that will be disbursed to students within three business days of receiving the funds. Great Plains uses the G5 system to draw down funds.

9.11 Campus-Base (FSEOG) Recordkeeping

Financial records that reflect all FSEOG program transactions and all records supporting the school's application for Campus-Based funds are kept in the Financial Aid Office. This documentation includes the applications and records of all students who

applied for FSEOG assistance for a specific award year and were included on the FISAP for that award year.

Great Plains also retains applications and records of students who applied for but did not receive aid, either because there was no more funds to award or because the student did not need funds. General ledger control accounts and related accounts that identify each program transaction and proof that the school separates those transactions from all other institutional financial activity are kept in the Business Office. Fiscal records are reconciled at least monthly.

The Campus-Based records maintained include but are not limited to:

- the Student Aid Report (SAR) or Institutional Student Information Record (ISIR) used to determine a student's eligibility for Campus-Based program funds;
- application data submitted to the Department or the school on behalf of the student;
- documentation of the payment of any return of Title IV funds or overpayment to the FSA program fund or the Department;
- documentation of the amount of the FSEOG award, its payment period, and the calculations used to determine the amount of the grant award;
- documentation of each FSEOG disbursement;
- documentation of the calculation of any refunds or overpayments due to, or on behalf of, the student and the amount, date, and basis of the calculation;
- reports and forms used in the participation in a Campus-Based program, and any records needed to verify data that appear in those reports and forms.

9.12 FSEOG Recordkeeping

A school must establish and maintain an internal control system of checks and balances that ensures that no office can both authorize FSEOG payments and disburse FSEOG funds to students. At Great Plains Technology Center, the Financial Aid Coordinator awards and authorizes the payment and the Business Office disburses the payment.

Each year, the Financial Aid Coordinator submits a FISAP and other information the Department requires. The information is accurate and is provided on the form and at the time specified by the Department.

9.13 The Fiscal Operations Report

The Fiscal Operations Report is parts III, IV, V, and VI of the FISAP. By participating in FSEOG in an award year, by the following October activities must be reported for those programs by completing the appropriate portions of the FISAP.

9.14 Frequency and Amount of FSEOG Disbursements

When a student is awarded an FSEOG, the school must pay the student a portion of this award in each payment period, even if the school does not use standard academic terms. Within a payment period, the school may advance funds in whatever installments it determines will best meet the student's need. To determine the amount of each payment period's FSEOG disbursement, the Financial Aid Coordinator must divide the total FSEOG award amount by the number of payment periods the school expect the student to be enrolled:

Uneven costs/unequal disbursements

If the student incurs uneven costs or receives uneven resources during the year and needs extra funds in a particular payment period, the Financial Aid Coordinator may make unequal FSEOG disbursements.

9.15 Internal Controls in the FSEOG Program – Reconciliation, Fiscal and Program Records.

Great Plains Technology Center reconciles, at least monthly, the FSEOG draws recorded in G5 to the funds received in the bank account that has been designated to receive electronic transfers. Great Plains also reconciles monthly the amount drawn down and received to the amounts disbursed to students or returned to ED, and explain all discrepancies.

SECTION 10: Oklahoma Tuition Aid Grant (OTAG)

10.1 Definition

The Oklahoma Tuition Aid Grant is a grant offered by the Oklahoma State Regents for Higher Education (OSRHE) to residents of Oklahoma who attend Oklahoma's public and private colleges and universities. The OTAG program is funded by the state of Oklahoma. Students must apply for federal student financial assistance to be considered. Students must file the Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.gov. The OSRHE, determine potential recipients based on applicant data received from the Federal Central Processing System. The following steps occur in the determination of eligibility for OTAG awards:

10.2 Residency

Full-time active duty members of the armed forces and their dependents are immediately eligible for in-state status and state financial aid and are therefore eligible to receive OTAG as long as they also meet all other eligibility requirements.

10.3 Enrollment Status

The Financial Aid Coordinator will adjust OTAG awards to reflect a student's enrollment level. Awards are either full-time or half-time.

10.4 OTAG Reporting and Student Awards

The Financial Aid Coordinator will submit a roster of students believed to be eligible to receive the OTAG award. The award roster is submitted via the OSRHE File Transfer Application site. The application requires a user id and password. The OTAG program will confirm eligibility and will coordinate with the Office of State Finance to send funds to the College.

The Financial Aid Coordinator makes final assessment of the students eligibility before disbursing the funds to the student.

Awards are contingent upon the students' continued eligibility for Federal Title IV Student Aid.

If the students level of enrollment has changed (full-time or part-time) or other eligibility factors are different from original data which was certified by Financial Aid to the OTAG program, the students funds will be returned to be voided or a lesser amount will be disbursed to the student. This includes adjustments to reduce an over-award of financial aid funds as required by federal regulations.

If the student is applying for Federal Student Financial Assistance, complete all document requests from Financial Aid in a timely manner to establish a complete file. Until the students file is complete, it cannot be reviewed for OTAG or other assistance. This will delay receipt of any funds the student will qualify for or may cause the student to lose funds.

The Financial Aid Coordinator mails the student an award letter indicating the students OTAG award listed with other awards the student is to receive. Included with the award letter is information as to when the OTAG funds will be disbursed.

Students must be attending their program in order to receive the OTAG award.

Once the Financial Aid Coordinator downloads the disbursement report from OTAG indicating which student will receive OTAG funds the Financial Aid Coordinator encumbers the funds for each student in TRENDS.

When the Financial Aid Coordinator receives notification that the funds have arrived from OTAG the Financial Aid Coordinator prepares the partial payment authorizations and the payment vouchers.

Students are disbursed the funds the following disbursement date listed in the Student Handbook.

Once the student receives the disbursement the payment is posted in EDEXPRESS. And the disbursement report is submitted via the OSHRE website to the OTAG office.

SECTION 11: OTHER PROGRAM'S PROCEDURES

11.1 OHLAP

Financial Aid Office Procedures

Once the student starts their Program the student notifies the Financial Aid Coordinator he/she is eligible for OHLAP. The Financial Aid Coordinator completes the OHLAP invoice designed for Career Technology schools. The Financial Aid Coordinator uploads the invoice via OSHRE file transfer web site to OHLAP.

The Financial Aid Coordinator encumbers funds for each individual student in Trends.

When Great Plains receives the funds from OHLAP the Financial Aid Coordinator prepares the partial payment authorization and payment voucher for the Business Office.

The Financial Aid Coordinator notifies the student when the disbursement is ready.

11.2 Next Step Scholarship

General Information

The Next Step Scholarship is a one-time tuition scholarship. Applicants must apply within 2 years of high school graduation. The Next Step Scholarship is good for 24 months from the date of the award letter. The Next Step Scholarship is applied toward tuition for a full-time Program or may be applied toward Great Plains Adult Career Development (evening) classes on the approved program list.

Requirements

Applicants must:

Graduate from a high school within two years of application. Priority is given to students who graduated from a high school within the Great Plains school district.

Have a minimum 2.0 cumulative high school G.P.A. through their last completed semester report on the transcript. Have fewer than 12 absences during their last two completed semester report on the transcript. Provide a letter of reference from his / her high school counselor with application.

Second Semester Eligibility – students must provide the following documentation to the appropriate enrollment secretary upon completion of their 1st semester at Great Plains.

Recommendation from his/her instructor.
Be within acceptable attendance guidelines.
Maintain a minimum “B” average.

Financial Aid Office Procedures

The Financial Aid Coordinator approves or disapproves the student’s application.

An approval or disapproval letter is mailed to the student.

A certificate is created with the school seal present and is presented to the student at his/her school awards assembly.

11.3 Great Plains Technology Center Foundation Scholarship

The Great Plains Technology Center Foundation Scholarship, Inc. was formed in 1980. The primary reason for forming the Foundation was to assist students with tuition to attend Great Plains Technology Center. Currently, there are 20 members on the board of trustees who volunteer time and money to the Foundation. Funds are donated by local business, citizens, employees of Great Plains Technology Center, and other Foundations such as the McMahon Foundation.

Financial Aid Office Procedures

The Financial Aid Coordinator reviews the income information based on the documents the student has provided and approves or disapproves the scholarship.

An approval or disapproval letter is mailed to the student.

The approval letter is the students’ proof of funding and the student is instructed to submit the approval letter to the appropriate office.

11.4 Superintendents’ Scholarship

The Great Plains Technology Center Superintendent’s Scholarship is a tuition waiver only. The scholarship is awarded exclusively to selected high school students wishing to complete his/her education after high school. One scholarship per instructor is awarded. Students are responsible for purchasing books, supplies and uniforms. Students must meet the following criteria:

Criteria

Be a senior in the first year of a two year program or senior in the first semester of a one year program

Currently maintaining satisfactory progress in the current career tech program
Need the remaining portion of training to be employable
Plan to become employed in the current training area upon completion of program
Be eligible for graduation from high school at the end of the senior year
Have good attendance
Be recommended by current instructor

Procedure

Complete an adult admission application and schedule testing
Obtain the Superintendent scholarship from the financial aid office
Complete scholarship application and forward to the Counselor for review
Counselor will schedule an interview with the student and forward a recommendation and the scholarship application to the Dean of Students/Principal.
Dean of Student/Principal forwards the scholarship application with recommendation to the superintendent
The finalized application is sent to the Financial Aid Coordinator for processing.
The Financial Aid Coordinator sends an approval letter to the student and provides the student a certificate at the students school awards assembly.

SECTION 12: REPORTS AND REPORTING REQUIREMENTS

12.1 Net Price Calculator

A school with undergraduate students that participates in the FSA programs must have posted a net price calculator on its website by October 29th of each year. The net price calculator uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances. ED's National Center for Education Statistics has designed and developed a fully functional net price calculator available to all schools. Great Plains' Financial Aid Coordinator uses the Department's net price calculator template.

12.2 Fiscal Operations Report — The Application to Participate

The Fiscal Operations Report and Application to Participate (FISAP) is divided into three main parts:

1. Identifying Information, Certifications and Warnings,
2. The Application to Participate in the three Campus-Based programs in the upcoming award year, and
3. The Fiscal Operations Report, in which schools provide information on any Campus-Based expenditures made during the award year just completed.

Any school that wants to obtain Campus-Based program funds for an upcoming year and all schools that have received Campus-Based program funds for the reporting year must complete an electronic FISAP. All schools that complete a FISAP must provide the information requested in the *Identifying Information, Certifications and Warning* section. A school that wishes to apply for Campus-Based program funds for the coming year must complete *The Application to Participate*. A school that received Campus-Based program funds for the award year that just ended must complete *The Fiscal Operations Report* portion of the FISAP. The Department uses the information your school provides in the Application to Participate and Fiscal Operations Report to determine the amount of funds the school will receive for each program. The Department uses the school's Fiscal Operations Report data to manage and monitor expenditures in the Campus-Based programs. For program review and audit purposes, a school must retain accurate and verifiable records for three years following the end of the award year in which the FISAP is submitted. For example, the award year in which the school will submit the FISAP due on September 30, 2013 ends on June 30, 2013 (Award year = July 1, 2012 – June 30, 2013). The school must retain all records used in the creation of the FISAP due on September 30, 2013 until June 30, 2016 (three years from June 30, 2013 – the end of the award year in which the FISAP is submitted). The important dates in the FISAP award process are:

- *August 1*—ED must make the FISAP software available to all participating schools.
- *October 1*— the final deadline for submitting the FISAP to the Department; unless it falls on a weekend, in which case the deadline is the previous business day.
- *December 15* – all corrections to FISAP data and resolution of edits must be submitted to the Department, and you must update your Federal Perkins cash-on-hand.
- *February 1*— ED sends tentative award notifications to all schools.
- *April 1* -- ED sends final award notifications to all eligible schools.

FISAP on the Web

Schools submit the FISAP through the FISAP on the Web, available at: <https://cbfisap.ed.gov>.

To submit the FISAP on the Web, the Financial Aid Coordinator must have a User ID and password. The FISAP is available for completion on the Web by August 1 of each year. It must be completed no later than October 1 of the same year. (The deadline will be earlier if October 1st falls on a weekend.) A list of all Campus-Based submission dates is posted on the FISAP on the website.

Schools may also make corrections via the FISAP on the website.

Certifications on the FISAP

Signing and mailing the FISAP

Although most of the information on the FISAP is submitted electronically schools must print the combined certification and signature pages for the FISAP submission, obtain the required signatures, and mail these documents (with the original signatures).

Allocation of Campus-Based funds

The Department allocates funds for the Campus-Based programs directly to schools each award year, indicating for each program the amount of funding the school is authorized to receive from the Department for the award year. Using the information on the FISAP, the Department calculates the allocation amount using statutory formulas and the amount of funds appropriated by Congress for the program(s). A school will not receive an allocation that is in excess of its request. A school can receive two types of Campus-Based fund allocations—initial and supplemental.

- *Initial Allocation*—the amount that the Department first allocates to each participating school for an award year from new funds appropriated by Congress, according to statutory allocation formulas. An eligible school receives an initial allocation for each Campus-Based program in which the school participates. ED bases the school's initial allocation on the amount allocated to it for the award year.
- *Supplemental Allocation*—an additional amount of Campus-Based funds from the Department that is reallocated from the amount of unused Campus-Based funds returned from the previous award year by participating schools. Criteria for distributing these funds for each program are established in accordance with the statute and regulation. Allocation schedule If the school submits the FISAP by the deadline (normally October 1), the Department will provide the school with tentative allocation information and the worksheet in January of the following year and with final allocation information and worksheets by April 1 for the upcoming award year.

The Financial Aid Coordinator can find the final funding worksheets, the Electronic Statement of Account (ESOA) and the final award at <https://cbfisap.ed.gov>. To access Great Plains final funding level worksheets and individual school awards, the Financial Aid Coordinator logs in to the ECB website, selects *the Self-Service* link from the top navigation bar and scrolls to the *Campus-Based Notification Section*.

Then selects Final Awards and Statement of Account.

The Final Funding Worksheet shows the data that was used to determine a school's allocation for each Campus-Based program in which it participates and how each final allocation was determined.

The worksheet shows the actual numbers that were used to determine a school's allocation for each Campus-Based program in which it participates and how each final allocation was determined.

12.3 National Student Loan Data System (NSLDS) Enrollment Update

The Financial Aid Office must accurately report student information to the National Student Loan Data System (NSLDS), such as Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG) and Federal Direct Loan information. NSLDS stores a history of a student's Federal financial aid.

To login to the NSLDS site the Financial Aid Coordinator must enter the User ID and Password.

At the time the enrollment update is scheduled for update the Financial Aid Coordinator chooses

“Enrollment Update”

“Retrieve”

All student enrollment for students receiving Federal Financial Aid will be listed.

The Financial Aid Coordinator selects “Check All” and begins updating the enrollment status for each student listed, using SONISWEB student enrollment information and prints a copy for office records.

12.5 Recertification to Participation in Title IV Federal Student Aid Programs and Updating the Application to Participate in Federal Student Aid Programs

A school may be certified to participate for up to six years. Recertification is the process through which a school that is presently certified to participate in the FSA programs applies to have its participation extended beyond the expiration date of its current Program Participation Agreement (PPA). The Department will notify a school six months prior to the expiration of the school’s PPA. The school must submit a materially complete application before the expiration date listed in its PPA.

If a school that is currently certified submits its materially complete application to the Department no later than 90 calendar days before its PPA expires, its PPA remains valid, and its eligibility to participate in the FSA programs continues until its application is either approved or not approved. This is true even if the Department does not complete its evaluation of the application before the PPA’s expiration date. (For example, if a school’s PPA expires on June 30 and it submits its application by March 31, the school remains certified during the Department’s review period—even if the review period extends beyond June 30.) If the 90th day before the PPA’s expiration falls on a weekend or a federal holiday and the school submits its application (E-App) no later than the next business day, the Department considers the application to be submitted 90 days before the PPA expires.

Following submission of an application, the School Participation Team will contact the school if it has questions about the application. Generally, this will be within 90 days of the Department receiving an application. If a school’s application has been approved, the Department will send an electronic notice to the president and financial aid officer notifying them that the school’s PPA is available to print, review, sign, and return. If the school’s application is not approved, ED will notify the school and explain why.

12.4.1 Reporting Substantive Changes

A school is required to report changes to certain information on its approved application, as listed on the following pages. A school may also wish to expand its FSA eligibility and certification. Some of these changes require the Department's written approval before the school may disburse the FSA program funds; others do not.

If a change occurs in an E-App item not listed on the following pages, the school must update the information when it applies for recertification. When the Department is notified of a change, if further action is needed, it will tell the school how to proceed, including what materials and what additional completed sections of the E-App need to be submitted. If a school has questions about changes and procedures, it should contact the appropriate School Participation Team. After receiving the required materials (and depending on the circumstances), the Department will evaluate the changes, approve or deny them, and notify the school. *Approval required from accreditor & state agency.* For a change requiring written approval from the Department (unless otherwise noted) and for some changes that do not require written approval from the Department, a school must obtain approval from the appropriate accrediting agency and state authorizing agency.

Changes requiring written approval from ED

All schools must report and wait for written approval from the U.S. Department of Education before disbursing funds when the following occur (the number in parentheses refers to the number of the question on the E-App):

1. a change in accrediting agency (a school must notify the Department when making any change that deals with your school's institution-wide accreditation) (#15);
2. a change in state authorizing agency (#17);
3. a change in institutional structure (#18);
4. an increase in the level of educational programs beyond the scope of current approval (#26);
5. the addition of accredited and licensed non-degree programs beyond the current approval (#27); The Financial Aid Coordinator submits the updates to the Application to Participate once the Program has been approved by the Oklahoma Department of Career and Technology Education Board.
6. the addition of short-term (300–599 clock-hour) programs (#27); NA for Great Plains.
7. changes to the FSA programs for which the school is approved* (Approvals from your accrediting agency and state authorizing agency are not required for this change.) (#37);
8. a change in the type of ownership (#22–24);
9. a change in ownership (#24); and
10. the addition of an accredited and licensed location (#30) (see *Adding Locations* later in this chapter), and when a school—
 - a. is provisionally certified; or

- b. is on the cash monitoring or reimbursement system of payment; or
- c. has acquired the assets of another school that provided educational programs at that location during the preceding year, and the other school participated in the FSA programs during that year; or
- d. would be subject to a loss of eligibility under the cohort default rate regulations (34 CFR 668.188) if it adds that location; or
- e. has been advised by the Department that the Department must approve any new location before the school may begin disbursing FSA funds.

When one of the changes that requires the Department's written approval occurs, a school must notify the Department. The school must apply to the Department for approval of the change via the E-App within 10 calendar days of the change (in the case of a change in ownership, 10 *business* days). As soon as the school has received approvals for the change from its accrediting agency and state authorizing agency, it must send to the Department:

- copies of the approval for the change,
- any required documentation, and
- Section L of the E-App containing the original signature of the appropriate person.

Changes that do not require ED's written approval

Though they need not wait for the Department's approval before disbursing funds, all schools must report the following information to the Department.

1. change to name of the school* (#2)
2. change to the name of a CEO, president, or chancellor (#10)
3. change to the name of the chief fiscal officer or chief financial officer (#11)
4. change in the individual designated as the lead program administrator (financial aid administrator) for the FSA programs (#12)
5. change in governance of a public institution (#24)
6. a decrease in the level of program offering (e.g., the school drops all its graduate programs) (#26)
7. change from or to clock hours or credit hours (#27)
8. address change for a principal location* (#29)
9. name or address change for other locations* (#30)
10. the closure of a branch campus or additional location that the school was required to report (#30)
11. the addition of an accredited and licensed location unless the school meets the conditions specified on the previous page (34 CFR 600.20(c)(1)) (#30)
12. change to the school's third-party servicers that deal with the FSA program funds (#58) When one of these changes occurs, a school must notify the Department by reporting the change and the date of the change to the Department via the E-App within 10 calendar days of the change. In addition, a school must mail to the School Eligibility Service Group.

- any required supporting documentation, and
- Section L of the E-App containing the original signature of the appropriate person.

12.4.2 Changes to Educational Programs

Adding a program—when a school may make eligibility determinations

If a school adds an educational program after receiving its ECAR the school itself may determine the program's eligibility, unless ED has provisionally certified the school or has notified the school that its growth has been restricted. If the added program is an undergraduate program that may admit students who have not completed the equivalent of an associate degree and provides at least a 15-week (of instructional time) program of 16 semester hours, 24 quarter hours, or 600 clock hours, and prepares students for gainful employment in the same or related recognized occupation as an educational program that ED already has designated as an eligible program at the school. Before the school may determine these programs to be eligible and disburse funds to enrolled students, the school must have received both the required state and accrediting agency approvals. The school must include any "self-certified" programs on its next recertification application, and provide copies of the state and accreditor approvals.

ED must approve all other added programs

In all other cases, the eligibility of an added educational program must be determined by the Department before FSA program funds can be awarded. The school must submit an E-App with the appropriate sections completed and copies of the approval of the new program from its accrediting agency and state authorizing agency. The Department will evaluate the new program and the school. If the Department approves the additional program, a revised ECAR and Approval Letter is issued for the school, and the school is eligible as of the date of the Department's determination. Only after receiving an Approval Letter may the school begin disbursing FSA funds to students enrolled in the program. The school must update information about its educational programs when completing its recertification application. This includes updating CIP Codes, program names, and program lengths. A substantive change to a program may result in the creation of a new program.

12.4.3 Changes in Accreditation

If a school decides to change its accrediting agency, it must notify the school participation team (SPT) when it begins the process of obtaining accreditation from the second agency. As part of this notice, the school must submit materials relating to its current accreditation and materials demonstrating a reasonable cause for changing its accrediting agency. If a school fails to properly notify the

Department, the Department will no longer recognize the school's existing accreditation. If a school decides to become accredited by more than one accrediting agency, it must submit to the SPT (and to its current and prospective agency) the reasons for accreditation by more than one agency. This submission must be made when the school begins the process of obtaining the additional accreditation. If a school obtains additional accreditation and fails to properly submit to the Department its reasons for the additional accreditation, the Department will not recognize the school's accredited status with either agency. If the Department ceases to recognize a school's accreditation, the school is no longer eligible to award FSA program funds or take part in other programs under the Higher Education Act of 1965, as amended. If a school becomes accredited by more than one agency, it must notify its school participation team of which agency's accreditation the school will use for determining its eligibility for the FSA programs.

Change in institution-wide accreditation

If the school decides to change its institution-wide accreditation, it must notify the Department when it begins the accreditation application process with a different agency. (Note that it must also notify the Department when it completes the process.) As part of the notice, the school must submit materials about its current accreditation and materials demonstrating reasonable cause for changing accreditation. If the school fails to notify the Department of the proposed change to its institution-wide accreditation, or if the school does not provide the materials just described, the Department will not recognize the school's existing accreditation. If this happens, or if the school drops its association with its former accreditor before obtaining Department approval of the change, the school would no longer have accredited status and would no longer be eligible to award FSA funds. Therefore, when a school secures new institution-wide accreditation, it must notify the Department using the online electronic application (E-App). At that time, it must advise the Department which accrediting agency will be its accreditor for purposes of FSA gatekeeping. Only after the Department provides written notice that it recognizes the new accreditor as the institution's primary accreditor should the school drop its association with its prior accreditor.

SECTION 13: PROCEDURES FOR MEETING CONSUMER AND SAFETY INFORMATION

13.1 Availability of Information

Notice to Enrolled Students:

General Disclosures for enrolled and prospective students are located on the Great Plains Technology Center website at www.greatplains.edu. The disclosures are available in 3 areas of the website. Information for locating the

disclosures on the Great Plains website is disseminated to every prospective student at the time the prospective student meets with a Career Counselor. The information is disseminated either in a medical enrollment information packet or a non-medical information packet. The packets include the Annual Disclosure Statement update no later than July 1 of each year. The Annual Disclosure Statement is also included in the Student Handbook. The Student Handbook is available on the Great Plains website.

The annual security report and annual fire safety report is located on the Great Plains website and in the Great Plains Student Handbook.

FERPA information is located in the Great Plains Student Handbook.

Availability of Employees for information dissemination purposes

Great Plains Technology Center has 3 Career Counselors available on a full time bases that assist students in applying at Great Plains. The 3 Career Counselors also assists enrolled or prospective student obtain information of financial assistance, the school, graduation and completion rates, and security policies and crime statistics.

13.2 General Student Disclosures

The Financial Aid Coordinator reviews on a yearly basis regulatory requirement and insures the general student disclosures are disseminated according to current regulations.

The following required disclosures are located in the Great Plains Technology Center Student Handbook, the enrollment packets, on the Great Plains website at www.greatplains.edu, the medical information packets, the consumer information packets and the Tech Tab. Disclosures for employees are available in the Great Plains Policy and Procedures manual available on the school intranet.

The procedures and forms by which students apply for assistance

The student eligibility requirements

The criteria for selecting recipients from the group of eligible applicants

The criteria for determining the amount of a student's award

Criteria for continued student eligibility under each program

Satisfactory progress standards that the student must meet to receive federal student aid and criteria by which the student who has failed to

maintain satisfactory progress may re-establish his or her eligibility for financial assistance

The method by which financial assistance disbursements will be made to the students and the frequency of those disbursements,

The way the school provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the student may opt out.

Tuition and fees charged to full time and part time students

Estimates of costs for necessary books and supplies

Any additional cost of a program in which a student is enrolled or expresses a specific interest,

The requirement and procedures for officially withdrawing from the school,

Refund policy

A summary of the requirement for the return of FSA grant.

The names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs, the procedures by which documents describing that activity may be reviewed - available to students upon request,

Contact information for filing complaints with the accreditor, state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student's complaint,

The services and facilities available to students with disabilities,

Transfer policy

List of schools Great Plains has cooperative alliances with,

The titles of persons designated by the school to provide information to enrolled and prospective students and information regarding how and where those persons may be contacted,

Copyright policy, summary of the penalties for violation of federal copyright laws and a description of the school's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that

are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted material using the school's information technology system. The legal alternative for downloading or otherwise acquiring copyrighted material, based on the school's periodic review

Completion and graduation rates

Retention rate

Placement and types of employment obtained by graduates

Gainful employment disclosures

Campus crime report and fire safety report

Textbook information is available upon request. Textbook information is located on each individual Program's course of study.

Information on preventing drug and alcohol abuse

Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property or as part of the school's activities

A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol

A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees

A description of the health risks associated with the use of illicit drugs and alcohol and a clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

SECTION 14: VETERANS EDUCATIONAL BENEFITS

14.1 School Responsibilities

No later than July 1 of each year the Financial Aid Coordinator submits to the Oklahoma State Accrediting Agency the following documents for approval.

School Catalogs for Lawton and Frederick

Calendars for all Programs for Lawton and Frederick
Current Tech Tab
Education Plans
Student Handbook

Once the Oklahoma State Accrediting Agency all documents an approval letter is mailed to Great Plains with a list of all approved Programs and Education Plans. The Agency submits the list to VA and VA enters all approved Programs and Education Plans into their WEEMS system.

The Financial Aid Coordinator enters all the approved in VAONCE using the following steps:

- Click on Admin
- Click on Maintenance
- Click on Standard Programs
- Click on Add and fill in the Program Abbreviation, Program, VA Objective Code and VA Course Code accordingly.

Responsibilities for Reporting

Keep VA informed of the enrollment status of Veterans and other eligible persons. Use basic forms to keep VA informed, such as:

- Enrollment Certification (VA Form 22-1999) to report required enrollment information
- Notice of Change in Student Status (VA Form 22-1999b) to report changes to enrollment information
- Notify VA via electronic enrollment (VA-ONCE)
- Monitor the subjects pursued by a student to certify to VA only those subjects that apply to the student's program
- Monitor student's grades to ensure s/he is making satisfactory progress; report when a student was terminated due to unsatisfactory progress
- Monitor student's conduct and report when student is suspended or dismissed for unsatisfactory conduct

Keep up-to-date on current VA rules and benefits

- Provide e-mail address to VA Education Liaison Representative (ELR)
- Read and maintain VA bulletins provided by the school's ELR
- Attend VA training opportunities

Maintain records of VA students and make all records available for inspection:

- Retain file of VA papers submitted & records of academic progress, program pursuit, etc.
- Maintain records for at least three years following the student's last date of attendance
- Ensure that records are kept in a safe place and that the privacy of VA students is protected

A school's file for a VA student contains:

- Copies of all VA paperwork
- Transcript, grade reports, drop slips, registration slips (for those courses dropped during drop/add), tuition and fee charges, transcripts from previous schools with evaluations of same, student's school application, records of disciplinary action, program outline, a curriculum guide or graduation evaluation form, and any other pertinent forms

14.2 VA-ONCE Process, Set Up and The Certification Process

VA-ONCE is VA's Web-based system for certifying the enrollment and changes in enrollment of VA students. The Financial Aid Coordinator at Great Plains uses VA-ONCE.

14.2.1 Submitting Enrollment Certifications

Once the student has started the Program and submitted his/her Certificate of Eligibility and the evaluation for prior credit form to the Financial Aid Coordinator, a file is created on the student.

A Request for Change of Program or Place of Training is needed for a VA student transferring to Great Plains who has used benefits elsewhere. The student completes a VA Form 22-1995 or VA Form 22-5495 and submits to the Financial Aid Coordinator to retain in the students record. The student is certified with the VA Standard Remark "Student's Request for Change Of Program/Place Of Training Is On File" inserted on the certification. If the student completed a 22-1995 online, insert the VA Standard Remark "Student Applied Using VONAPP." If a student changes his or her program while enrolled at Great Plains the change does not have to be reported to VA. A record of the change is put in the student's file and the change and the new program is inserted on the student's VA-ONCE BIO screen.

Chapter 30, 32, 35, 1606, 1607, and VRAP Enrollment Certifications

Certifications are submitted within 30 days after the student starts the Program.

Students must be Veterans and be enrolled full-time in order to receive VRAP benefits.

Chapter 33 Enrollment Certifications

Great Plains Schools submits certifications with 30 days after the student starts the Program. Tuition and Fees are submitted with the actual net cost tuition and fees for the current semester.

Effective August 1, 2011 – Tuition & Fees

Public Law 111-377 changes the amount of tuition and fee charges that should be reported to VA. For periods of enrollment beginning on or after August 1, 2011, you should report the following charges:

The actual net cost for in-state tuition and fees assessed by the institution for the program of education after the application of any waiver of, or reduction in, tuition and fees; and any scholarship, or other Federal, State, institutional or employer-based aid or assistance (excluding Title IV funds) that is provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees.

Example: Student tuition and fees \$4,000

Tuition Scholarship -1575

Net In-State Charges = 2425

The VAONCE Process

Click on Student on top of the screen.

Enter Students Last Name and Social Security Number

In the student Bio screen enter the student's information, training type and Program. Indicate Yes in the previous credit section.

Click on Save.

To certify Click on the Cert button

Click on the Cert button and choose New

Enter the term to certify

Enter the start date and end date for the student

Enter 0 in the Res, Dist and R/D section.

Enter the amount of clock hours the student will be attending per week.

For Chapter 33 students enter the amount of tuition and fees for the semester.

Click on Save

Click on Complete

Click on Submit

Print a copy of the cert for the student's file.

To Modify Enrollment there are three categories:

Adjustment to increase or decrease the number of clock hours

Click on Cert

Click on Adjust

Make the necessary adjustments

Select the reason

Click on Save

Click on Complete

Click on Submit

Print copy for the student's file.

Amend the certification if a mistake in any field other than hours, or to add the tuition and fees if you previously reported zero

Click on Cert
Click on Amend
Make the necessary amendments
Click on Save
Click on Complete
Click on Submit
Print copy for the student files.

Terminate the certification if the students is no longer attending.

Click on Cert
Enter last day the student attended
Choose the reason for termination
Click on Save
Click on Complete
Click on Submit
Print copy for the student files.

14.3 Reporting Fees to Institutions

At the beginning of each calendar year, Great Plains receives a listing of students who were receiving assistance during the previous calendar year printed by VA for each institution. Based on the number of students who were certified to VA at least once during the year and who received VA educational benefits, institutions are compensated at the rate of \$12 for each student. If the institution delivers an advance payment check, compensation is increased to the rate of \$15 for that student.

PL 111-377 requires that reporting fees must be used for the purpose of certification.

This money is to help schools cover the cost of administering their VA programs, including, but not limited to attendance at VA sponsored training conferences. Errors in the reporting fees amounts are addressed to the ELR of jurisdiction.

14.4 Principles of Excellence

The Principles of Excellence are guidelines for educational institutions receiving Federal funding. Schools that agree to participate will:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all Military and Veteran education beneficiaries.
- End fraudulent and aggressive recruiting techniques and misrepresentation.
- Provide accommodations for Service Members and Reservists absent due to service requirements.
- Designate a Point of Contact for academic and financial advising.
- Ensure accreditation of all new programs prior to enrolling students.

- Align institutional refund policies with those under Title IV. Foreign Schools, High Schools, On-the-Job Training and Apprenticeship programs, Residency and Internship programs, and those who do not charge tuition and fees were not asked to comply with the Principles of Excellence.