



2024 – 2025

Adult Catalog

CAREER TRAINING PROGRAMS, POLICIES AND PROCEDURES



Tri-County Career Center – Adult Center

15676 State Route 691
Nelsonville, Ohio 45764
(740) 753-5464
(800) 637-6508 ext.3
www.tricounty.cc

OFFICE HOURS

Monday – Thursday
8:00 am – 6:00 pm

Friday
8:00 am – 2:00 pm

Board Approved
7/16/2024

Administration and Board

Superintendent

Connie Altier

Treasurer

Rodney Schilling

Adult Director

Emily Boyer

Board Members

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Mrs. Betty Amnah
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GENERAL INFORMATION

History and Overview

On February 9, 1965, an application was submitted to the State Department of Education requesting permission to create a joint vocational school district with the participation of the following districts: Alexander Local, Federal-Hocking Local, Logan City, Nelsonville City, Southern Local, Starr-Washington Local, Trimble Local, and York Local. The state department approved the plan, and the local boards of education in all eight districts accepted the proposal on March 29, 1965, establishing the Joint Vocational District. On April 29, 1965, the New Lexington City School District joined the Tri-County JVS District.

Ground-breaking ceremonies were conducted at the building site on June 13, 1967. Construction began in August 1967, and the buildings were completed in time for school to start in September 1968. The district encompasses 814 square miles in Hocking, Athens, and Perry Counties. Tri-County Career Center was one of the very first vocational schools in the state of Ohio. We are now one of 49, many of which also serve a post-secondary population for career-technical training.

Since the Career Center opened, curriculum and academic changes have occurred to meet the needs of our students and the workforce environment of our region. Tri-County integrated applied academics into the curriculum to provide students with enhanced math, science, and English skills as they relate to their career areas. Guidance counseling is available to secondary students, as well as our assessment and placement coordinators. Adult services include career training in skilled areas for workforce development, assessment, and customized training for businesses.

Tri-County began offering programs to adults in 1968, primarily in the form of short-term industrial trade programs and "hobby" courses of general interest. The Ohio State Department of Education encouraged career centers to provide adult instruction to better utilize the state and federal funding invested in our facility, as career centers were expensive to equip and maintain. By serving both student and adult populations, we maximized the use of these investments.

In 1981, a full-time Director was appointed for the Adult Center, marking the beginning of growth in full-time certificate program offerings. In 1988, the Center was designated as a Full-Service Center, an Ohio Department of Education recognition identifying us as a provider of a full range of student services, including full- and part-time programming, financial aid, assessment, counseling and placement services, Aspire, etc.

TCCC is accredited by the Commission of the Council on Occupational Education. Full-time programs are approved by the Ohio Department of Education.

TCCC is a University System of Ohio provider.

Mission, Vision, Values and Goals

THE MISSION of Tri-County Career Center is to inspire, challenge and prepare students to reach their career potential.

OUR VISION is to promote workforce development and economic growth by preparing those we train for employment, career enhancement and ultimately, better futures.

WE VALUE:

- High Quality
- Student success
- Educational leadership
- Relevant, hands-on training
- Career development
- Timely response and results
- Low student/teacher ratios
- Professional comprehensive services
- Lifelong and transferable skill development
- Credentialing (licensure and industry certifications)
- Data-driven performance and decision-making
- Teamwork
- Partnership development
- Community needs
- Adapting to change

OUR GOALS ARE:

- To be helpful to students in reaching personal aspirations and career goals.
- To be forward-thinking and cutting-edge.
- To respect our students as customers, as adults and as individuals.
- To continuously improve ourselves professionally
- To provide a safe, nurturing, supportive environment for learning.
- To realize individual accountability for decisions and actions.
- To appreciate and accept diversity.
- To make certain the students we serve are our number one priority.
- Recognizing that relationship development is important to self-esteem.
- To satisfy customer expectations.
- To provide affordable services.
- To maintain a modern and aesthetically pleasing training facility.
- To keep both open doors and open minds.

Approval and Accreditation

The TCCC - Adult Center is approved by the Ohio Department of Higher Education and accredited with The Commission of the Council on Occupational Education (COE). This approval and accreditation ensure that the center meets specific educational standards and provides quality training and education to its students. For formal verification, you can refer to the official websites or contact the respective organizations for confirmation.

Here are the links for reference:

- [Ohio Department of Higher Education](#)
- [The Commission of the Council on Occupational Education \(COE\)](#)

If you need any specific documentation or additional proof, please contact the administration office of the TCCC - Adult Center or visit their official website www.council.org

The Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898 800-917-2081
www.council.org

Center for Training Excellence (CTX)

TCCC - Adult Center is recognized by the Department of Higher Education as a Center for Training Excellence (CTX) which provides customized and contract trainings as well as business consultation services to businesses seeking opportunities to enhance their employee talent and elevate the businesses within their region.

Equal Education Opportunity

TCCC - Adult Center adheres to the principles of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. We ensure non-discrimination in all educational programs and activities concerning race, color, ethnic origin, sex, age, sexual orientation, gender identity, religion, or disability.

The district prohibits discriminatory practices and views harassment as a form of discrimination. If you have any complaints regarding discrimination or harassment, please contact the Director, who serves as the Title VI and Section 504 Coordinator.

You may also file a complaint directly with the U.S. Department of Education at any time. It is not required to go through the district's grievance procedures before filing with the U.S. Department of Education. You can contact the Office for Civil Rights at:

**U.S. Department of Education
Team Leader, Office of Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115-1812**

Visitors

Members of the community are always welcome to visit. For security reasons, doors are locked during school hours and visitors must be let into the school. Doors are not to be left open/propped open during the school day. Visitors should proceed to the administrative office to obtain a visitor's pass when they enter the campus. Students are not to bring visitors, spouses/significant others or children to spend the day or any part of the day in class with them. Pets are not permitted at school. Due to safety concerns, young children and babies are not permitted in some areas of the building without administrative approval.

Identification Cards

All students at Tri-County Career Center will be issued a student ID card. **This card is to be worn while on the Center's Property. Any staff member in the building may ask to see your ID card.** The ID has a clip and/or lanyard and should be displayed so that it is visible. Lost ID cards may be purchased for \$3.00. The cards are the property of TCCC. Failure to wear your ID card may result in discipline. Identification cards must be turned in prior to leaving.



ADMISSION and REGISTRATION

Admissions Policy

The Admission Policy defines the enrollment requirements for all students who wish to enroll at TCCC as regular students in an eligible program. TCCC is an equal opportunity employer and adheres to the same policies when accepting applications from potential students.

TCCC provides equal admission opportunities, equal educational opportunities, and equal employment opportunities to all individuals regardless of race, faith, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status, or legally acquired genetic information.

This policy aligns with the guidelines of the U.S. Department of Education, Ohio Department of Higher Education as part of the Ohio Technical Centers, the Council on Occupational Education (COE), and the Veterans Administration Education Department.

To be eligible for admission, a student must be able to read and write English.

Enrollment Requirements for Full-Time Programs (600 Clock Hours or More)

Students enrolling in full-time programs (600 clock hours or more) must meet the following requirements:

- **Meeting with Student Services Coordinator:** Students must schedule and attend a meeting with the Student Services Coordinator to begin the enrollment process.
- **Information Session:** Attend an information session prior to enrollment.
- **FAFSA Application:** Students are required to apply for the Free Application for Federal Student Aid (FAFSA). Students utilizing the GI Bill or those who are self-pay and have established a payment plan do not have to apply.
- **Assessment Requirements:** Students must take the Test of Adult Basic Education (TABE) and meet with an ASPIRE instructor.
- **WIOA Application:** Students must apply to the Workforce Innovation and Opportunity Act (WIOA) at their local OhioMeansJobs Center. Students utilizing the GI Bill or those who are self-pay and have established a payment plan do not have to apply.
- **Age and Education Requirements:** Students must be at least 17 years old and provide proof of a high school diploma or transcript, GED certificate, Adult Diploma issued by the Ohio Department of Education or enrolled in an Adult Diploma program.
- **Selective Service Registration:** If applicable, students must show proof of registration with Selective Service.
- **Program-Specific Requirements:** Students must meet any additional requirements specific to their chosen program. Please refer to individual program descriptions for details.

Enrollment Requirements for Short Courses

Students enrolling in short courses must meet the following requirements:

- **Meeting with Coordinator:** Schedule and attend a meeting with the Student Services Coordinator or System Management Supervisor to complete the registration process.
- **Information Session:** Attend an information session prior to enrollment.

- **WIOA Application:** Students must apply to the Workforce Innovation and Opportunity Act (WIOA) at their local OhioMeansJobs Center. Students utilizing the GI Bill or those who are self-pay and have established a payment plan do not have to apply.
- **Program-Specific Requirements:** Review and meet the specific requirements for your chosen program as detailed in the individual program descriptions.
- **Selective Service Registration:** If applicable, students must show proof of registration with Selective Service.
- Have third party funding in place or have enrolled into a payment plan.

OTC Plus

High school students enrolled in the Ohio Technical Centers (OTC) Plus program need to obtain approval from their school districts before enrolling in an adult career center. This ensures that their participation is recognized and supported by their educational institutions, allowing them to benefit from the career-technical education provided at the adult career centers.

U.S. Diploma Requirements

To meet the U.S. diploma requirements for enrollment, students must provide one of the following:

- **High School Transcript:** A copy of a signed and dated transcript indicating the date of graduation.
- **High School Equivalency:** A copy of a GED certificate or State of Ohio Adult Diploma as proof of completion.
- **Home Schooling:** A copy of a homeschool certificate along with any supporting credentials bearing the appropriate seal and signatures. The homeschool must be recognized as such in the state where it was issued.

Verification of High School Diploma or GED

- Communication with the issuing institution's staff
- Obtaining the student's academic records and transcripts
- Receiving a verified letter

Students may also provide proof of validity at any time prior to their registration.

Validity Concerns

TCCC - Adult Center reserves the right to verify the validity of a student's high school diploma and/or GED if there is any reason to doubt its authenticity. Verification may involve:

1. **Check Unacceptable Proof of Graduation List:** If the high school is listed, it will be judged as unacceptable.
2. **Request Transcript:** If the high school is not on the list but there are still questions, a transcript showing completed and passed classes will be requested.
3. **Contact State's Department of Education:** If further verification is needed, the state's Department of Education will be contacted to confirm the high school's approval status. If it cannot be confirmed, the transcript will not be accepted.
4. **Reject Altered Transcripts:** Any transcript that appears to be altered will not be accepted.

Foreign Diplomas

TCCC - Adult Center is not qualified to evaluate or translate foreign diplomas. Students must have their transcripts evaluated by a company that offers this service, at their own cost.

Early Graduation

If a student completes all high school graduation requirements early but will not receive their diploma until a later date, a letter from a high school official verifying the completion of all required courses is acceptable. The student must submit the official transcript and/or diploma when received.

NOTE: For short and long-term courses, students are referred to their county Ohio Means Jobs (OMJ) office for eligibility and availability, Opportunities for Ohioans with Disabilities (OOD), Ohio Bureau of Worker's Compensation Rehabilitation (BWCR), Training Readjustment ACT (TRA/TAA), and the Veterans Administration.

Enrollment for Adults with Documented Disabilities

Adults with documented disabilities are welcome to enroll in any full-time program, provided they can meet all the program's requirements. The following steps are in place to support these students:

- **TABE Assessment:** A Test of Adult Basic Education (TABE) assessment will be administered to determine the student's academic and career/technical levels.
- **Evaluation Process:** Upon completing the evaluation process, students with disabilities may be referred to an appropriate agency for assistance with tuition, fees, and services

Homeschool Verification and Federal Student Aid Eligibility

Federal Student Aid regulations require that students be qualified for postsecondary study to be eligible for Federal Pell Grants and Direct Student Loans. When filing the Free Application for Federal Student Aid (FAFSA), homeschooled students can self-certify their qualification based on their homeschool experience. These students must meet one of the following criteria:

1. **Completion of Homeschooling at the Secondary Level:** As defined by state law.
2. **Exemption from Compulsory Attendance:** Completion of secondary school education in a homeschool setting that qualifies for an exemption from compulsory attendance requirements under state law, if the state does not require a credential for their education.

Documentation for Homeschooled Individuals

Adults who were homeschooled must provide documentation from their district confirming that they have met all graduation requirements. The required documents for homeschooling verification include:

1. **Copy of State's Homeschooling Law:** Ensures compliance with state regulations.
2. **High School Transcript:** A record of completed courses and grades.
3. **Signed Letter from Local Superintendent:** States that homeschooling was conducted in compliance with the law (if applicable in your state).

Ensure all documents are accurate and up to date to facilitate the verification process.

Requirements for Homeschooled Diploma

The homeschooled diploma must include the following details:

1. **Name of the Institution:** The homeschool issuing the diploma.
2. **Name of the Student:** The student receiving the diploma.
3. **City and State:** The location where the diploma is issued.
4. **Date of Issue:** The date when the diploma is issued.
5. **Diploma Language:** A statement confirming that the student has been granted a high school diploma.
6. **Signature:** Typically, the signature of the individual who has overseen the student's education.

Ensure all these elements are present for the diploma to be considered valid.

Information Session

TCCC offers information sessions on the first Tuesday of every month. During these information sessions, students will be given guidance on the enrollment process, financial aid process and school policies.

How to Enroll

1. Attend an information session to learn about TCCC and the programs we offer.
2. Complete and submit the registration form. To register schedule an appointment with the Student Service Coordinator.
NOTE: Your name must be listed on your registration just as it appears on your birth certificate.
3. Bring in your original high school diploma or original GED (HSE) certificate so we may make a copy for our records. You may also have your high school send us an official transcript. If your school mails the official transcript, it must be in a sealed envelope upon receiving it. All transcripts must be signed by a school official, or they are not valid.
4. **PROGRAMS 600 CLOCK HOURS OR MORE:** Complete the FAFSA for financial aid (www.fafsa.gov) if you are not utilizing the GI Bill, self-pay, or are a high school student. Your financial aid will not be processed until you have completed steps 1-4 of the registration process.

Eligible Title IV Programs

Below is the breakdown for the school's eligible Title IV programs.

- **Cosmetology (1500 hrs.)** There are two 450- hour payment periods and two 300-hour payment periods.
- **Welding Technology (660 hrs.)** There are two 330-hour payment periods.

Availability of Programs and Courses

TCCC reserves the right to offer selected enrolment in a program only one time per school year. TCCC reserves the right to cancel a class due to insufficient enrollment. Additionally, TCCC reserves the right to change the start date of a class or program if enrollment needs change. If a class is cancelled for any reason, students will be notified prior to the scheduled start date.

Auditing Classes Pending Financial Aid Determination

Students whose financial aid eligibility has not been determined by the start of the class, or who have appealed the loss of Pell Grant funds and are awaiting a decision, may be allowed to audit a class until their eligibility is determined. During the auditing period:

- **No Books or Supplies:** Students will not receive books or supplies.
- **No Transcript Grades:** Students will not receive grades on their transcripts.
- **Work Assignments:** Students are expected to complete the same work assignments as other students in the program.

Credit for Audited Hours

A student auditing a class will receive full credit towards program completion for the audited hours if all necessary assignments are completed during the auditing period and one of the following conditions is met:

- **Eligibility for Financial Aid:** The student is determined to be eligible for financial aid.
- **Full Tuition Payment:** The student pays 100% of the tuition for the term.
- **Payment Agreement:** The student executes a payment agreement covering all educational expenses for the term and successfully pays 100% of the educational expenses according to the terms of the agreement.

Withdrawal and Tuition Charges

If a student fails to meet one of the above conditions, they will be withdrawn from the class. A student who withdraws upon learning they are not eligible for financial aid will not be charged tuition for the audited hours.

Requirements for Satisfactory Completion of an Industry-Credentialing Program

To satisfactorily complete an industry-credentialing program, a student must meet all school requirements, including:

- **Cumulative Grade Point Average:** Achieve a minimum cumulative GPA of 2.0 ("C").
- **Attendance:** Complete at least 90% of the scheduled hours.

Note: Some programs have distinct attendance policies. It is the student's responsibility to be aware of these specific requirements.

- **Financial Obligations:** Arrange to pay all financial obligations in full.
- **Industry Credentials:** Have the opportunity to obtain the related industry credential(s).

Career Passports

Upon the satisfactory completion of a full-time industry-credentialing program, each student receives a Career Passport. This professional portfolio contains formal documents that identify and describe each student's marketable skills, including:

- Level of Competency
- Accomplishments
- Letters of Commendation
- Grades
- Industry Level certification
- Other Relevant Information

The Career Passport is provided at the end of the program to students who successfully meet the graduation requirements. All school fees must be paid in full prior to graduation to receive the Career Passport.

Graduation Requirements

To be eligible for a Career Passport, students must:

- **Complete an Approved Program:** Enroll in and complete a Career-Technical training program that is 600 hours or longer.
- **Achieve a Minimum Grade Average:** Attain a cumulative grade average of 2.0 ("C") or better.
- **Maintain Attendance:** Maintain cumulative attendance of at least 90% or meet other specific program or funding requirements.

Cost of Programs

All students should assess all the costs of attending this school. TCCC - Adult Center provides students with estimated standard budgets to give them a starting point for calculating their own expenses. Actual expenses vary among students depending on lifestyles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, the schedule of tuition and fee costs are outlined below with estimates of living expenses. The following estimates are based, in part, upon U.S. Department of Education criteria.

** Program prices are subject to change based on supplier cost.*

Program	Tuition 2023-2024	Estimated Expenses for Books, Supplies, Exams	Approximate Total Cost
Cosmetology	\$11,156.00	\$2,820.06	\$13,976.06
Welding Technology	\$5332.00	\$2,376.87	\$7708.87

Fiber Optic Technician	\$472.00	\$228	\$700.00
Phlebotomy	\$1500.00	\$688.54	\$2188.54
STNA	\$515.00	\$317.85	\$832.85
Estimated Monthly Living Expenses			
Housing, Utilities, Food (Family of 4)		\$1,117.00	
Transportation (2 Adults)		\$491.00	
Miscellaneous (2 Children)		\$581.00	

Academic Year and Payment Period Structure

Clock hour programs must have an academic year with a minimum of 26 weeks and a minimum of 600 hours to be eligible to receive Title IV federal student aid. The academic year is determined by the length of the program. Full amounts are offered to programs 900 hours or higher. Students in the Welding Technology program will be eligible to receive a partial Pell Grant, since they are at least 600 hours but under 900 hours.

To receive Title IV funds, a regularly enrolled student in an eligible program must be at least 17 years of age and have proof of high school completion.

FINANCIAL AID OBLIGATIONS/PAYMENT AGREEMENTS

All students enrolled in 8-15-month programs, as well as students enrolled in some of the other programs at Tri-County Career Center – Adult Center, will execute a payment agreement covering the amount of that term’s training costs. A payment agreement establishes, without regard to financial aid or other funding sources, that a student is primarily responsible for his/her education expenses. A student who has failed to meet his/her obligations as defined in the payment agreement shall not be allowed to attend classes the following term until (1) the outstanding balance is paid, or (2) the school is adequately assured of receiving payment.

Payment Agreement for Program Enrollment

All students enrolled in a full-time program, as well as some other programs at TCCC – Adult Center, must execute a payment agreement covering the term’s training costs. This agreement establishes that, regardless of financial aid or other funding sources, the student is primarily responsible for their educational expenses.

A student who fails to meet the obligations outlined in the payment agreement will not be allowed to attend classes in the following term until one of the following conditions is met:

1. The outstanding balance is paid.
2. The school is adequately assured of receiving payment.

Payment Methods and Enrollment Requirements

Training costs may be paid by cash, check (payable to Tri-County Career Center – Adult Center), AMEX, MasterCard, or VISA. Students are not considered fully enrolled until payment or third-party authorization is finalized.

If a student has a prior outstanding financial obligation to TCCC - Adult Center (High School or Adult Center), they will not be admitted unless they have arranged a meeting with the Adult Director and for resolution.



REFUND, WITHDRAWAL, AND ACCOUNT BALANCE

Refund, Withdrawal and Account Balance Policy

If a student finds it necessary to leave a program, they must contact the Adult office to officially withdraw from TCCC - Adult Center and complete the necessary forms.

Withdrawal Policy

If a student stops attending school for any reason, their pending Title IV disbursement will be placed on hold, and their expected Title IV aid will be recalculated based on the total number of clock hours (percentage of time) the student was scheduled to attend as of the last day of academic attendance. In some situations, the student may be liable for repayment of financial aid funds disbursed and must repay the school. The school will then refund the money to the aid program (see Return to Title IV). The student will also be invoiced for any tuition, books, supplies/lab fees, and assessments not covered by the aid.

Types of Withdrawal

- 1. Official Withdrawal**
 - The student completes the withdrawal forms through the Adult office.
 - The student's last day of recorded attendance will be used as the last day of attendance.
- 2. Unofficial Withdrawal**
 - The student stops attending classes without notifying the school of their withdrawal and does not complete the proper withdrawal forms.
 - The school will attempt to contact the student (via email, telephone, mail) for seven (7) days.
 - If the student does not respond, they will be withdrawn from their training program.
 - The student's last day of recorded attendance will be used as the last day of attendance.

Important Dates

- 1. Withdrawal Date**

The last date of recorded attendance, which will be used to determine the amount of aid the student has earned.
- 2. Date of Determination**

The date the Student Services Coordinator/Financial Aid Advisor determines that the student withdrew, used for compliance in returning Title IV funds.

Withdrawal Procedure

- 1. In-Person Withdrawal:** Completing the forms in the Adult office is preferred.
- 2. Remote Withdrawal:** If a student cannot complete the forms in the Adult office, the forms can be emailed or mailed to the student for completion and prompt return.

An official withdrawal date is necessary to determine the amount of tuition refund a student may be eligible for or to calculate a balance due from the student.

Personal Items and School-Issued Materials

Personal items and school-issued books, kits, etc., that belong to a student who withdraws must be claimed within 30 days of the date of withdrawal. Items not claimed within this period become the property of the school.

Financial Responsibility

Each student is primarily responsible for their educational expenses, including but not limited to tuition, books, supplies, and fees. Students must pay for all books, tools, and supplies issued to them before their official withdrawal date. Withdrawal from a program does not extinguish a student’s tuition obligation and other related fees/expenses. The amount owed will depend on the official withdrawal date.

Program Cancellation

If Tri-County Career Center cancels a program due to low enrollment, 100% of the tuition cost will be refunded to the person or organization responsible for the payment. The registration is non-refundable.

Refund Policy

Students may officially withdraw from their program by notifying the Adult Office or program Coordinator/Instructor. The official date of withdrawal is the last date attended.

Note: Classes that meet fewer than three times are not eligible for a refund after the class starts.

If it is necessary to withdraw from any program, notify the Adult Office immediately. Tuition will be refunded as follows:

Short-Term Programs Tuition, Fees, or Refunds

- If a program meets for only one session, a refund is available only to students who notify TCCC of their withdrawal 72 hours prior to the session starting.
- For programs that meet for more than one session and for 20 hours or less, full refunds are available only to students who withdraw at least 72 hours prior to the start of the first class.
- For programs that are 21 - 49 clock hours long, one hundred percent (100%) of the tuition and fees are due at the onset of the program and there will be no refunds after the third full day of class. Fees paid are fully refundable through the third day of class.

Programs 50 – 299 Hours

HOURS COMPLETED	REFUND
0% - 5%	100%
6% - 10%	50%
10% +	0%

Programs 300 – 599 Hours

HOURS COMPLETED	REFUND
0%	100%
0% - 10%	90%
10% - 35%	50%
36% - 59%	25%
60% +	0%

Programs 600 Hours or More

TCCC - Adult Center applies tuition by term. Below is a breakdown for the school's eligible Title IV programs and the amount of tuition that will be applied. Below is the breakdown for the school's eligible Title IV programs (600 clock hours or more).

Cosmetology (1500 hrs.) There are two 450- hour payment periods and two 300-hour payment periods.

- A student who withdraws **5-11** days into the term owes **25%** of their tuition
- A student who withdraws **12-21** days into the term owes **50%** of their tuition
- A student who withdraws **22-29** days into the term owes **75%** of their tuition
- A student who withdraws **30** days into the term owes **100%**

Welding Technology (660 hrs.) There are two 330-hour payment periods.

- A student who withdraws **5-11** days into the term owes **25%** of their tuition
- A student who withdraws **12-21** days into the term owes **50%** of their tuition
- A student who withdraws **22-29** days into the term owes **75%** of their tuition
- A student who withdraws **30** days into the term owes **100%** of their tuition

Refunds due to students will be processed no later than 45 days from the date of determination. Students do not have to request a refund if due.

Account Balance Policy

If a withdrawal or dismissal results in an account balance, an invoice will be mailed to the student. If a student has not paid or set up payment arrangements after that notice, the student will receive two additional invoices (a month apart). If there is no response, a student will receive a letter stating that failure to respond within 10 days will result in their balance being turned over to a collection agency.

Leave of Absence (LOA) Policy

TCCC - Adult Center believes that the attendance policy provides sufficient time to cover personal illness, bereavement, court appearances, or emergencies. However, leaves of absence (LOA) are generally not permitted except under extenuating circumstances beyond the student's control.

Leave of Absence (LOA)

- **Leave Duration:** The LOA (**only one per year**), must not exceed 180 days in any 12-month period.
- **Making Up Hours:** If possible, the student may arrange with the instructor to make up hours at their own expense. Documentation of absences must be provided.
- **Extended Absence:** If a student needs to leave for an extended period, it is advisable to withdraw and re-enroll later. Students must return the next school year to complete the program if unable to finish.

LOA Approval Process

1. **Written Request:** The student must submit a written request, signed and dated, including the reason for the leave, to the Student Services Coordinator and Adult Director. Requests should be submitted in advance unless unforeseen circumstances prevent this (e.g., injury in a car accident requiring recovery time).

2. **Notification:** The Student Services Coordinator and Adult Director will notify the student in writing of the decision within two weeks.
3. **Expectation of Return:** Students must understand there is a reasonable expectation they will return from the LOA. The school will not grant an LOA merely to delay the return of unearned Title IV funds.
4. **Institutional Charges:** The school will not assess any institutional charges during the LOA, and the student's need may not increase, making the student ineligible for additional Title IV aid. The school may grant a full tuition credit toward the course the student re-enters to comply with this requirement.
5. **Duration:** The LOA (only one per year) must not exceed 180 days in any 12-month period.
6. **Completion Requirements:** Upon return, the student must complete the number of hours and weeks of instruction in the payment period.

Federal Policy on Program Completion

Federal policy states that a student has 150% of the published length of the program to complete all required coursework. For example, if a program takes 900 hours and 30 weeks to complete, the maximum timeframe would be 1350 hours and 45 weeks.

Returning Students

Students who request to return must meet with the Student Services Coordinator and Instructor to devise a completion plan, ensuring the student can meet the minimum requirements of satisfactory academic progress.

By adhering to these guidelines, Tri-County Career Center ensures that students can manage their education effectively, even in cases of unforeseen circumstances.



ACADEMIC POLICIES and PROCEDURES

Attendance Policy

Regular class attendance is essential for success at TCCC - Adult Center and in the workplace. Excessive absenteeism can lead to poor performance, limited job skills, lower grades, loss of financial aid, loss of credit, and dismissal from the program.

Attendance Monitoring and Requirements

- **Sign-In Requirement:** Students must sign in personally upon reporting to class using the class attendance form. Signing in for another person is not permitted.
- **Recording Attendance:** Instructors will note on the attendance form if a student reports late or leaves early.
- **Advance Notification:** Students must notify the instructor or the Adult Center office in advance of any expected absences.

To be considered a completer of the program, a student must complete 100% of the required clock hours. Excused absences may be considered for up to 10% of the total program hours and are regarded as "completed hours." This allows a student to graduate with 90% of the required clock hours if they have completed the necessary competencies.

Program-Specific Attendance Requirements

Some programs have specific attendance requirements due to program certification. Each student is responsible for knowing the attendance expectations of:

1. Their program, particularly concerning internship/clinical assignments.
2. Their source(s) of financial aid.

Attendance Warnings and Probation

- **Attendance Warning**
Students who do not meet attendance standards will be placed on Attendance Warning during a meeting with the Student Services Coordinator. The student will receive written notice, and a copy will be placed in their permanent record.
- **Attendance Probation**
If a student on Attendance Warning has attended fewer than 90% of their program's scheduled clock hours at the next evaluation point, they will be placed on Attendance Probation. This notice will be delivered by the Student Services Coordinator during a follow-up meeting with the instructor and student, and a copy will be placed in the student's permanent record.
- **Withdrawal**
A student on Attendance Probation who continues to attend fewer than 90% of their program's scheduled clock hours at the next evaluation point will be withdrawn from the program.

Special Note for VA Students

If a VA student is withdrawn due to attendance issues, a report will be submitted to the VA to terminate their VA Educational Benefits effective on the day of the evaluation. This may create a debt with the VA. The VA will not pay benefits for any needed make-up hours due to poor attendance.

NOTE: If, at any point, it is mathematically impossible for the student to regain a good attendance standing (90% or better) by the end of the following evaluation point, that student will be withdrawn from the program.

Late Arrival or Early Departure

Punctual arrival is a key expectation at TCCC – Adult Center. Students must adhere to the following guidelines:

Tardiness: Any student with three instances of tardiness in a term is subject to disciplinary actions, up to and including dismissal from the program. Students will be expected to sign corrective action contracts.

Signing In and Out

- **Late Arrival/Early Departure:** Students arriving late or leaving early must sign in or out with their instructor to receive appropriate credit.
- **Time Docking:** Time docked due to late arrival or early departure will be recorded in 15-minute increments:
 - 1 to 15 minutes late = 15 minutes docked
 - 16 to 30 minutes late = 30 minutes docked
 - And so, on
- **Proper Sign-In/Out:** Failure to properly sign in or out will result in the student receiving no credit hours for that day.

By following these guidelines, students ensure accurate attendance records and compliance with program requirements.

Excused Absences and Make-Up Hours

Excused Absences

Classroom work can be made up, but the student will still be marked absent for the hours missed. Excused absences, when supported by official documentation, include:

1. Any type of appointment (discouraged during school hours)
2. Illness
3. Death in the immediate family (parents, sibling, grandparents)
4. Subpoena to appear in court
5. Religious holidays

If a student must be absent for any reason, it is their responsibility to contact the TCCC - Adult Center office and report the absence on the day it occurs. Written documentation of any appointment must be provided to the instructor.

Make-Up Hours

If acceptable documentation for excused absences is presented to the instructor and Student Services Coordinator, the student may arrange to make up missed assignments and earn credit for them. Make-up time cannot exceed 5% of the total program hours (e.g., 900 hours X 5% = 45 hours).

The following procedures apply:

Student Responsibilities

1. **Check with Instructors:** Upon return from an absence, it is the student's responsibility to check with their instructor(s) regarding all make-up work immediately.
2. **Anticipated Absences:** When absences can be anticipated, work should be made up before the absence.
3. **Completion Deadline:** All make-up work must be completed by the deadline set by the instructor.

Make-Up Hours and Fees

- **Individualized Instruction:** Make-up hours requiring individualized instruction will be billed at \$35 per hour.
- **Slot-In Hours:** Make-up hours that do not require individualized instruction ("slot-in" hours) will be billed at \$10 per hour.
- This fee must be paid before the start of the make-up hours and a make-up contract must be signed.

By adhering to this policy, students can ensure they stay on track with their coursework despite any excused absences.

Class Cancellation Due to Weather

When classes are canceled for "Tri-County Career Center" due to inclement weather, the class cancellation also applies to the "Adult Center." Students attending TCCC - Adult Center will receive automated notifications through the Infinite Campus System here at the school. Students will be made aware that their telephone number will be put into the Infinite Campus system for this purpose.

Cancellations are announced on the following stations:

CITY	AM STATION	FM STATION	TV STATION
ATHENS	970 WATH AM		
LOGAN	1510 WLGN AM	98.3 FM	
NELSONVILLE		107.7 FM	
WBNS-TV	1460 AM	97.1 FM	Channel 10
WCMH-TV			NBC Channel 4
WSAZ-TV			NBC Parkersburg
WSYX-TV			ABC Channel 6

- Students may also contact the school at (740) 753-3511 and access school closing information by entering the number “1”.
- Columbus television stations 4,6,10 and the local Nelsonville cable station generally announce our closings.
- You may also check online at www.tricounty.cc
- Students may also receive a telephone call or text from the school notifying them of delays and/or closings.

Make-Up Time for Inclement Weather and Emergency Closings

If classes are forced to close due to inclement weather, instructor unavailability, or other emergencies, students will be required to make up the missed class hours. The following procedures will apply:

- **Make-Up Arrangements:** Individual program instructors will arrange suitable make-up days with their classes.
- **Scheduling:** Make-up times will be scheduled to meet the needs of most students.

By adhering to this policy, students can ensure they meet their program's required hours despite any unforeseen class closures.

Exams and Assessments

Exams and assessments are used for the purpose of evaluation as well as to measure student progress and achievement. They help demonstrate student proficiency and may provide valuable insight into whether a student will be successful in a chosen career.

Grading Scale

The following grading system is used to evaluate the student’s cumulative average:

PERCENTAGE	LETTER GRADE	GPA	DEFINITION
90 – 100	A	4.0	Superior Progress
80 – 89	B	3.0	Excellent Progress
70 – 79	C	2.0	Satisfactory Progress
61 - 69	D	1.0	Below Satisfactory
60 & below	F	0.0	Unsatisfactory Progress
Passed	P	-	Student has completed necessary course requirements in the scheduled clock hour(s)
Transferred	T	-	Student has transferred credit from another Post-Secondary Accredited Institution
Withdrew	W	-	Student has withdrawn from the course

Lab Safety and Cleanliness

Each student is required to equip themselves with appropriate and protective clothing and safety glasses in lab areas, where necessary. Safety glasses must be worn when operating equipment in the industrial lab area. Students must sign a “safety pledge” form.

All students are responsible for cleanliness in the lab areas. Instructors will designate the clean-up procedure, and all students are required to participate in clean-up activities.

Dress Code

TCCC – Adult Center aims to provide an optimal learning environment. Students should consider how their conduct and appearance affect others. School dress should ensure the health, welfare, and safety of the student body and enhance the school's positive image.

General Guidelines

- **Clean and Professional:** Dress and grooming should be clean, in good taste, and consistent with workplace standards.
- **Non-Disruptive:** Dress and grooming should not disrupt performance, pose a health threat, or disrupt the teaching-learning process.

Specific Restrictions

- **Inappropriate Attire:** Tube tops, cut-off shirts, muscle shirts, tank tops, leggings without appropriate coverage, spaghetti straps, flip flops, and net shirts are not appropriate. Shoulders, side torso, and midriff areas must be covered.
- **Hats:** Hats may be worn in the lab/classroom only at the teacher’s discretion.
- **Length and Fit:** Shorts, dresses, and skirts should not be overly tight or short.
- **Prohibited Designs:** Clothing and accessories must not be overly suggestive, bear profanity, or promote drugs, alcohol, or sex.

**Certain programs will have specific dress codes. Please refer to the program guidelines for more information.*

Enforcement

If a student’s dress or grooming is deemed inappropriate, disruptive, or a health or safety problem, the student will be informed and must change. If a student must leave school to change, the absence will be considered unexcused. Any issues concerning student dress not covered by this policy will be decided by the Adult Director.

Background Checks

Some programs at TCCC – Adult Center require BCI/FBI background checks for their controlling board or clinical site experience. BCI/FBI background checks will be completed at TCCC and sent to the appropriate board or clinical site by the school. By completing the BCI/FBI background check, the student is giving TCCC permission to share results and/or send a copy to the corresponding board or clinical site.

All background checks are kept in a secure location and not shared with agencies or people unrelated to the above-described purpose. The decision to allow student participation rests on the clinical site and not TCCC – Adult Center.

Field Trips

Transportation to and from field trips is the responsibility of the student. All students participating in school-sponsored activities away from the campus shall use their own means of transportation. The school is not responsible for the student to and from the activity. The board of education recognizes the value of student social events and class trips in enhancing and enriching the school experience for the adults of this community. Students are expected to participate in all class field trip activities. If a student chooses not to participate, they will be marked absent. If there are extenuating circumstances preventing participation, prior arrangements must be made with the instructor. All school rules apply to students on all field trips. Misconduct on field trips will result in disciplinary action.

Shadowing, Internships and Clinical Work Experience

Students may, with their instructor's approval, earn hours through an approved internship or clinical work agreement with an employer. The work performed will provide skill training in some of the occupational competencies required for the student's certificate of completion. The employer/work site must not be owned or operated by the student or the student's immediate family.

The employer and the student will sign a work agreement prepared by the program instructor which explains the responsibilities of the parties. A student who fails to comply with the terms of the agreement will not be allowed to continue with the work experience.

*Any additional hours earned beyond class hours required will not reflect on the certificate.

Copyright Law

The copyright law of the United States (title 17, United States code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later use of, a photocopy or reproduction for purpose more than "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Use of School Computers

Students using the network and Internet systems will be required to complete an Internet Usage Agreement form. Students are permitted to bring their own technology devices (laptops, iPads, etc.) to use with appropriate permissions and for educational uses only.

Students are forbidden to use the computer system, computer network, telecommunication devices or information devices for harassing or bullying a student, staff member or other individual. In accordance with ORC 149.43, all emails and correspondence (messages-responses) may constitute a public record and therefore may be available upon request.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or

otherwise illegal images or photographs will be found in violation of TCCC Code of Conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and criminal prosecution and lifetime inclusion on sexual offender registries.

Unauthorized Use of School Computers

A student shall not gain access, attempt to gain access, or cause access to be gained to any school district computer system, computer network, wireless network, telecommunication device or information device without the consent of, or beyond the scope of the express or implied consent of, the school district or person authorized to give consent to the student; use, attempt to use, or cause or attempt to cause the use of, any school district computer system, computer network, telecommunication device or information device for any purpose other than as authorized by the school district or person authorized to give such authorization; use, attempt to use or attempt to cause the use of any school district computer system, computer network, telecommunication device or information device for any illegal or unlawful purpose or in any manner injurious or potentially injurious to the school district.

Therefore, students must not use, or attempt to use, a school computer, network, iPad, telephone, or any other electronic device without the prior approval of a teacher or designated staff person. Each computer, etc. must be used for its authorized purpose only. Students are forbidden to use computers, and electronic devices for harassment, bullying, or any illegal purpose, or attempt to use them to injure a student, staff, or individual. Students are not eligible to use said electronic devices without a signed Internet Usage Agreement.

In accordance with [ORC 149.43](#), all emails and correspondence (messages and any responses) may constitute a public record and therefore may be available upon request.

Use of Electronic Communications Equipment by Students

Tri-County Career Center aims to provide a modern digital learning environment by integrating personal electronic devices into the educational process. The District acknowledges the potential educational benefits of allowing students to use personal devices like laptops, eReaders, and tablets in school. However, to maintain a focused and engaging learning environment, the use of cell phones and other personal technology devices during school hours is limited.

Students are permitted to bring and use their own technology devices at specified times during the school day. The use of cell phones and similar devices is separately governed by the student handbook. Devices should be used strictly for educational purposes, and individual teachers have the discretion to limit or prohibit their use in the classroom.

Cell phones and electronic devices must be turned off and stored out of sight during class/lab times unless directed by the teacher for educational use. These devices are subject to search by school officials if there is reasonable cause to suspect a violation of law or school rules. Violations of the policy can lead to consequences such as device confiscation, referral to the office, in-school intervention, or suspension/expulsion.

Exceptions are made for students using devices as part of an individualized education program (IEP) or a plan under section 504 of the Rehabilitation Act of 1973. Additionally, students must have a signed

Acceptable Use and Internet Safety Agreement on file, and their use of devices must comply with the Tri-County Career Center's Internet Use

Vehicles and the School Parking Lot

While on school grounds, students shall observe all state, local and school traffic regulations. Upon arrival at school, students are to lock their cars, immediately leave the parking lot, and enter the school building. Students shall not return to their vehicles during the day unless leaving the school grounds with the instructor's authorization. Students are not permitted to sit in or congregate around cars before, during or after school hours including school lunchtimes.

Students should park in the parking lot directly to the right when they enter onto campus. No student shall park in visitors' parking, staff parking or areas behind the buildings. Students are required to register their vehicle if attending classes prior to 3:00 p.m. Vehicle Registration Forms can be picked up from the Student Services Coordinator. Any student driver who does not conform to the above standards shall be subject to appropriate disciplinary action. Local law enforcement agencies and the school will cooperate in the enforcement of these regulations.

TCCC - Adult Center does not assume responsibility for the care or protection of any vehicle or its contents while on school property. All vehicles entering school property are subject to search. Any student who exercises the privilege of parking an automobile on school grounds shall be deemed to have given implied consent to a search of such automobile at any time a search is required by the school administration. Failure to comply with a reasonable search by law enforcement, school officials or search dogs is considered insubordination. The same applies to the search of any school property utilized by students (desks, lockers, computers, etc.). Be aware that when the safety of others is a concern, there is no expectation of privacy.

Child Care Center

Students are not permitted to bring children to class. Violating this policy will result in the student being asked to leave and counted as absent for the day. Kids Academy Day Care is available on site. Arrangements can be made for childcare. Contact the Student Services Coordinator for assistance with your childcare needs.

Health Services

TCCC - Adult Center does not maintain a health center. Students who are ill should not come to school. Students who become ill while at school may be asked to leave. Students must complete a Student Accident Report for any accident that occurs on school property resulting in injury. Completed reports are to be filed with the Adult office. During high school hours, a nurse may be available for emergencies.

**Students are encouraged to purchase medical insurance for their own protection.*

Counseling and Student Retention Services

TCCC – Adult Center is committed to student retention and successful program completion. Our Student Services Coordinator is available to discuss your academic, personal and career questions. The Student Services Coordinator can help you find and access the resources that you need to successfully complete your program.

Job Placement

TCCC - Adult Center does not guarantee job placement of students upon completion of a program. However, the Student Services Coordinator, as well as other designated staff, are available to assist students approaching graduation with their employment search. TCCC - Adult Center posts job opportunities on the website.

Placement and Follow-Up

Employment Information

When a student obtains employment, either during training or after completion, they are requested to provide the following information to the Program Coordinator, instructor, or office personnel:

- Employer name
- Employer address
- Employer phone number
- Immediate supervisor
- Job title
- Hourly wage
- Hours per week worked
- Start date

Follow-Up

Throughout the year, students who completed or withdrew during the previous 12-month period are contacted by mail or phone to determine their current employment status. This ongoing follow-up helps the school to track the success of its graduates and provide additional support if needed.

Meals

The school cafeteria has vending machines, which sell snacks and assorted beverages. Microwaves are also available to heat food brought from home. Students may buy lunches during Adult lunch time, not during high school lunch time. Students may establish an account with the cafeteria. Students should see the Student Services Coordinator for more information.



STUDENT RECORDS

Student Records

In compliance with federal regulations, the following guidelines have been established concerning student records at TCCC – Adult Center.

Records Control

Records Control Officer: The staff at TCCC – Adult Center acts as the records control officer for the district, responsible for processing and maintaining all adult student records. The Adult office is in the Smith-Parkins Building and can be reached at (740) 753-5464.

Confidentiality and Access

Confidential File: Each student's records are kept in a locked confidential file located in the Adult Center office. The information in a student's record file is available for review only by:

- The adult student (18 years of age or older)
- The parents or legal guardian of a student under 18 years of age
- Those designated by federal law or district regulations

Record Retention

Records are kept in the center's office for two (2) years and then archived. It is the student's responsibility to make copies of important documents for future use.

Financial Aid Records

- **Confidentiality:** Financial aid records are confidential and kept in locked cabinetry.
- **Release:** Financial records are released only with the student's signature.

Directory Information

Defined Information: The following information is designated as "Directory Information" and will be made available upon a legitimate request unless an adult student, or the parent/legal guardian of a minor student, notifies the records control officer in writing within ten (10) days of this notification that they will not permit distribution:

- Name
- Address
- E-mail and telephone numbers
- Major field of study
- Dates of attendance
- Date of graduation
- Awards received
- School photographs
- Date of birth (DOB)
- Any other information the district considers would not be harmful or an invasion of privacy if disclosed

Policy and Regulations

- **Board of Education's Policy:** A copy of the Board of Education's policy and the accompanying district regulations are available at the center office.
- **Inquiries:** A person will be available to answer questions concerning the policy or regulations.

How to Request a Transcript

Students needing an official copy of their transcript must complete the request form. Transcript requests will normally be processed within seven business days of the request being received by TCCC office. There is a \$5.00 charge for each official transcript.

Order by Mail

To request a transcript by mail, print and complete the form or write a letter that includes the following information:

- Full Name (include any former names)
- ID Number or Social Security Number
- Date of Birth
- Current Address
- Phone Number
- Email Address
- Number of copies requested
- Address(es) where to mail transcript (it is the student's responsibility to provide a complete and accurate address.)
- Signature
- \$5 fee for each transcript

Include a Check/Money Order payable to: Tri-County Career Center

**Mail your request to
TCCC - ADULT CENTER OFFICE
15676 State Route 691
Nelsonville, OH 45764**

Please allow seven business days to process all transcript requests. Transcripts will not be processed if the student owes a past due balance.

Change of Circumstances

Students are responsible for reporting any significant changes of circumstances to the Student Service including enrollment status, permanent address and employment status. Federal regulations require students to notify the Student Services Coordinator of any change of name, address or telephone number.

Family Educational Rights and Privacy Act (FERPA)

As defined by the Federal Department of Education

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of a student's educational record. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their

children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called *eligible* students.

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

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement within the record commenting on the contested information in the record.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know.
- Other schools to which a student is transferring.
- Certain government officials that carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Organizations that conduct certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained court order or subpoenas.
- Persons who need to know in cases of health and safety emergencies, and state and local authorities within a juvenile justice system, pursuant to specific state law.
- Schools may also disclose, without consent, "Directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about Directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose "Directory" information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letters, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**The USA Patriot Act of 2001 (Uniting and Strengthening American by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.*



STUDENT CODE of CONDUCT

Student Code of Conduct

The courts have held that each student has the responsibility to act in such a way as to not interfere with the rights of others in the same educational opportunities. A student may forfeit their rights when their conduct substantially disrupts the educational process and thereby deprives others of their rights.

A violation of any TCCC - Adult Center rule may result in disciplinary action, including probation and dismissal. The Student Code of Conduct is not intended to be exhaustive and conduct not included in the list may still constitute a violation subject to disciplinary action. No form of violence, disruptive, or inappropriate behavior will be tolerated.

Discipline is within the sound discretion of the TCCC staff and administration. Due process ensures that disciplinary action will only be imposed after review of the facts of the situation.

The Student Code of Conduct applies to conduct that occurs not only on school property but also off school property if the student is engaged in school-related activities (e.g., field trips, internships, clinical work experience) at the time of the misconduct.

Conduct Violations

Disruption of School

A student shall not cause material disruption of the regular school routine through force, violence, coercion, passive resistance, or other actions. This includes online activities that disrupt the school day and acts of immorality, including on personal social media accounts.

Damage to School Property

A student shall not cause or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.

Damage to Private Property

A student shall not cause or attempt to cause damage to private property on school premises or at any school activity on or off school grounds.

Fighting or Assault

A student shall not participate in altercations, cause physical injury, or behave in ways that threaten physical injury to school staff, other students, or visitors. Any student who assaults another will be recommended for dismissal from their training program. This includes verbal or written threats.

Dangerous Weapons and Instruments

A student shall not possess, handle, transmit, or conceal any object considered a dangerous weapon or instrument of violence, including knives, guns, explosives, incendiary devices, and look-alike weapons. Any object used to threaten, harm, or harass another may be considered a weapon. Violation will result in termination of the student's training, and criminal charges may be filed. Students are required to report knowledge of dangerous weapons or threats of violence.

Narcotics, Alcoholic Beverages, Drugs, and Look-Alike Drugs

A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, mind-altering substance, or drug paraphernalia. Students suspected of using or possessing such substances may be asked to submit to testing based on "reasonable suspicion" and may be dismissed from their training program.

Insubordination

A student shall not disregard or refuse to obey reasonable directions or instructions given by authorized school personnel. This includes falsely reporting or obstructing an investigation by withholding information. Fraternalization between adult and high school students is not permitted.

Profanity and/or Obscene Language

A student shall not use profanity or obscene language in any form of communication with authorized school personnel or other students. This includes obscene gestures, threats, signs, pictures, publications, and online posts.

Theft

A student shall not take or attempt to take the public property or equipment of the school district or the personal property of another student, instructor, visitor, or employee of the school district.

Violation of the Law

A student shall not violate any law or ordinance when under the authority of school personnel. This includes acts of arson, false alarms, and possession/use of fireworks or explosives.

Academic Dishonesty

A student shall not cheat or plagiarize information from another student or staff member. This includes fabricating, distorting, or changing information provided to school staff or administration, including information obtained from the internet.

Harassment/Bullying

A student shall not haze, harass, persecute, intimidate, or bully any student, visitor, or staff member. This includes any intentional written, verbal, or physical act exhibited towards another student or staff more than once. Such behavior that causes physical or mental harm and creates an intimidating, threatening, or abusive educational environment is prohibited, including online activity.

Immorality

A student shall not engage in sexual acts or commit gross immorality on school property. Possession, distribution, or access to obscene or pornographic material on school property or school computers is prohibited.

By adhering to these guidelines, students ensure a safe and conducive learning environment for themselves and others.

Harassment Policy

It is a violation of both law and school rules for any student or staff member to haze, harass, or bully another individual associated with the school district, whether on district property or at any school-

related event. This includes activities conducted via computers and electronic communications. Such behaviors are inconsistent with the educational process and are always prohibited. No administrator, teacher, or employee shall encourage, permit, or tolerate hazing or bullying.

Reporting and Investigation

- **Victim Reporting:** Any student who believes they are a victim or has observed hazing, bullying, or harassment should contact the Adult Director.
- **Confidential Investigation:** Reports will be investigated promptly and confidentially. The investigation's details will not be discussed outside the process.
- **Remedial Action:** If a complaint is valid, appropriate disciplinary action will be taken to prevent recurrence, up to and including dismissal from the program.

Administrative Responsibilities

- **Incident Reporting:** The Superintendent or Designee must provide a semiannual summary of all reported incidents to the Board President and post the summary on the district's website.
- **Training:** The administration provides training on the district's hazing and bullying policy to employees and volunteers who have direct contact with students.
- **Immunity:** District employees, students, and volunteers have qualified civil immunity for damages arising from reporting hazing or bullying incidents.
- **Compliance:** Administrators, teachers, employees, and students who fail to follow this policy may face disciplinary action and civil or criminal penalties under State and Federal law.

Retaliation Prohibition

No one is permitted to retaliate against an employee or student for filing a grievance or participating in an investigation regarding hazing or bullying.

Drug and Alcohol Policy

In accordance with federal law, the Board of Education at TCCC - Adult Center strictly prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. The term "drug" encompasses any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statutes, or substances that could be considered "look-alike" controlled substances. Compliance with this policy is mandatory for all students.

Students found violating this policy will face disciplinary actions, up to and including expulsion from school, as specified in the student catalog and in accordance with due process. When required by state law, the district will notify law enforcement officials.

Participation in the possession, use, or distribution of alcohol is expressly forbidden on campus or during school-related activities. Similarly, the possession, use, or distribution of illegal drugs, or the illegal use or distribution of prescription drugs, is strictly prohibited on campus or during any school-based activities. There are no exceptions to these rules. Furthermore, any individual suspected of being under the influence of drugs or alcohol while on campus will be removed, and their enrollment privileges or employment could be permanently suspended. However, students suspended under this policy may be reinstated if they complete a drug/alcohol rehabilitation program, such as Alcoholics Anonymous.

Federal student aid could be suspended for drug violations. A student receiving Title IV funding who is convicted of a state or federal offense involving a controlled substance may lose the right to receive Title IV funding for the current award year and may be sanctioned from receiving other forms of financial aid under the Omnibus Drug Initiative Act of 1988. It is the student's responsibility to immediately notify the financial aid office of any drug conviction. All students are subject to current laws and financial aid regulations, provisions of the enrollment agreement, and policies published in the student handbook. Tri-County Career Center will issue a timely written notice to any student who has lost eligibility for any grant or loan because of such a conviction.

There are numerous legal sanctions under local, state, and federal laws to punish violators. Federal sanctions are detailed in the financial aid section of the TCCC Student Handbook. Businesses could lose federal contracts if they do not promote a drug-free environment. Additionally, a felony record or a conviction for a drug-related crime may prevent an individual from entering certain careers.

Readmission will depend on the circumstances, mitigating factors, and possibly the successful passing of two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education. This process will determine whether a student may regain eligibility for federal funds. Any crimes committed on campus regarding drugs or alcohol will be reported to the police department or other local law authorities.

This policy ensures that TCCC - Adult Center maintains a safe and conducive learning environment, upholding the health and safety of its students and staff.

Medical Marijuana Policy

The Federal Government regulates drugs through numerous laws, including the Controlled Substances Act, the Drug-Free Workplace Act, and the Drug-Free Schools & Communities Act, as listed under the Drug-Free Schools and Campuses Regulations (EDGAR Part 86). These laws do not differentiate between medicinal and other uses of marijuana, which is classified as a Schedule I drug under the Controlled Substances Act.

Schools must abide by and certify compliance with all federal laws and regulations to be eligible to receive federal funding through Title IV, which includes student financial aid in the form of grants, loans, and work-study programs. Therefore, TCCC - Adult Center does not recognize the use of medical marijuana and enforces a strict no-marijuana policy on school grounds and at school-related events.

Students who violate this policy may be subject to federal penalties, and any such violation may impact their eligibility for federal financial aid. Compliance with this policy is mandatory to maintain the integrity and funding of the institution and to ensure a safe and lawful educational environment.

Smoking Tobacco and Look-Alike Products Policy

In compliance with federal regulations, TCCC - Adult Center strictly prohibits the possession, smoking, or use of tobacco in any form on school property. This policy includes electronic cigarettes. Students are not permitted to bring tobacco products into the school building or to smoke in their vehicles on school grounds.

Students who wish to smoke during class breaks must leave the school property. To ensure compliance, vape detectors have been installed in school restrooms.

By adhering to this policy, Tri-County Career Center aims to maintain a healthy and smoke-free environment for all students and staff.

Drug Convictions and Consequences

In accordance with federal law, the Board of Education at TCCC - Adult Center strictly prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. The term "drug" includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statutes, or substances that could be considered "look-a-like" controlled substances. Compliance with this policy is mandatory for all students.

Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from school, as specified in the student catalog and in accordance with due process. When required by state law, the district will notify law enforcement officials.

A federal or state drug conviction (excluding local or municipal convictions) can disqualify a student from receiving Federal Student Aid funds. A student self-certifies their eligibility when applying for aid. Convictions affect aid eligibility only if the offense occurred during a period of enrollment for which the student was receiving federal aid. Convictions do not affect eligibility if the offense occurred outside such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge.

If a student becomes ineligible for Title IV aid, they must repay all money owed to the school. The period of ineligibility for federal student aid funds varies depending on the type of drug conviction and the student's history of previous offenses. A conviction for the sale of drugs includes convictions for conspiring to sell drugs.

Below is a chart illustrating the period of ineligibility for federal student aid funds based on the nature of the drug conviction and the student's prior offenses:

	Possession of Illegal Drugs	Sale of Illegal Drugs
1 st Offense	1 year from date of Conviction	2 years from date of conviction
2 nd Offense	2 years from date of Conviction	Indefinite period
3 rd Offense	Indefinite period	Indefinite period

This policy ensures that TCCC - Adult Center maintains a safe, drug-free environment conducive to learning and upholds integrity and compliance with federal regulations.

Drug Conviction and Federal Student Aid Eligibility

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. TCCC - Adult Center will provide each student who becomes ineligible for federal student aid funds due to a drug conviction with a written notice that clearly explains the loss of eligibility and the methods to regain eligibility for aid.

Regaining Eligibility

A student regains eligibility the day after the period of ineligibility ends (i.e., for the 1st or 2nd offense) or when they successfully complete a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will render the student ineligible again.

Indefinite Ineligibility

Students denied eligibility for an indefinite period can regain eligibility after completing one of the following options:

- **Rehabilitation Program:** Successfully completing a rehabilitation program that includes passing two unannounced drug tests.
- **Conviction Reversal:** Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record.
- **Drug Tests:** Successfully passing two unannounced drug tests as part of a rehabilitation program, without necessarily completing the remainder of the program.

In these cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the school that they have successfully completed a rehabilitation program. When a student regains eligibility during the award year, federal student aid funds may be awarded for the current payment period.

Drug and Alcohol Random and Reasonable Suspicion Screen(s)

All students are subject to random (suspicion-less) and/or reasonable suspicion drug and/or alcohol screens. Students are not responsible for the costs of any such random and/or reasonable suspicion screen(s). The refusal to submit to any drug and/or alcohol screen, as well as any attempt to alter, adulterate, or substitute a specimen, will be considered a positive screen. Refusal can include excessive delay (over four hours) on the part of the student in providing a urine specimen, or not supplying a sufficient quantity to test after drinking an adequate amount of fluids.

Random Selection Guidelines

Random drug screens may occur during the school year. Students are randomly selected from a master list of identification numbers of all students enrolled in the program. The selected students are notified to report to the designated collection site at the designated time and provide a urine sample for testing.

Reasonable Suspicion Testing Guidelines

Reasonable Suspicion Testing occurs when there is reason to suspect a student to be in violation of the program's rules and/or regulations relating to prohibited drug/alcohol. A reasonable suspicion test may occur based upon, but not limited to, the following:

1. Observed behavior such as direct observation of drug/alcohol use or possession.
2. Physical symptoms or manifestations of drug or alcohol use and/or being under the influence of a drug or alcohol.
3. A pattern of abnormal conduct or erratic behavior or marked change in behavior that is not attributed to other factors.
4. Arrest, charge, or conviction for drug or alcohol-related offenses.
5. Information provided either by a credible source or independently corroborated regarding a student's drug and/or alcohol use.
6. The student is involved in a serious clinic-based accident and/or incident; and/or
7. Evidence that the student has altered or tampered with a previous drug or alcohol test, or who had attempted to substitute a specimen.

Possession/Use of Illegal Drugs or Alcoholic Beverages

A student, while at school or at a clinical, shall not possess, use, transmit, conceal, be under the influence of, or show any sign of consumption/use of any alcoholic beverage, illegal drug, hallucinogen, barbiturate, amphetamine, or paraphernalia. Possession and/or use shall include, but not limited to, any one of the following:

1. Drugs, alcohol, and/or objects carried or concealed on one's person.
2. Drugs, alcohol, and/or objects contained in one's personal belongings.
3. Drugs, alcohol, and/or objects contained in a vehicle owned or driven by such a person.
4. An odor of drugs/alcohol and/or displaying physical signs of drug/alcohol use.
5. Use of alcohol/drugs as verified by a drug screen, or the refusal by a student to submit to a reasonable suspicion and/or random drug screen.
6. Use shall mean any positive alcohol screen at a level of .04% or greater, and/or any positive drug screen for which there is no medically acceptable explanation for the positive result.

The faculty will carefully review all the records and recommend dismissals where necessary. Faculty recommendations and copies of necessary records will be submitted to the Adult Director. The student will be informed of their dismissal in writing.

Administration of Student Disciplinary Code

The Director of Adult Education, or a designated representative, is responsible for administering the student disciplinary code and using professional judgment to determine the most appropriate disciplinary action for each case. If a student commits a crime while under the school's jurisdiction, they may be subject to both school disciplinary action and legal action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline Options

Disciplinary actions are classified according to the severity of the violation and can include, but are not limited to, denial of participation in activities, administrative conferences, emergency removal, removal from a school vehicle, suspension from school, or dismissal from school. These actions apply while the

student is under the school's jurisdiction, on school property, in a school vehicle, off school grounds immediately before or after school, on the way to or from school, or at any school-sponsored activity on or off school grounds.

Due Process Rights

Procedural requirements of Section 3313.66 of Ohio Law will be implemented in conjunction with an emergency removal (over 24 hours), suspension, or expulsion. The administrator shall:

1. Give the student written notice of the intention to suspend and the reason(s) for the intended suspension.
2. Provide the student an opportunity to appear at an informal hearing before the designated administrator, superintendent, or superintendent's designee, and challenge the reasons for the intended suspension or otherwise explain their actions.
3. Provide the student with the right to appeal to the Board of Education's designee and be represented.

Suspension from School

When a student is being considered for suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain their side. After the informal hearing, the Director of Adult Education will decide whether to suspend the student. If a student is suspended, they will be notified in writing within one day of the reason for and the length of the suspension. A suspension for two (2) days or more may be appealed by scheduling an appointment with the Superintendent within ten days after receipt of the suspension notice.

The appeal will be conducted in a private meeting, and the student may be represented. If the appeal decision upholds the suspension, the next step in the appeal process is to the TCCC Board of Education. Within ten (10) days of the Superintendent's hearing, a letter addressed to the Board President must be delivered to the Superintendent's office asking for hearing before the board. During suspension, the student may make up work missed without credit.

Dismissal from School

When a student is dismissed, they will receive a formal letter of notification. Students being considered for dismissal may or may not be removed immediately. A student has the right to appeal against the decision in writing to the Superintendent of TCCC, who will hold a formal hearing at the student's request and issue a written decision. The student has the right to representation at that hearing and will be presented with the evidence supporting the dismissal. A decision by the Superintendent to uphold dismissal may be appealed to the TCCC School District Board of Education or Designee within ten days after the student receives the decision. The student has the right to request a hearing before the Board of Education/Designee and may have representation present during that hearing. The Board/Designee may vacate, uphold, or otherwise modify the decision.

Permanent Exclusion

When a student is being considered for permanent exclusion, they may never be permitted to return to school anywhere in the state of Ohio. Permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Possession or involvement with a deadly weapon
- Drug trafficking
- Murder, manslaughter, assault, or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes

This process is formal and usually follows a dismissal with proper notification to the student. TCCC makes a sincere effort to implement disciplinary actions that allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable.

By adhering to these guidelines, TCCC ensures that disciplinary actions are fair, transparent, and conducive to maintaining a safe and productive educational environment.

Student Complaint Procedures

In the event a student encounters a situation perceived to be unjust, the student will discuss the situation with the instructor(s) involved. Using the problem-solving approach, the student and instructor(s) will work through the problem and reach a satisfactory agreement. If a mutually agreeable solution cannot be reached, the grievance shall be put in writing and the problem referred to the Student Services Coordinator. The student, instructor(s), and the Student Services Coordinator will review and discuss the situation and agree on a solution to the problem. If any of the parties remain unsatisfied, the matter will be taken to the Adult Director. All the people involved will then attempt to reach a satisfactory resolution. The Director reserves the right to consult with the Superintendent of the school before reaching a final decision. **The decision of the Adult Director is final and binding.**

Grievance Procedure

TCCC - Adult Center hereby notifies students, parents and employees that it does not discriminate based on sex, race, religion, color, faith, national origin, ancestry, citizenship status, age, disability, economic status, military status or based on legally acquired genetic information in the programs and activities it operates.

Grievance Procedure Coordinators

TCCC has designated the following employees to coordinate its efforts to comply with Title IV, Title IX and Section 504 regulations and must notify all its students and employees of the grievance procedure:

Upon receipt of a complaint, the Adult Director will forward this information to the following employees designated by the Tri-County Career Center Board of Education to coordinate its efforts to comply with Title IV, Title IX and Section 504 regulations:

Tom McGreevy, Director
 15676 State Route 691
 Nelsonville, OH 45764
 Telephone: 740-753-3511

Amanda Wiseman, Director
 15676 State Route 691
 Nelsonville, OH 45764
 Telephone: 740-753-3511

Grievance Procedure

Step 1: Where appropriate, any student of Tri-County Career Center having a complaint about his/her treatment may arrange a conference to discuss the matter with the person or persons involved within ten school days of the date the incident occurred.

Step 2: If the student is not satisfied with the results of the conference, or a conference as outlined in Step 1 above is not appropriate or desired given the nature of the grievance, the problem may be discussed with the student's instructor within ten school days of the date the incident occurred. In a grievance where the complaint involves a student's instructor, students may discuss the matter with TCCC's Student Services Coordinator.

Step 3: If the complaint is still not satisfactorily resolved, the grievance may be placed in writing and presented to the Adult Director within five (5) days of the meeting with the instructor or Student Services Coordinator.

Step 4: In the event the problem persists, a written copy of the grievance should be given to the Superintendent within ten (10) days after the meeting with the Adult Director.

Step 5: If the complainant feels that the grievance is a result of discrimination on the basis of race, color, faith, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or on the basis of legally acquired genetic information and the school grievance procedures have been exhausted without satisfactory resolution, the student may file the complaint or grievance with the Office of Civil Rights.

**Office of Civil Rights,
U.S. Department of Education
55 Erieview Plaza, Room 300
Cleveland, Ohio 44114-1816**

All written grievances must be initiated within five working days of the occurrence. All written grievances must be signed by all people involved. Grievance Records will be maintained in the TCCC - Adult office. Further grievance concerns can be referred to:

**The Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898 800-917-2081
www.council.org**



HEALTH and SAFETY

Health and Safety Plan

Tri-County Career Center's Board of Education is concerned with the safety of all students, employees and members of the school community present on the Center's property and at all center sponsored events on site. The Center has an in-depth safety plan that covers all aspects of security and safety for the district. This plan is reviewed annually and sent to the state for approval.

The practice of safety is also a part of the instructional process. The staff is required to attend or participate in safety training throughout the year. The lab Instructors also have OSHA training and other specific safety training for each program. The training also includes traffic and pedestrian safety, fire prevention, in-service training and emergency procedures appropriately geared to students at all levels.

The Center has a camera surveillance system in both buildings and on the grounds. The camera has the capacity to hold over a month of recordings. Each staff member and student are given a badge to wear to distinguish what program and who they are. The doors have a locking system so that staff can use their name badge to enter the building. All visitors must enter through the front doors of both buildings and buzz through for access to the back of the school.

The Center has a safety committee that meets at least annually. The committee is composed of various staff at the Center along with parents and students. Law enforcement reviews our safety plan annually. The school also has a School Wellness Program that is board approved.

Surveillance and Security Policy

Surveillance

Tri-County Career Center employs surveillance cameras on school property 24/7. Lockers, desks, cabinets, and similar property provided for student use are owned by the Tri-County Career Center Board of Education and carry no expectation of privacy. These items are subject to search by school authorities at any time, including random searches, without needing reasonable suspicion of a criminal statute or school rule violation. Searches of students, their possessions, and vehicles may be conducted anytime they are under the Board's jurisdiction to ensure safety. Non-compliance with a reasonable search request will be deemed insubordination. Search dogs may also be used.

Safety and Welfare

For the safety and welfare of students, public areas inside the building, parking areas, and outside break areas are well-lit. High-definition security cameras are operational in all hallways and common areas inside and outside the building. Recorded actions may be used as evidence in disciplinary actions and are viewed only by authorized school officials. Any attempt to damage or interfere with these devices will result in disciplinary action and possible referral to local law enforcement. No electronic surveillance is present in areas where individuals have a reasonable expectation of privacy.

Access and Monitoring

Building access is monitored by cameras and receptionists. Observation cameras are installed at all entrances and strategic locations in and around the building. Staff and students use school-issued identification badges for entry. Campus security personnel can evict unauthorized persons and will notify local police of any actual or suspected criminal activities, including trespassing.

Security Measures

All interior doors, including those of offices, classrooms, and storage facilities, must remain locked when closed. Outside doors should not be propped open at anytime.

Student Safety

Non-Emergency and Emergency Concerns

Students with non-emergency safety concerns related to personal issues or property should contact the Student Services Coordinator. In case of an emergency, dial 911 for immediate assistance. Instructors and office staff should also be alerted to any emergency situations. Automatic External Defibrillators (AEDs) are available on school property and are in the main offices of the Smith-Parkins and Porter buildings. Information regarding potential safety issues, such as health and weather alerts, terrorist acts, and sex offender registration, will be distributed as necessary.

Building and Personal Security

For building and personal security, all students will be issued an ID card. This card must be always worn while on Tri-County Career Center property. Any staff member may ask to see a student's ID card.

Staff Responsibilities for Student Safety

Due to their proximity to students, staff members often encounter situations that, if mishandled, could result in liability for both the district and the individual staff member. To minimize this risk, the Board has directed the preparation of guidelines to ensure proper handling of such situations.

The Superintendent is responsible for preparing administrative guidelines to maintain the following standards:

- 1. Supervision and Care:** Every staff member must maintain a standard of care for the supervision, control, and protection of students in line with their assigned duties and responsibilities.
- 2. Safety Instruction:** Every staff member must provide proper instruction on safety matters relevant to their assigned courses.
- 3. Safety Rules:** Establish appropriate safety rules.
- 4. Accident Prevention:** Teach students how to practice safety and prevent accidents.
- 5. Tool and Equipment Safety:** Instruct on the safe use and proper care of tools and equipment.
- 6. Good Housekeeping:** Develop habits of good housekeeping, proper storage, handling of materials, and sanitation.
- 7. Personal Protection:** Be familiar with personal protection devices and safe clothing.
- 8. Cooperation:** Teach students to cooperate in promoting and operating a safety program in schools, on school grounds, and in school vehicles.
- 9. Reporting Hazards:** Every staff member must immediately report any accident or safety hazard they detect to the Supervisor, using the "Accident Report" form when an injury is involved.
- 10. Threats of Violence:** Report knowledge of threats of violence by students to the Adult Director immediately.
- 11. Errands:** Do not send students on any errands, school-related or personal, that would require them to leave school.
- 12. Appropriate Association:** Do not associate with students in a manner that could be considered inappropriate, especially with those of the opposite gender. Avoid any situation or activity that

could be seen as abusive, sexually suggestive, or involving illegal substances such as tobacco, alcohol, or drugs.

- 13. Transportation:** Do not transport students in a private vehicle without the approval of the Adult Director.
- 14. Suspicious Activity:** Instruct students to report any suspicious strangers in or around school property to staff members, parents, or law enforcement officials.
- 15. Confidentiality:** Do not disclose student information, other than Directory information, to unauthorized persons. This includes information about assessments, ability scores, grades, behavior, mental or physical health, and family background.
- 16. Lab Inspections:** Ensure that labs are inspected annually to detect and remedy any health and safety issues.

These guidelines aim to protect both students and staff, fostering a safe and responsible educational environment.

Procedures and Specific Guidelines

Sickness

In case of sickness, students, staff, and guests are to report to the Adult office. Office staff and/or Adult Director will take appropriate action to whatever symptoms the individual is having and administer proper care or contact emergency personnel.

Accidents

In case of an accident, the school employee is to take the individual to the Adult office or contact the office to come to the student if the student cannot be moved. If the accident is life threatening, immediately call 911 before contacting the office. The office will call emergency contact information of the individual. The school employees involved and any witnesses to the accident will complete an Accident Report form and return it to the Adult office. Follow-up of the accident will be completed by the administrative office.

Emergencies

In the case of a medical emergency, the District Emergency Safety Plan should be followed, specifically the Medical Emergency section, as follows:

1. Call 911 immediately if the situation is life threatening.
2. Call the main office by phone.
3. Contact the building administrator(s).
4. The building administrator(s) will respond to the scene and assess the medical response needed.
5. Administrators and School Resource Officers (SROs) will assist at the scene.
6. SROs will coordinate emergency services response, if possible.
7. ALWAYS call the Main Office, even if 911 has been called to notify the building administrator of the situation.
8. If 911 has been called, SROs and Administration will meet the ambulance and other emergency responders in the parking lot and bring them to the building by the shortest route.

Drills for tornadoes and intruders are held numerous times each school year. Fire drills are conducted monthly at random times throughout the school day. All emergency plans for evacuations are posted in each classroom.

Each program is equipped with the appropriate first aid and/or safety devices in classrooms and shop areas. The center also has an emergency defibrillator. Students in some programs go through CPR training every year to earn their CPR certification. Several staff members in the building are CPR certified.

Emergency Drills and Emergency Response

Emergency drills including fire, tornado and lockdown drills will be held regularly. The route to follow is posted in each room. Proper instruction on procedure will be given by the instructor in each class. All classrooms are equipped with a telephone, intercom system and emergency lighting. Phones can be directly dialed to 911. The hallways are equipped with emergency lighting.

Tornados

Unannounced tornado drills are conducted annually. The alarm for the tornado warning differs from the regular fire/evacuation system. It is a long “whooping” sound. When the tornado warning alarm is given, students are to respond in an orderly manner and move quietly to suitable sheltered areas. Remain inside the building and listen for instructions.

DO NOT leave the building, remain in large laboratories, remain in or report to areas paneled with glass or containing windows. ***Suitable shelter areas include*** restrooms, custodial rooms, offices (without windows) and storage closets. Tornado shelter areas are posted in each classroom and lab.

Fire

Fire drills are held monthly, and school-wide participation is required by law. When the fire alarm sounds, all students and personnel are expected to leave the building. A map indicating an evacuation route is posted in every classroom and the instructor will provide directions for proper evacuation. There are audible and visible strobes in place for fire emergencies.

Lockdown

Unannounced lockdown drills are conducted annually. When there is an announcement made regarding a lockdown, everyone is to go to the nearest room with a door. Go inside, stay away from windows, lock the doors and await further instructions. Never leave a locked-in area until all clear is assured. Follow your instructor’s direction or the announcements.

Power Failure

If the school experiences a power failure during the school day, a directional announcement will be given over the battery backup intercom system. Emergency lights will automatically light the school corridors for a short period of time. You may expect the following directional announcement:

“The school is experiencing a power failure, please move to a room with windows, cafeteria, parking lot or the gazebo area and await further instructions.”

INSTRUCTORS SHOULD NEVER MOVE STUDENTS OUTDOORS IF THERE IS INCLEMENT WEATHER.

Campus Security and Crime Report

Pursuant to the Higher Education Act, as amended and the Jeanne Clery Act, the school is required to inform its students and employees of the policies and procedures it follows with respect to reporting crimes and emergencies, and what actions are to be taken regarding these reports. The school is also required to compile and report certain crime related statistics. These are compiled from data provided by the Nelsonville Police Department

The following procedures should be followed with respect to criminal or suspected criminal activity:

- Any person observing criminal or suspected criminal activity, or who is the victim of such activity, should report said activity to the TCCC - Adult office. This may be done on a voluntary and confidential basis. When such activity is reported to the TCCC - Adult office as it is occurring, the Adult Director, or such other person as designated by the Adult Director, shall immediately report the activity to the appropriate law enforcement authority.
- A “timely warning” informational bulletin will be prepared and distributed to all students and employees when such activity is reported that could represent a general threat to any/all students and/or employees.
- If law enforcement officials are notified and an incident report is filed, a copy must be filed with the Adult Center office. When an emergency is reported to the Adult office, the office personnel shall determine the appropriate response to be made.

The school places a high priority on the security of its students and employees. The campus buildings generally and the individual classrooms and offices are securely locked when not in use to restrict access to unauthorized personnel.

Please remember that this is a public facility and entrance to all buildings is by keycard access only, but doors may be unlocked during certain times of the day when classes are in session and custodians are on the property. Hallways and parking lots are well lit and under video surveillance for security purposes. Visitors to the buildings are asked to check in at the front offices and receive a visitor’s badge to wear.

The Nelsonville Police Department is the law enforcement agency responsible for patrol of the campus and its surrounding area. Any reported criminal or suspected criminal activity that needs to be forwarded to a law enforcement agency is to be referred to the Nelsonville Police Department or by calling 911. New students and employees are informed at their orientation session about security procedures. The school makes lockers, which have combination locks, available to the students to secure their personal property.

Call 911 in the event of a fire or medical emergency. Portable AEDs are located in the main offices in each building. Basic First Aid kits are available in every room in the building. Telephones are installed in every classroom/lab/office. Dialing 8 will get an outside line but is not necessary when dialing 911.

Crime Definitions

Murder/non-negligent manslaughter: the willful killing of one human being by another.

Negligent Manslaughter: the killing of another person by gross negligence.

Forcible Sex Offenses: forcible is directed as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses: forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-Forcible Sex Offenses: incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition: incest and rape.

Robbery: the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and /or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person with the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied using a weapon or by means likely to produce death or great bodily harm.

Burglary: the unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

Arson: willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, or personal property of another.

Hate Crimes: any of the offenses, and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.

Categories of bias are:

- Race
- Gender
- Religion
- Sexual Orientation/Gender Identity
- Ethnicity/National origin
- Disability

In addition to the standard list of Clery reported crimes, the following are considered hate crimes when there is evidence that the offense was committed with bias against a protected class.

- Larceny
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Weapon Law Violations: the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons.

Drug Abuse Violations: violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of the laws or ordinance prohibiting the manufacture, sale, transportation, furnishing, and possessing of intoxicating liquor.

Crime Statistics

Following are the annual statistics of the reported incidences of certain specified crime occurring on campus for the calendar year January 1, 2021, to December 31, 2021 as well as 2022 and 2023:

Criminal Offense						
	2021 C	2021 PP	2022 C	2022 PP	2023 C	2023 PP
Murder/non-neg. manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Criminal Offense						
	2021 C	2021 PP	2022 C	2022 PP	2023 C	2023 PP
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Violence Against Women Reauthorization Act 2013		
2023		
	On-Campus	Public Property
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0

Arrest						
	2021 C	2021 PP	2022 C	2022 PP	2023 C	2023 PP
Weapons; carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	4	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Disciplinary Actions						
	2021 C	2021 PP	2022 C	2022 PP	2023 C	2023 PP
Weapons; carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Unfounded Crimes – On and Off Campus			
	2021	2022	2023
Total Unfounded Crimes	0	0	0

C – campus; PP – public property

*Hate crimes are defined as crimes that show evidence of prejudice based on race, religion, sexual orientation or ethnicity.

Upon written request, all victims of violent crimes will be provided the results of any disciplinary hearing conducted by the institution against the accused perpetrator.

The school currently does not have any off-campus locations of any student organization recognized by the school. The occurrence or suspected occurrence of any criminal activity or emergency while a recognized student organization was participating in an off-campus activity should be reported and treated in the same manner as if the incident has occurred on-campus. Any such incident would be reported for statistical purposes along with the on-campus figures.

Because of the numerous and various health risks associated with the use of illicit drugs and alcohol, the school is concerned about any student or employee who is a victim of drug or alcohol abuse and will facilitate the process by which he/she receives help through programs and services available in the community. A student should contact the Student Services Supervisor, and an employee should contact his/her Director/Supervisor or the Superintendent’s office whenever such help is needed.

Recognizing the emotional as well as physical trauma suffered by a victim of sexual offense, and further recognizing the importance of preserving evidence in such a case, the following procedures are to be used when a sexual offense is involved:

1. When a sexually related offense is reported, the Adult office personnel will first attempt to ascertain the physical well-being of the survivor and determine whether or not the survivor needs immediate medical assistance. If so, the office personnel will call the Southeastern Ohio Emergency Medical Services.
2. After calling for the appropriate emergency personnel, the Adult office personnel shall provide the survivor with a quiet and private location and if there is anyone that he/she would like to be present. The number of people should be kept at a minimum. After determining the well-being of the survivor, the Adult office personnel shall contact the Crisis Services at (740) 593-3344. These are trained specialists in sexual assault and crisis intervention. Teams are available to aid the Adult staff upon request of the survivor to intervene directly. The staff member to whom the offense is reported should contact Crisis Services, while maintaining confidentiality of the survivor, to receive assistance in advising the survivor.

3. **Crisis Services (740) 593-3344.** Call appropriate law enforcement officials if deemed necessary. Staff are legally obligated to report to law enforcement any report of “date rape” or rape even if the incident occurred off campus.

Registered sex offenders are not permitted to attend classes on this campus. At the time of application to any Adult Center training program, it is a prospective student’s responsibility to report any personal arrest or conviction for any sexual offense and any designation as a sexual offender. Such an arrest or conviction may prohibit attendance in programming at the Adult Center. Registered sex offenders must notify the State of Ohio in accordance with the “Campus Sex Crimes Prevention Act” of 2000.

Information regarding convicted sexual predators living in the geographic area may be found at <http://icrimewatch.net/ohio.php> . Additionally, the Ohio Department of Rehabilitation and Correction sex offender registry is available at <http://www.drc.ohio.gov/OffenderSearch/Search.aspx> .

Applicants are further advised that certain areas of study require background checks for misdemeanor and felony convictions which may prevent licensure and/or employment in the field of study. All staff members are required to undergo pre-employment criminal background checks.



BUILDING and GROUNDS

School Buildings, Grounds and Property

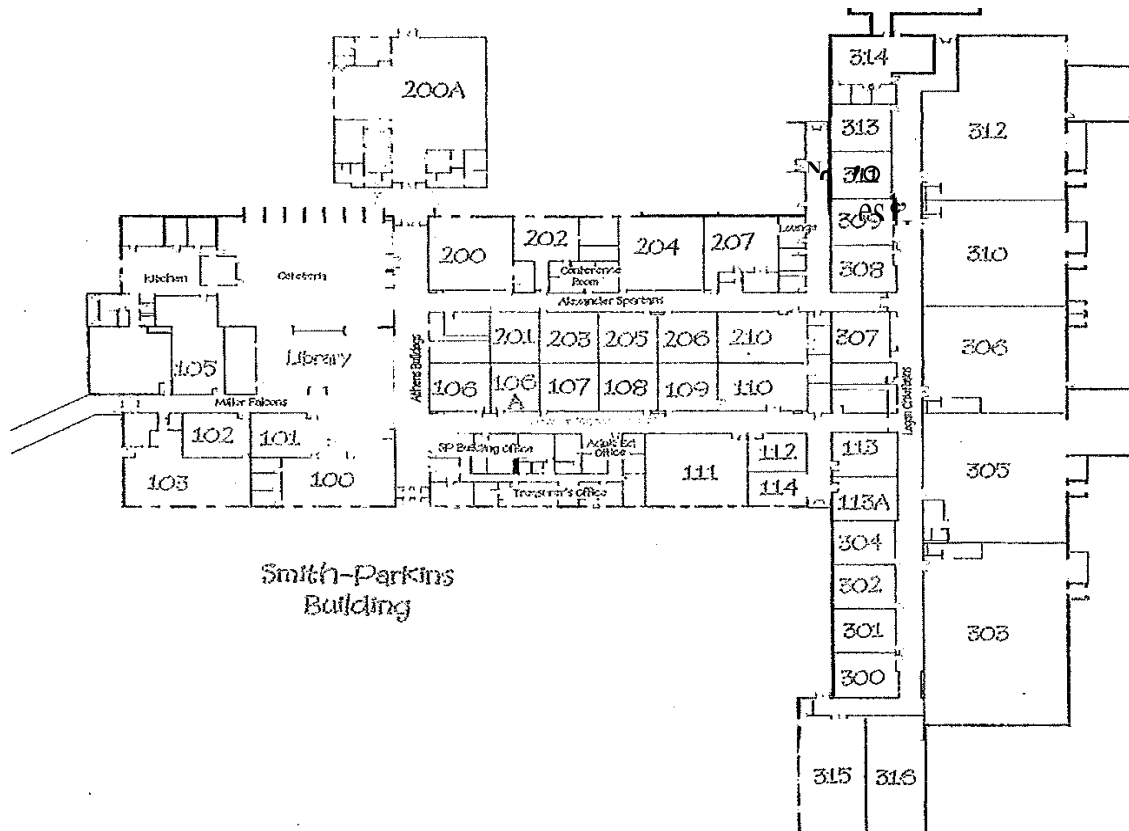
Cooperation of students is necessary to maintain the facilities for future students. Care for school property is the job of everyone. Students who lose or damage school-owned property such as textbooks, library books, locks, instructional aids, materials or equipment will be required to replace the property or pay for the loss or damage.

Classroom and lab capacity are generally 20 students; this amount will vary with each program.

Facilities Description and Equipment

The facilities at Tri-County Career Center-Adult Center include classrooms and industry-appropriate training laboratories, administrative offices, a library and a cafeteria. There is a privately-operated childcare facility on site. Students interested in these services should see the Student Services Supervisor for more information.

TCCC is located at 15676 State Route 691 in Nelsonville. The facility was built in 1967 with many renovations in the past couple years. This training facility is equipped with current labs and classrooms that have technology and equipment for today's workforce.



Asbestos Management

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This law requires all schools to be inspected for asbestos-containing materials. The inspection of this school was completed in October 1988 and during 1989, all asbestos plaster was removed from small areas in the cafeteria, library and boiler rooms. An extremely small amount of asbestos remains in the pipe systems above the ceilings in an area inaccessible to students. A management plan approved by the Ohio Department of Health outlines the methods we will use to maintain these materials in a safe manner for students and staff. Re-inspection was completed in August of 2009. A copy of the plan is on file, for your review, in the administrative offices.



FINICIAL AID and VETERAN BENEFITS

Financial Assistance

TCCC's Financial Aid Office assists students who, without such aid, would be unable to enroll in TCCC programs. No student interested in attending TCCC should fail to apply because of an inability to meet the expenses. The Financial Aid Office attempts to help students whose personal and family resources are not sufficient.

Application for financial aid should begin at least one month before the student's course begins.

In cases where serious financial problems exist, the individual may make an appointment with the Financial Aid Coordinator to present information for further consideration.

General Eligibility Requirements

The following eligibility requirements apply to Title IV Federal Financial Aid Programs. The Veterans' Administration, Workforce Investment Opportunity Act, Opportunities for Ohioans with Disabilities (OOD) which houses the Bureau of Vocational Rehabilitation (BVR), and other organizations or agencies may have additional or differing requirements.

1. **CITIZENSHIP** - All applicants for federal aid must either be a citizen of the U.S. or be an eligible non-citizen. Acceptable documentation of eligibility is determined by federal regulation; for documentation requirements, see the Financial Aid Coordinator.
2. **ENROLLMENT** - An individual must be enrolled as a regular student in a full-time job-training program (600+ clock hours), attending an average of 15 hours per week. Anyone currently enrolled in an elementary or secondary school is NOT eligible for Federal Student Aid.
3. **NOT "IN DEFAULT"** - Anyone currently in default on a student loan or owing a Title IV grant repayment at any institution will NOT be eligible for Federal Student Aid.
4. **ACADEMIC QUALIFICATION** - To receive aid from Title IV financial aid programs, a student must be academically qualified for study at the post-secondary level. Anyone with a high school diploma or its equivalent (GED/HSE) is always considered academically qualified for Title IV purposes.
5. **SATISFACTORY PROGRESS** - Financial aid, in the form of grants or loans, is available only to those students who are making satisfactory progress toward a Certificate of Program Completion. To be considered as making satisfactory progress, a student must pass each course with the minimum score required for their program and be on track to complete their program within 150% of the published program length. "Satisfactory progress" is discussed in the following section.

When the Financial Aid Coordinator is notified that a student is not making satisfactory progress in the completion of a program, appropriate reporting to financial aid funding sources will be made.

To receive Title IV financial aid funds, a student must have a high school diploma, GED/HSE, or complete a high school education in a home school setting that is treated as a home school or private school under state law. A student must be qualified to study at the postsecondary level. Although students can self-certify on the FAFSA and other institutional forms that they are high school graduates, the school will require additional documentation if there is reason to believe that the high school diploma is not valid. If the school has reason to believe that the high school diploma is not valid or was not obtained from an

entity that provides secondary school education, the financial aid office will evaluate the validity of the student's high school completion.

Financial Aid Programs

Pell Grant

Description:

The Pell Grant is an award issued by the federal government to help students pay for their education after high school. This is considered free money and does not have to be paid back. A student must be enrolled in a Pell approved program (600 hours or more) to be eligible for a financial aid offer.

**In most circumstances, students are REQUIRED to APPLY for PELL GRANT FUNDING BEFORE they may apply for other sources of funding.*

Opportunities for Ohioans with Disabilities (OOD)

Description:

The Opportunities for Ohioans with Disabilities is a State of Ohio agency responsible for rehabilitation of the state's physically, mentally and emotionally disabled citizens.

Application Procedure and Eligibility Requirements:

Eligibility for financial aid through the OOD is determined by a student's assigned case manager. For the OOD office in Athens, call (740) 592-4411. To find the OOD office nearest you, call 1-800-282-4536.

Training Readjustment ACT (TRA/TAA)

Description

These funds are available through Ohio Means Jobs to unemployed "Dislocated Workers" to pursue training.

Application Procedure and Eligibility Requirements:

To determine eligibility, students should contact their county's Ohio Means Jobs Office.

Ohio Bureau of Workers' Compensation (BWCR)

Description

The Ohio Bureau of Workers' Compensation Rehabilitation is a State of Ohio agency responsible for the rehabilitation of workers injured physically, mentally and/or emotionally on the job.

Application Procedure and Eligibility Requirements:

Eligibility under the BWCR is determined by assigned case managers. Call 1-800-644-6292 for the nearest local office.

Workforce Investment Opportunity Act (WIOA)

Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact the local county office (OhioMeansJobs) for information and eligibility requirements.

OhioMeansJobs Offices

Tuition assistance and other forms of assistance may be available by contacting a student's county Ohio Means Jobs office.

- Athens County (740) 797-1405 or (800) 762-3775 (*toll free*)
- Fairfield County (740) 652-7889 or (800) 450-8845 (*toll free*)
- Meigs County (740) 992-2117 or (800) 992-2608 (*toll free*)
- Perry County (740) 342-3551 or (800) 551-3551 (*toll free*)
- Hocking County (740) 385-5663 or (855) 726-5237 (*toll free*)
- Vinton County (740) 672-2250 or (855) 726-5237 (*toll free*)

Self-Pay

Any full-time student who is not eligible for financial aid, or enough financial aid to cover the tuition, can make payments to cover the cost of tuition, books, supplies and lab fees. The school requires the student to sign a payment agreement outlining the amounts due and the due dates. The student will be responsible for making all payments on time.

Self-Pay students are required to pay at least half of the total term cost on the first day of the term. Students are welcome to schedule payments for the remaining balance. The balance is due on the last day of the term.

Veterans Administration

To apply for VA Education Benefits on-line, or to get more information on the educational benefits, please visit the VA website at <https://www.gibill.va.gov>. Either print a copy of the approval from the website or bring in your certification of eligibility to the Student Services Coordinator. The following courses at TCCC are approved for VA funding: Medical Assisting, Nursing Assistant, and Cosmetology.

To be certified for VA Education Benefits through Tri-County Career Center – Adult Center, a student must meet with the Student Services Coordinator and submit all required documentation/forms. Prospective students may also want to file the FAFSA for possible Pell Grant.

VA Payments for all chapters, except Chapter 33, Post 911 G.I. Bill, are typically paid directly to the student so students not using Title IV funding to pay for his/her tuition must complete make regular payments to maintain status in the program. See Financial Aid Obligations/Payment Agreement.

Bureau of Vocational Rehabilitation (BVR)

Financial assistance may be available from this local agency for students with physical, mental or emotional disabilities that present a handicap to employment. Contact your local or area Bureau of Vocational Rehabilitation Office.

Financial Aid Confidentiality Policy

Student financial aid records are considered confidential and hence are only available to authorized personnel for the purpose of making and maintaining financial aid awards.

Students who transfer out of this institution and into another postsecondary institution may be required to have a financial aid transcript sent to the new school. Students who apply for other sources of aid, depending on the agency involved, may be required to authorize in writing the release of financial aid information prior to the financial aid office releasing it.

Student Financial Aid Rights and Responsibilities

A student receiving a Pell Grant (Title IV Federal Financial Aid funds), has certain rights that should be exercised as well as responsibilities that must be met. Knowing these rights and responsibilities will allow the student to make better decisions about his/her educational goals.

A Student has the Right to Know

- The financial aid programs which are available at their school.
- The deadlines for submitting applications for the financial aid programs available.
- How the financial aid will be distributed; how decisions on the distribution are made; and the basis for those decisions.
- How his/her financial need was determined. This includes how costs for tuition, fees, room, board, travel, books, supplies, and personal and miscellaneous expenses, etc., are considered in determining a student's financial need.
- What resources (such as parental contribution, other financial aid, his/her assets, etc.) were considered in the calculation of his/her financial aid need.
- How much of his/her financial need, as determined by the institution, has been met?
- That he/she can request an explanation of the various programs in his/her aid package.
- The school's refund and tuition proration policy.
- How the school determines whether he/she is making Satisfactory Academic Progress (SAP) and what happens if he/she is not.

A Student is Responsible for

- Completing all application forms accurately and submitting them on time to the right place.
- Providing correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- Returning all additional documentation, verification, corrections and/or new information requested by either the Student Services Coordinator or the agency to which he/she submitted his/her application.
- Reading and understanding all forms that he/she is asked to sign and keeping copies of them.
- Accepting responsibility for all agreements that he/she signs.
- Knowing and complying with the deadlines for application or re-application for aid.
- Knowing the school's refund and tuition proration policy.
- Considering a school's programs and performance (which all schools must provide to prospective students) before deciding to attend the school.

Applying for Aid

FSA ID

Students and possibly parents must have a FSA ID (federal student aid ID). You can go to <https://fsaid.ed.gov> to create your username and password. This is used to log in to certain U.S. Department of Education websites. The FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. It is very important that you always have your FSA ID with you when you need to access your student aid.

FAFSA

The first step to qualify for financial aid is to file Free Application for Student Aid (FAFSA). The FAFSA is processed by the U.S. Department of Education. The results are sent to the school as an Institutional Student Information Report (ISIR) and the students as a Student Aid Report (SAR). The school cannot determine financial aid without a SAR. You can file online at <https://fafsa.ed.gov>.

Confirmation of Citizenship

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Student Aid to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Report (ISIR) and the following will apply.

U.S. Citizen or National

Must correct SSN, name or date of birth if these are in error and resubmit application. If the data still does not match, the student must provide documentation to prove citizenship. Other documents could include the birth certificate or Certificate of Naturalization.

Eligible non-Citizen

A-number is sent to DHS for primary verification. If status is not confirmed, an automatic secondary confirmation will be performed by DHS. School will wait at least five but no more than 15 days for the result of secondary confirmation. If there is no secondary confirmation, the school will begin paper confirmation on G845. Form G845 is sent to DHS field office with documentation from student.

Students who are required to undergo secondary confirmation will be providing in writing: Explanation of documentation to be submitted. Deadline for submission - 30 days. Notice that students may not receive aid for the payment period if the deadline is missed. Statement that eligibility is not decided until student has a chance to submit documentation. Citizenship issues must be resolved prior to any Title IV aid being disbursed.

U.S. Diploma Requirements

- High School Transcript: a copy of a signed and dated transcript indicating date of graduation.
- High School Equivalency: (GED or State of Ohio Adult Diploma) a copy of certificate or proof of completion.
- Home Schooling: a copy of a home school certificate and any supporting credential with appropriate seal and signatures. Home schools must be recognized as such in state where issued.

If there are any concerns about the validity of the high school's credentials, the school will first check the "Unacceptable Proof of Graduation" list. If the high school is on the list, it will be judged as unacceptable. If it is not on that list, but the school still has questions about the validity of the high school credential, we will ask for a transcript from the high school showing classes completed and passed. If we still are not satisfied as to the validity of the credential, we may contact the state's Department of Education in which the school is located to make sure if the high school is approved by the state. If it cannot be confirmed, the transcript will not be accepted. We will also not accept any transcript that has been altered in any way.

Tri-County Career Center-Adult Center is not qualified to evaluate or translate foreign diplomas. The student will be required to have their transcript evaluated, at their cost, by a company that offers this service.

Diploma Mills

A diploma mill is defined as an entity that:

1. Charges a fee and requires little or no education or coursework to obtain a degree, diploma, or certificate that may be used to falsely represent to the public that the individual has completed a program of postsecondary education or training.
2. Lacks accreditation by an agency or association recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV), a federal agency, a state government, or another organization that recognizes accrediting agencies or associations.

Verification Policy and Procedures

If the Institution Student Information Record (ISIR) indicated that the student has been chosen by the U.S. Department of Education for verification, the school is responsible for this process. The school may also select any student for verification even if the application was not selected by the U.S. Department of Education.

The Student Services Coordinator will contact the student to explain that their application has been selected for verification and provide instructions on how to proceed. The Student Services Coordinator/Financial Aid Advisor will schedule an appointment for the student to come into the office to complete the worksheets. If corrections are necessary, the Student Services Coordinator/Financial Aid Advisor will submit corrections electronically to the U.S. Department of Education.

Acceptable Documentation

In most cases, completed Verification Worksheets and an IRS Tax Return Transcript (if the IRS Data Retrieval Tool was not used during completion of the FAFSA), and W2s or other sources of income can satisfy the verification requirement. Alternative documentation may be accepted in some cases. The Student Services Coordinator/Financial Aid Advisor can tell the student what documentation is needed and acceptable for each item to be verified.

Deadline

If verification has not been completed within the first week (4 days) of class, the student will not be permitted to continue the class. No funds will be disbursed prior to verification being completed. If a student's award changes because of verification/correction, a revised financial aid notification will be signed within two weeks of the completed verification/correction process.

IRS Data Retrieval Tool (DRT)

Students are strongly urged to use the Data Retrieval Tool, either at the initial FAFSA filing or through the correction process. If a student is verified and used the DRT, they will not have to obtain a tax return transcript.

Unusual Enrollment History (UEH)

A student may be flagged by the U.S. Department of Education for Unusual Enrollment History. This usually means that a student has attended multiple schools in the past four enrollment years without completing them. If a student is flagged, they may be required to supply additional information for the Student Services Coordinator/Financial Aid Advisor to prove that credit was earned at all the previous schools. Failure to supply adequate information will result in denial of Title IV funding. A student may appeal in writing to the Student Services Coordinator/Financial Aid Advisor and Tri-County Career Center- Adult Center Supervisor if they are denied funding. Evaluation will take place and determination will be final.

If TCCC denies a student Title IV aid for Unusual Enrollment History, the student may attend a full-time program at TCCC without having Title IV aid and pay out-of-pocket for the first payment period. At the end of the first payment period, if the student is meeting the requirements of Satisfactory Academic Progress, the student could then be considered for Title IV eligibility for the remaining program hours. The Pell grant is not retroactive.

Special Circumstances and Professional Judgement

The EFC formula is basically the same for all applicants and prior-prior year's income is used in the calculation. The Student Services Coordinator/Financial Aid Advisor has the authority on a case-by-case basis to adjust certain data elements for a student with special or unusual circumstances. Some examples would be a layoff, marriage or divorce, unusually high medical or tuition bills, etc. If you feel that you have a special circumstance, please contact the Student Services Coordinator/Financial Aid Advisor to discuss your situation and find out what documentation is needed. After reviewing all documentation, the Student Services Coordinator/Financial Aid Advisor will decide to approve or deny your request. **The decision is final and cannot be appealed to the Federal Department of Education.** Please note the use of professional judgment is allowed but not required.

Dependency Status & Override Policy

Some students have supported themselves for several years and their parents are not expected to contribute toward their school expenses. Such students are called “**Independent Students**” and for them, the financial aid process works differently because parental income is not considered. However, if an independent student is married, ***his or her spouse’s income is considered even if they were not married when they filed taxes.***

You are considered Independent if you meet any one of the following criteria:

- You have reached the age of 24 prior to January 1st of the upcoming year.
- You are married as of the date you submitted to the FAFSA.
- You are enrolled in a graduate or professional educational program beyond a bachelor’s degree.
- You have children who receive more than half of their support from you.
NOTE: Having a child does not automatically make you independent. The student must be providing over half of the child’s support from July 1, 2023 – June 30, 2024.
- You have dependents (other than your children or spouse) that live with you and receive more than half of their support from you, now and through the end of the year.
- Both parents are deceased, or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
- You are currently serving on active duty in the U.S. Armed Forces (other than training).
- You are a Veteran of the U.S. Armed Forces.
- You are an emancipated minor.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If you do not meet any of the above criteria, then you are considered a **Dependent Student**” and your parent(s) must complete part of the FAFSA and provide their financial information.

Dependency Override

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override is reviewed on a case-by-case basis, not for a group of students with similar circumstances. ***It is not unusual for a student between the ages of 18 and 24 to move away from his/her parents and have a full-time job. This is a “life choice” and does not qualify for a Dependency Override.***

To receive a Dependency Override, the student must make a request to the Student Services Coordinator/Financial Aid Advisor and be able to provide necessary documentation. The Student Services Coordinator/Financial Aid Advisor will determine what type of documentation is appropriate for the situation.

Disbursement of Pell Grant Funds

The following procedure describes how the Pell Grant funds are received and disbursed. Other forms of financial aid are received by the school and applied directly to the student’s bill. Pell funds are distributed to the student only in those cases where the total financial aid to be received exceeds the student’s bill for tuition and books/supplies for that term.

All financial aid funds are disbursed by the Treasurer’s office. All checks for grant monies going directly to students shall be distributed by the Treasurer’s office. Pell draws, application to student accounts,

and subsequent disbursements are made at the end of each payment period and once the student has attended the required hours within that payment period.

The following procedure is used:

- The Student Services Coordinator/Financial Aid Advisor shall determine each student's eligibility for a Pell Grant disbursement. Once the student has been determined to be eligible, the Student Services Coordinator/Financial Aid Advisor prepares a Financial Aid Notification letter showing the amount of the expected Pell Grant disbursement for each term. Each payment period, the Student Services Coordinator/Financial Aid Advisor prepares an eligibility roster and submits it to the Treasurer's office for disbursement.
- The Treasurer's office prepares a purchase order(s) for the school indicating the student and the amount of the grant that is to be credited to that student's account. The Treasurer's office also prepares individual purchase orders for those students who will receive grant funds directly.
- The Treasurer's office requests/draws the Pell Grant funds to transfer into our school's bank. Students should anticipate approximately ten business days for all this preparation.
- Once notified by the bank that the funds have been received and deposited into the Pell account, the Treasurer's office issues check to the school and to the student within three (3) business days. The Treasurer's office distributes the checks to the individual students entitled to them.
- Students must individually sign a receipt for any check that is in an amount greater than \$25 or have previously signed a written authorization naming someone else to sign the check receipt on behalf of the student. Any check that has not been signed for and received by the student within fourteen (14) days after the student is notified of the check's issuance, may be mailed to the last known address of the student

**Any student who has not received a valid SAR/ISIR will not be issued a Pell Grant payment and will not receive a disbursement until such time as the SAR/ISIR is received by the Student Services Supervisor.*

Return of Title IV and HEA Policy

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Tri-County Career Center-Adult Center will calculate the amount of Title IV funds earned. The unearned Title IV funds are returned to the Title IV, HEA, Federal fund programs according to the policies listed below.

Tri-County County Career Center measures progress in clock hours and uses the Title IV payment period for the period of calculation. This policy applies to students who withdrew officially, unofficially or failed to return from a leave of absence or were dismissed from enrollment at Tri-County Career Center-Adult Center. It is separate and distinct from Tri-County Career Center-Adult Center's refund policy. (Refer to the institution's refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are 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, HEA 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, HEA programs. Tri-County Career Center- Adult Center participates in the Federal Pell Grant Program only.

Title IV, HEA 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 a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA 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. If the amount disbursed is less than the amount earned, the student may be eligible for a post-withdrawal disbursement.

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. The school is required to notify the student if they owe a repayment via written notice.

Tri-County Career Center-Adult Center is permitted to disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew. A student will be advised that they have a post-withdrawal disbursement. If the disbursement results in a Title IV credit balance, that credit balance will be disbursed to the student within 14 days. 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, HEA programs.

Earned Aid

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the payment period. Title IV, HEA 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 Student Services Supervisor/Financial Aid Advisor.

Withdraw Before 60%

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

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The Calculation Formula

If a student withdraws at the 111 hours "scheduled to complete point" into a 450-hour payment period, and if a full Pell award of \$5,816.00 is awarded to the student for an academic year (two 450-hour payment periods): \$2,908.00

The charge for the payment period is \$2430.00. The Title IV disbursed for the payment period is \$2,908 because that amount exceeds the charges for the payment, the student receives a refund for \$478 (i.e. credit balance check).

As a result of the student withdrawing at the 111-hour scheduled, the student only earned 24.7% of the Title IV aid, (111 hours/450 hours = 24.7%), or \$718.28 of the \$2,908 disbursed. The percentage of unearned aid is 75.3%. The school is responsible for returning to Pell either \$1,829.79 in unearned charges (\$2,430.00 cost of payment period x 75.3%) OR the difference between what was disbursed and what was earned by the student (\$2,908 - \$718.28 = \$2,189.72), whichever amount is less. In this example, \$1,829.79 would need to be returned to Pell. If more money has been dispersed and received by the student than what was earned by the student, then the student may owe funds to the U.S. Department of Education.

Any Title IV Pell funds that must be returned to the Federal Department of Education will be returned no later than 45 days from the date of determination that the student withdrew.

Satisfactory Academic Progress

Tri-County Career Center-Adult Center is required to ensure that all students are making adequate progress toward completing their program. The following policy is as strict or stricter than other schools' satisfactory academic progress policy.

The official review of SAP (grades and attendance) is checked at the end of each payment period. The payment period is defined as the point when the student's scheduled clock hours have elapsed. For example: in a 900-clock hour program, the official evaluation date is at the end of the first scheduled 450 hours.

On the scheduled date of the official review for SAP, each student will meet with the Financial Aid office to review their SAP requirements (cumulative GPA of C or better AND has attended at least 90% of the scheduled clock hours during that payment period). The student will be notified at that time of the following information: date of the evaluation, attendance rate as of the date of the evaluation and cumulative GPA as of the date of the evaluation. The student will also be notified if they are or are not meeting SAP and whether they are eligible for their Title IV disbursement. Each student will sign the document, along with the Financial Aid office. The student will be given a copy of the signed document with the original document remaining in the student's Financial Aid record.

If the student is meeting SAP at the official review and has attended all the hours in the previous payment period, he or she will be eligible for their Title IV disbursement. If the student is meeting SAP at the official review and has NOT attended all the hours in the previous payment period, his or her disbursement will be delayed until the required hours have been attended.

If the student is not meeting SAP at the official review, the student will receive written notification from the Financial Aid office. If this is the 1st time the student is not meeting SAP, the student will move to warning status. If the student is already on financial aid warning status, the student will lose financial aid eligibility and will have the option to appeal their loss of Title IV funding. If that appeal is approved, they will be moved to probation status. While on probation status, the student may continue to receive Title IV funds. If that appeal is denied, the student will lose Title IV eligibility.

Qualitative

Student must maintain a cumulative GPA of a "C" (2.0) or higher at each evaluation point.
Students must be working toward the completion of their program.

Quantitative

Attendance: Student must complete 90% of the scheduled cumulative clock hours at the end of each official evaluation point.

Grading Scale

PERCENTAGE	LETTER GRADE	GPA	DEFINITION
90 – 100	A	4.0	Superior Progress
80 – 89	B	3.0	Excellent Progress
70 – 79	C	2.0	Satisfactory Progress
61 - 69	D	1.0	Below Satisfactory
60 & below	F	0.0	Unsatisfactory Progress
Passed	P	-	Student has completed necessary course requirements in the scheduled clock hour(s)
Transferred	T	-	Student has transferred credit from another Post-Secondary Accredited Institution
Withdrawn	W	-	Student has withdrawn from the course

Maximum Timeframe to Complete

A student must complete a program within 150% of the normal length of the program to remain on aid. Example: if a program takes 900 hours and 30 weeks to complete, the maximum timeframe would be 1350 hours and 45 weeks at the same pace of the normal program hours.

Special Grading Circumstances

To keep an award of financial aid, students must maintain a pace of progression toward completion within a maximum time frame. The maximum time frame for any program is 150% (one and one-half the number of clock hours) of the published length of that program. There are some special grading circumstances that will affect SAP and this completion timeline.

Transfer Credit Hours

Clock hours that transfer into and count toward the student's program of study will impact Satisfactory Academic Progress (SAP) by reducing the number of clock hours and weeks in the student's overall program and following maximum timeframe. Example: if 450 clock hours are transferred in a 1350-hour, 45-week program; the student's program for Title IV purposes become 900 hours and 30 weeks long. The student's maximum timeframe then becomes 1350 hours and 45 weeks long (30 weeks x 150% = 45 weeks).

Withdrawal Status Upon Return

Title IV payment periods differ depending on how many days there are between when a student withdraws and re-enters a program. If the student re-enters prior to the 180 days elapsing, then the student re-enters in the same Title IV payment period and SAP evaluations correspond with the original

Title IV payment periods. If the student re-enters after 180 days elapses, the Title IV payment periods are determined the same way as described above in transfer credit hours.

Repetition

In some cases, a student may repeat a “course” or specific curricular part of a program to improve a grade. The total hours attended previously, and the repeat hours will be counted towards attendance and the maximum completion time of 150%.

The student’s “best effort” of repeated clock hours will be factored into the qualitative measure (coursework with highest grade). However, the original and repeated clock hours will count as scheduled hours in the quantitative measure.

Incompletes

Incomplete grades are not accepted and are not calculated in the GPA. If the student does not complete the coursework in the required time frame, the student will receive an “F” for that course. A grade of “F” will count toward the maximum timeframe and may impact a student’s ability to complete the program in the maximum timeframe.

Transfer of Credit

Program Transfer or Articulating from Another Institution

Students currently enrolled at another institution may request to transfer to a program at Tri-County Career Center-Adult Center. Requests for transfer of hours will be reviewed and approved or denied on a case-by-case basis by the Student Services Coordinator. Programs may require additional approval by the Adult Director.

The following information will be used to evaluate whether the student will receive advanced standing in the program:

- The applicant must submit documentation to verify the mastery or successful completion of relevant course work. This could include an official school transcript, course outlines, copy of certifications, or other relevant documentation. Tri-County Career Center-Adult Center does not grant credit for Remedial Course Work. The student must have earned a grade of “C” or better in any coursework to be considered for credit approval.
- The applicant may be required to complete course exams to receive advanced standing or credit for a particular course. A passing score on the exam will be required.
- The applicant must meet all other requirements regarding the transfer from another institution. Students should contact the Student Services Coordinator for additional information and requirements.

Clock hours that transfer into and count toward the student’s program of study will impact Satisfactory Academic Progress (SAP) by reducing the number of clock hours and weeks in the student’s overall program and following maximum timeframe.

Example: if 450 clock hours are transferred in a 1350- hour, 45-week program; the student’s program for Title IV purposes become 900 hours and 30 weeks long. The student’s maximum timeframe then becomes 1350 hours and 45 weeks long (30 weeks x 150% = 45 weeks).

Program Transfer Within Tri-County Career Center-Adult Center

Transfers between programs at Tri-County Career Center-Adult Center are not permitted due to the clock-hour requirements needed to complete a program. If a student wishes to discontinue one program and start another, they must withdraw from one program and begin the other at the next available start date.

Transfer Credit for Military

All students who receive financial aid benefits from the United States Veterans Administration (VA) must submit a copy of all prior transcripts for review. Transcripts will be reviewed for successful completion at another post-secondary school, college or university to determine equivalency of content and possible acceptance of transfer credit for clock hours for one or more courses. Skills and other training will be evaluated to determine equivalency to one or more courses. If equivalency is determined, the student may be asked to take and successfully pass the final exam(s) thereby ensuring the veteran has a solid foundation for successful progression through the program as well as perform skills testing to assure accurate and safe performance of said skills.

Hours transferred from another institution will be part of the student's attempted hours and reduce the maximum time frame for completion of the program.

Failure to Meet SAP Requirements

Financial Aid Warning

Any student who does not have the required grade average or attendance percentage at the end of the payment period will be placed on warning until the end of the next payment period. The student will be notified by letter of the warning status. The Student Services Coordinator/Financial Aid Advisor will complete the Academic Warning form and meet with the student. Hours and/or grades will be reviewed with the student. The student will also sign and date the form to be filed in their financial aid file.

Students placed on warning are eligible for one additional disbursement. Students will not be permitted more than one warning. If the student still does not meet the satisfactory academic progress standards at the end of the warning period, the student becomes ineligible for Title IV.

To re-establish eligibility, the student must meet the minimum SAP requirements at the end of the ineligibility payment period to be eligible for Title IV the following payment period. The student may file a successful appeal to be placed on probation and to remain eligible for additional Title IV funding. Note: Filing an appeal is optional. A student can re-establish eligibility without an appeal.

Financial Aid Probation

A status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

Financial Aid Appeal

A student must submit a written appeal for financial aid probation. The appeal should be a letter addressed to the Instructor and Student Services Coordinator/Financial Aid Advisor explaining in detail any special circumstances or undue hardship which may have caused the student's failure to meet the satisfactory academic progress, and/or attendance standards or academic plan provided to the student. The student must also explain what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period.

The Adult Director and Student Services Coordinator will decide of the appeal. The request for an appeal will be reviewed on an individual basis and the students will be notified of the results within two weeks. If the student finds the determination unfavorable, the student can request in writing that the appeal be referred to the Superintendent for review.

The student will be notified by written notification regarding the determination. This determination is final. Documentation concerning the appeal will be maintained within the student's financial aid record.

If a student files a successful appeal and it is determined that the student should be able to meet the minimum SAP standards by the end of the payment period, the student will be placed on probation. The student will remain eligible for Title IV funds during the probationary period. If it is determined by the appeal that the student will require more than one payment period to meet minimum SAP standards, the student will be placed on probation and an academic plan will be developed for the student to meet these standards.

The student's progress will be evaluated at the end of the payment period to determine if the student is meeting the requirements of the academic plan. The student is eligible to receive Title IV funds if the student continues to meet the requirements of the SAP standards and academic plan. If the student does not meet the requirements of the SAP standards or the academic plan, the student's Title IV eligibility will be terminated, and the student may be subject to termination from the school. The Instructor and Student Services Coordinator will inform the student by letter of his/her probation/suspension status or dismissal from school.

Reinstatement

Students are permitted to withdraw and return to the same program based on the discretion of the Instructor, Student Services Supervisor/Financial Aid Advisor, and the Adult Director. Title IV funds may not be available upon return to the program, depending on satisfactory academic progress at time of withdrawal and the timeframe in which the student returns. A student owing a balance will not be reinstated until the balance is paid in full.

A student who is not receiving Title IV funds due to unsatisfactory progress will have their aid reinstated only when the student is meeting the minimum SAP standards or wins an appeal. A student must complete the program within 150% of the normal length of the program.

Example: if a program takes 900 hours and 30 weeks to complete, the maximum timeframe would be 1350 hours and 45 weeks at the same pace of the normal program hours. A student who becomes ineligible for Title IV funds will be responsible for paying all fees that were not covered by Title IV funds.

Professional Judgement

The law permits the Financial Aid Coordinator a certain amount of latitude to exercise "professional judgment" in adjusting for some students whose circumstances do not fit into "normal" or pre-planned categories. The Financial Aid Coordinator can assist students on an individual basis and consider special circumstances that might change eligibility. All students are encouraged to bring inquiries directly to the Financial Aid Coordinator.

Constitution Day

TCCC - Adult Center observes Constitution Day in accordance with Title IV Federal Guidelines.

Ability to Benefit

Tri-County Career Center-Adult Center does not offer the “Ability to Benefit”.



Veteran Benefits

Veteran Benefits and Transitions Act of 2018

In compliance with the Veteran Benefits and Transitions Act of 2018, any covered individual is permitted to attend or participate in their intended course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to education assistance under Chapter 31 or Chapter 33 of this title and ending on the earlier of the following dates.

- The date on which the secretary provides payment for such a course of education to such institution.
- The date is 90 days after the date on which the educational institution certifies tuition and fees following receipt from the student such certificate of eligibility.

TCCC - Adult Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 Veteran Benefits recipient borrow additional funds to cover the individual's inability to meet his/her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. Applicable students are required to provide Tri- County Career Center – Adult Center with documentation to ensure that they are entitled to G.I. Bill Benefits. The restriction on penalties would not apply in cases where the student owes additional payment to the school beyond the amount of tuition and fee payment from VA to the school.

Satisfactory Academic Progress (SAP) for Veterans with no Pell Funding

To remain enrolled at Tri-County Career Center – Adult Center, a student must be making Satisfactory Academic Progress. Each term, a student's Satisfactory Academic Progress is evaluated by the Student Services Coordinator mid-term and at the end of the term. (SAP evaluation) At each SAP evaluation, the Student Services Coordinator will review a student's attendance and grade records to determine if the student:

- Has completed 90% of the scheduled clock hours; and
- Has a grade average of "C".

Any student who has been independently documented as having special needs and/or learning disabilities may be evaluated as to SAP on a case-by-case basis. In evaluating such a student, factors to be considered shall include any training/occupational profile, the need or disability and the progress the student is making toward completing the training program and becoming employable.

The maximum time frame in which a student must complete a training program is one and one-half the number of clock hours required for normal completion of the program. For purposes of applying SAP policies, it is assumed that all students will complete the entire program.

If it is determined that the student is NOT making Satisfactory Academic Progress, the student will be placed on Academic Warning, Academic Probation or Dismissed from TCCC - Adult Center in accordance with the following guidelines:

Academic Warning

At the end-of-term SAP evaluation, if a student fails to meet any one of the requirements for SAP, the student will be notified within a reasonable amount of time that he/she is being placed on an Academic Warning which will remain in effect until the following mid-term SAP evaluation. This Academic Warning will have no immediate effect on a student's financial aid benefits.

Academic Probation

A student placed on an Academic Warning who fails to meet any one of the requirements for SAP by the following term's mid-term SAP evaluation, will be notified within a reasonable amount of time that he/she is being placed on Academic Probation for the next term. Academic Probation will remain in effect until the following term's end-of-term SAP evaluation. During Academic Probation, a student's financial aid benefits will be placed on hold until the student successfully completes the probationary period. If, by the end of the Academic Probation period, the student has not corrected all deficiencies, the student will lose his/her Pell Grant funding. Other sources of financial aid or support may follow this policy as well.

Dismissal

If, by the end of the Academic Probation period, the student has not corrected all deficiencies, the student may be dismissed from Tri-County Career Center – Adult Center. Students will have the option to return. Please refer to the Reinstatement/Returning Student Policy.

Students receiving VA monies are required to maintain the same attendance and academic grade as well as all other students. TCCC will notify the VA to terminate the payment of educational benefits.

Special Grading Circumstances

To keep an award of financial aid, students must maintain a pace of progression toward completion within a maximum time frame. The maximum time frame for any program is 150% (one and one-half the number of clock hours) of the published length of that program. There are some special grading circumstances that will affect SAP and this completion timeline:

Transfer Credit Hours

Those hours approved for transfer into this school will count as hours attempted and completed during the same term as this content is delivered within this school's curriculum.

Withdrawal Status Upon Return

When a student withdraws and returns to finish a program; if they are in good standing regarding SAP (hours and attendance), then the student may return with the previous hours earned and credited, at the point in the curricular delivery where they left. If a student withdrew without maintaining SAP (warning or probation), then their prior grades and attendance are counted the same toward the current SAP as when they left. Any hours attempted but not completed will count towards the 150%-time limit.

Repetition

In some cases, a student may repeat a “course” or specific curricular part of a program to improve a grade. The total hours attended previously, and the repeat hours will be counted towards attendance and the maximum completion time of 150%.

Re-Admission Requirements for Service Members

Tri-County Career Center-Adult Center will not deny readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services based on that membership, application for membership, performance of service, application for service, or obligation to perform service.

To readmit a service member with the “same academic status” means that the Tri-County Career Center-Adult Center will readmit the student as indicated below.

- Promptly readmit to the school a student with the same academic status as the student had when the student last attended the school or was last admitted to the school, but did not begin attendance because of that membership, application for membership, performance of service, application for service, or obligation to perform service.
- “Promptly readmit” means that the school must readmit the student into the next class or classes in the student’s program beginning after the student provides notice of his or her intent to reenroll, unless the student requests a later date of readmission, or unusual circumstances require the school to admit the student later.
- To readmit a student with the “same academic status” means that the school will admit the student to the same program to which he or she was last admitted by the school or, if that exact program is no longer offered, the program that is most like that program, unless the student requests or agrees to admission to a different program.
- The student will be at the enrollment status that the student last held at the school, unless the student requests or agrees to admission at a different enrollment status.
- The student will readmit with the same number of clock hours completed previously, unless the student is readmitted to a different program to which the completed clock hours are not transferable.
- The student will readmit with the same academic standing (example: with the same Satisfactory Academic Progress status) the student previously had, and if the student is readmitted to the same program, for the first academic year in which the student returns, the following will be assessed:
 - Tuition and Fee charges that the student was or would have been assessed for the academic year during which the student left the school; or
 - Up to the amount of tuition and fee charges that other students in the program are assessed for that academic year, if veteran’s education benefits as defined in section 480(c) of the HEA, or other service member education benefits, will pay the amount more than the tuition and fee charges assessed for the academic year in which the student left the school; or
- If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, assessing no more than the tuition and fee charges assessed for the academic year.
- If Tri-County Career Center-Adult Center determines that the student is not prepared to resume the program with the same academic status at the point where the student left

off, or will not be able to complete the program, the school must make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program including, but not limited to, providing refresher courses at no extra cost to the student and allowing the student to retake a pretest at no extra cost to the student.

Tri-County Career Center is not required to readmit the student on his or her return if:

- After reasonable efforts by the school, the school determines that the student is not prepared to resume the program at the point where he or she left off.
- After reasonable efforts by the school, the school determines that the student is unable to complete the program; or the school determines that there are no reasonable efforts the school can take to prepare the student to resume the program at the point where he or she left off or to enable the student to complete the program.
- “Reasonable efforts” means actions do not place an undue hardship on the school.
- “Undue hardship” means an action requiring significant difficulty or expense when considered considering the overall financial resources of the school and the impact otherwise of such action on the operation of the school.
- The school carries the burden to prove by the preponderance of the evidence that the student is not prepared to resume the program with the same academic status at the point where the student left off, or that the student will not be able to complete the program.
- This section applies to a school that has continued in operation since the student ceased attending or was last admitted to the school but did not begin attendance, notwithstanding any changes of ownership of the school since the student ceased attendance.
- The requirement of this section supersedes any State law (including any local law or ordinance), contract, agreement, policy, plan, practice, or other matter that reduces, limits, or eliminates in any manner any right or benefit provided by this section for period of enrollment during which the student resumes attendance, and continuing so long as the school is unable to comply with such requirements through other means.

Service in the Uniformed Services

For purposes of this section, service in the uniformed Services means service, whether voluntary or involuntary, in the Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

Readmission Procedures

Any student whose absence from a school is necessitated by reason of service in the uniformed services shall be entitled to readmission to the school if: The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance oral or written notice of such service to an office designated by the school, and provides such notice as far in advance as is reasonable under the circumstances;

- The cumulative length of the absence and all previous absences from that school by reason of service in the uniformed services, including only the time the student spends performing service in the uniformed services, does not exceed five years; and

- The student gives oral or written notice of his or her intent to return to the Student Services Coordinator/Financial Aid Advisor.
- For a student who completes a period of service in the uniformed services, not later than three years after the completion of the period of service; or
- For a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services, not later than two years after the end of the period that is necessary for recovery from such illness or injury.

Tri-County Career Center-Adult Center will designate the Student Services Coordinator/ Financial Aid Advisor for a student to contact to provide notification of service for readmission. This office can assist the student with the necessary documentation.

Any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance written or oral notice of service to the appropriate official at the school may meet the notice requirements by submitting, at the time the student seeks readmission, an attestation to the school that the student performed service in the uniformed services that necessitated the student's absence from the school.

A student's cumulative length of absence from a school does not include any service that is required, beyond five years, to complete an initial period of obligated service.

- During which the student was unable to obtain order releasing the student from a period of service in the uniformed services before the expiration of the five-year period and such inability was through no fault of the student; or
- Performed by a member of the Armed Forces (including the National Guard and Reserves) who is ordered to or retained on activity duty under involuntary active duty by a military retiree; involuntary active duty in wartime; retention on active duty while in captive status; involuntary active duty during a national emergency for up to 24 months; involuntary active duty for an operational mission for up to 270 days; involuntary retention on active duty of a critical person during time of crisis or other specific conditions; involuntary active duty by retired Coast Guard officer; voluntary active duty by retired Coast Guard officer; involuntary active duty by retired Coast Guard enlisted member; voluntary active duty by retired Coast Guard enlisted member; involuntary retention of Coast Guard enlisted member on active duty; or involuntary active duty by Coast Guard Reserve member for natural or man-made disasters.
- Ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress as determined by the Secretary concerned.
- Ordered to active duty (other than training) in support, as determined by the Secretary concerned, of an operational mission for which personnel have been ordered to active duty under section 12304 of title 10, United States Code.
- Ordered to active duty in support, as determined by the Secretary concerned, of a critical mission or requirement of the Armed Forces (including the National Guard or Reserves); or
- Called into Federal service as a member of the National Guard under chapter 15 of title 10, United States code, or section 12406 of title 10, United States code (example- called to respond to an invasion, danger of invasion, rebellion, danger of rebellion, insurrection, or the inability of the President with regular forces to execute the laws of the United States).

Notification of Intent to Reenroll

A student who fails to apply for readmission within the periods (advanced written/oral notice of intent to return) to Student Services Coordinator/Financial Aid Advisor does not automatically forfeit eligibility for readmission to the school but is subject to the school's established leave of absence policy and general practices.

Documentation

A student who applies for readmission to the school shall provide the school documentation to establish that the student has not exceeded the service limitation; and the student's eligibility for readmission has not been terminated due to an exception (voluntary active duty by retired Coast Guard).

Documents that satisfy the requirements, but are not limited to, the following:

- DD (Department of Defense) 214 Certificate of Release or Discharge from Active Duty.
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described services.
- Letter from the commanding officer of a Personnel Support Activity or Someone of comparable authority.
- Certificate of completion from military training school.
- Discharge certificate showing character of service.
- Copy of extracts from payroll documents showing period of service.
- Letter from National Disaster Medical System (NDMS) Team Leader or Administrative Officer verifying dates and times of NDMS training or Federal Activation.

The types of documents that are necessary to establish eligibility for readmission will vary from case to case. Not all these documents are available or necessary in every instance to establish readmission eligibility.

Tri-County Career Center-Adult Center cannot delay or attempt to avoid a readmission of a student by demanding documentation that does not exist, or is not readily available, at the time of readmission.

Termination of Readmission Eligibility

A student's eligibility for readmission to a school by reason of such student's service in the uniformed services terminates upon the occurrence of any of the following events:

- A separation of such a person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge.
- A dismissal of a commissioned officer permitted under section 1161(a) of title 10, United States Code by sentence of a general court-martial; in commutation of a sentence of a general court-martial; or, in time of war, by order of the President.
- A dropping of a commissioned officer from the rolls pursuant to section 1161(b) of title 10, United States Code due to absence without authority for at least three months; separation by reason of a sentence to confinement adjudged by a court-martial; or,
- A sentence to confinement in a Federal or State penitentiary or correctional institution.



High School & Adult Education

PROGRAMS

PROGRAMS

These programs are measured in clock hours. A clock hour is defined as 60 minutes of class/lab/externship participation by a student.

Cosmetology

The Cosmetology Certificate program is a 1500 clock hour training program that includes supervised hands-on experience with real clients, and a professional internship opportunity. This comprehensive certificate course of study meets all the requirements necessary for graduates to sit for the licensing examination.

Ohio State Cosmetology and Barber Board Licensing Examination
Ohio State Cosmetology and Barber Board
1929 Gateway Circle, Grove City, Ohio 43123
Tel: (614) 466-3834
Fax: (614) 644-6880

Career Opportunities

Cosmetology Program graduates are prepared for a career as a Cosmetologist, which includes Stylist, Hair Cutting Specialist, Salon Owner, Color Specialist, Nail Technician, Skin Care Technician, Beauty Advisor, Platform Artist or Product Educator.

Our program is approved by the Ohio State Cosmetology and Barber Board and prepares students to sit for their licensing examination.

Program of Study

- State Board Rules and Regulations - The student will learn about the laws that govern the practice of cosmetology in the State of Ohio, including inspections and enforcement.
- Sanitation and Bacteriology- The student will learn how to keep the salon environment sanitary as well as dispensary requirements and operations.
- Scalp Care -The student will learn the anatomy of the head, hair and scalp including the proper care of the scalp and diseases and disorders.
- Hair-The student will learn curling, styling, cutting, and trimming techniques including the care of wigs.
- Hair II -The student will learn about permanent waves, chemical relaxing, tinting, bleaching and foiling.
- Manicuring - The student will learn the anatomy of nails, bone, skin and muscles, various nail techniques, artificial nail applications, and hand and arm bleach and massage.
- Skin Care -The student will learn the anatomy of the body, plus facial, eyebrow arching, make- up application, and body massage techniques.
- Artificial Lashes/Extensions

- Facial Make-up/Brow Tinting
- Salon Operations - The student will learn about the day-to-day operations of a salon.
- Communication Skills-The student will learn about human relations, sales, and interpersonal skills.
- Skill Practice -The student will have hands-on competency-based training and skill check offs inthe lab as well as an internship in an area salon.
- Workforce Development -The student will prepare a resume; learn job search techniques and interviewing skills.

Welding Technology

This 660-hour program will provide you with the skills and knowledge necessary for entry-level jobs in the welding profession. Areas of concentration will include safety, oxyfuel cutting procedures, base metal preparation and applicable welding processes. The course will prepare students test for both D.1.1 AWS, and D.1.1 GMAW certifications, ASHI First Aid and CPR, and OSHA 10

Program of Study

Learning the proper use and storage of gasses; oxyfuel and plasma arc cutting; air carbon arc cutting and gouging; gas metal arc welding; flux core arc welding, shielded metal arc welding; inspecting and testing base metal material; reading and interpreting engineering drawings.

Fiber Optic Technician

This 40-hour course includes lecture, and lab that will prepare a student for Fiber Optic Association Certification. The course fee includes safety glasses, gloves, and tool kit.

Successful completion of this course qualifies the student to sit for the Fiber Optic Association Certification exam. Taking this exam is a requirement of this course. Fees for this exam are included in the course fees. If for any reason you cannot or do not take the certification exam, you will not be considered a completer of this course.

Program of Study

- Fiber optic cable components and standards
- Proper installation and termination of fiber optic cable
- Learn the operation of power meters and light source testing
- Proper testing and tracing analysis
- Mechanical splicing of fiber
- Fusion splicing of fiber
- Advanced fiber theory

HVAC/Electrical Program

The HVAC/Electrical Program is meticulously designed to provide students with the foundational knowledge and practical skills essential for pursuing careers in the HVAC and electrical industries. This comprehensive program spans several weeks, with each week dedicated to specific topics and hands-on training to ensure thorough and effective learning.

Throughout the program, students will delve into a diverse range of subjects. They will begin with an orientation to the electrical trade, emphasizing safety protocols and the fundamentals of electrical circuits. As the program progresses, students will explore the principles of heating and cooling, learn about conduit and wiring techniques, and gain insights into the operation of HVAC equipment and National Electrical Code (NEC) specifications.

Practical training is a significant component of the curriculum, with students receiving hands-on experience in plumbing, PVC, and fittings. The program also covers essential skills such as gas pressure testing and leak detection. Additionally, students will be trained in ductwork and fabrication, ensuring they are well-versed in all aspects of HVAC and electrical work. Each week includes 8 lab hours, culminating in a total of 28 hours of hands-on practice, reinforcing the theoretical knowledge gained.

This structured approach ensures that students not only acquire theoretical knowledge but also gain practical experience, preparing them for certification and successful careers in the HVAC and electrical fields. For more information on enrollment and course specifics, please contact the Adult Center Office.

Phlebotomy Program

This 180-hour course includes lectures, lab and clinical training that will prepare a student for Phlebotomy Technician Certification (CPT) through National Healthcareer Association (NHA).

Course Content Includes:

Anatomy and physiology as related to Phlebotomy, medical terminology as related to Phlebotomy, professionalism/medical law and ethics, universal precautions and bloodborne pathogens, communications, venipuncture/skin puncture skills and competencies, understanding the medical laboratory, other specimen collection and testing (urinalysis, hemocult, throat cultures), CPR and First Aid.

Clinical Experience:

Students will complete 60 hours of unpaid clinical training which is part of the total 180-hour course. Clinical sites are with major healthcare providers in a multi-county region, including West Virginia.

Students must provide their own transportation to participate in clinicals. Students must tentatively plan to be available for clinicals from 6:30 a.m. to 5:30 p.m. weekdays, although individual starting dates and times will vary. Evening hours may be available.

Special Requirements:

Students must attend 100% of their assigned clinical hours and complete 100 successful venipunctures and 10 successful capillary punctures to be considered a completer of this course.

To be eligible for clinical experiences students must:

- Demonstrate professionalism and integrity in the classroom and lab
- Attend 90% of the scheduled classroom/lab hours
- Have a passing grade (80% average on quizzes and tests)
- Pass a BCI background check (fingerprinting)
- Pass a random urine drug screening
- Documentation of a negative TB skin test must be submitted to the instructor by the start of the 3rd week of class. (County Health Departments or a physician)
- Submit documentation of Hepatitis B vaccination, or consent for Hepatitis B vaccination (as designated by TCCC - Adult Center) or signed refusal of Hepatitis B vaccination. (A vaccination or waiver is required by clinical sites.)
- Provide immunization records including proof of influenza vaccination

Certification Information

Successful completion of this course including the venipunctures qualifies the student to sit for the CPT certification exam. Taking this exam is a requirement for this course. Fees for this certification exam are included in the course fees. To be eligible for certification through NHA the student must:

- Submit to a criminal background check
- You must take and pass your exam no more than 12 months before you graduate.
- Must be within a year of receiving high school diploma. Certification will be valid for 1 year and will be lengthened to 2 years once a diploma has been provided.

A felony conviction may affect your ability to sit for the certification exam and/or to gain employment in the field. Employment as a phlebotomist usually requires a criminal background check; contact the instructor directly if you have specific questions about this. If for any reason you cannot or do not take the certification exam, you will not be considered a completer of this course.

State Tested Nursing Assistant Certificate Program

The Nursing Assistant full program is a 82-clock hour certificate program. A clinical experience will be provided in a long-term care facility for those taking the full 82-hour program. Throughout this comprehensive course of study, graduates of the full program have the opportunity to gain industry-recognized credentials including:

- State Tested Nursing Assistant (STNA) recognition from the Ohio Department of Health
- First Aid and CPR from the American Safety and Health Institute (ASHI)

Career Opportunities

This training program will prepare the student for entry-level employment as a nursing assistant or home health aide. For recognition as a State Tested Nursing Assistant in Ohio, a student must complete 82 hours of approved training and pass both sections of the Ohio Nurse Aide Examination. Our program and its curriculum are specifically approved by the Ohio Department of Health.

Program of Study- Course Description

- Communication and interpersonal Skills - The student will learn responsibilities of the nurse aide including behaviors, interacting with residents, care planning and record keeping.
- Infection Control - The student will learn how to prevent the growth of pathogenic microorganisms and be able to recognize the signs of infection.
- Safety and Emergency Procedures -The student will learn basic safety, use of oxygen, ambulation, fire safety, and other disaster preparedness.
- Promoting Residents' Independence -The student will learn how to promote a resident's independence.
- Respecting Residents' Rights - The student will learn resident rights and how to respect them professionally.
- Basic Nursing Skills - The student will learn to recognize common diseases, observation of vital signs, nutritional needs, and comfort measures.
- Personal Care Skills -The student will learn how to assist with oral care, bathing, and toileting.
- Mental Health and Social Service Needs - The student will study the emotional needs of residents, rest and sleep, sexuality, depression and dying.
- Basic Restorative Services - The student will learn about prosthetic devices, bowel/bladder complications, and complications of immobility.
- Home Health Care -The student will learn about home care of clients including housekeeping, personal care, meal preparation, safety, money, and time management.

36-Hour Volunteer Firefighting Class

The Ohio 36-Hour Volunteer Firefighter Course is designed to provide essential training for individuals who wish to serve as volunteer firefighters. This introductory course covers basic firefighting skills and knowledge, and it typically includes both classroom instruction and hands-on practical training.

The course includes topics such as:

- Fire department organization and safety
- Basic ground ladder use
- Basic hose evolutions
- Basic tools and equipment
- Self-contained breathing apparatus (SCBA) and personal protective equipment (PPE)
- Basic fire control and ventilation techniques
- Basic fire behavior
- Portable fire extinguishers

Upon successful completion of the course, participants are eligible to sit for the examination to become certified Ohio Volunteer Firefighters. The course is often offered over multiple weekends to accommodate the schedules of volunteers.

Information Technology Courses

Basics

Introduction to Computers

Operating Systems

Windows

Microsoft® Office Programs

Microsoft® Word (Introduction, Intermediate and Advanced)

Microsoft® Excel (Introduction, Intermediate and Advanced)

Microsoft® Access (Introduction and Intermediate)

Microsoft® PowerPoint (Introduction and Intermediate)

We are an authorized testing center for Microsoft® Office Specialist (MOS) and IC³ certifications. The MOS program is globally recognized as the standard for demonstrating desktop skills with the Microsoft® Office suite.

Internet

Internet

Adobe Photoshop

Desktop Publishing

Microsoft® Publisher

Adobe InDesign

Customized Training for Business and Industry

The Adult Center is here to serve your specific customized training skill needs. We have the professionals to assist you through the process. We can serve your needs from credentials to hands-on training in our up to date and well-equipped laboratories. If computer training is your need, we can provide training at your site or ours.

We can deliver:

Microsoft® Office Suite

Maintenance Training

Introduction to Welding

CPR and First Aid

OSHA

...And many more

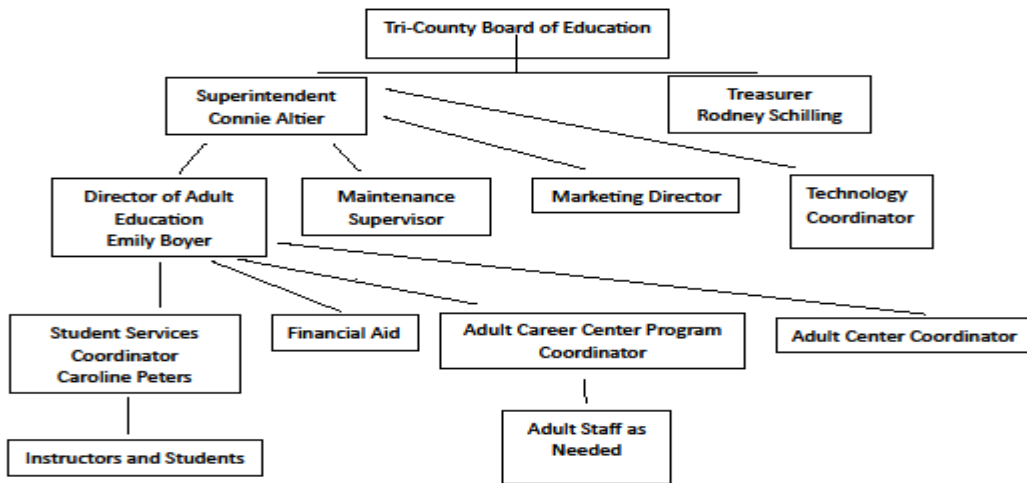
ServSafe Certification

The ServSafe Certification is a widely recognized program developed by the National Restaurant Association to ensure food safety and responsible practices in the foodservice industry. The program offers several types of certifications:



ADULT CENTER ORGANIZATION AND STAFF

Adult Center Organization Chart



Adult Center Staff

Office Staff		
STAFF	POSITION	CERTIFICATIONS/DEGREE/EXPERIENCE
	Adult Career Center Program Coordinator	
	Adult Center Coordinator	
Caroline Peters	Student Services Coordinator	.
Diana Forester	Pearson VUE Testing Coordinator	Certified Pearson VUE Proctor
Emily Boyer	Director	BS, Biology, (Christopher Newport University), Master of Public Administration, (Ohio University) 20+ year of experience in education
Connie Altier	Superintendent	BA, Business Education, (University of Rio Grande), MA, Educational Leadership, (University of Dayton), 29+ years of experience in education

Full Time Faculty		
FACULTY	POSITION	CERTIFICATIONS/DEGREE/EXPERIENCE
Virginia Daubenmire	Cosmetology Instructor	Ohio State Board of Cosmetology Salon Manager License, Ohio State Board of Cosmetology Instructor License, ATS, Hocking College
Thomas Carpenter	Welding Technology Instructor	

**ADJUNCT
STAFF MEMBERS**

ADJUNCT	POSITION	Certification/Degree/Experience
Dustin Bolin	Electrical Instructor	Tri-County Career Center Graduate
Tim Snedden	HVAC Instructor	Tri-County Career Center Graduate
Rebecca Dicken	Customized Training Instructor	Business Management & Technology, (University of Toledo) - Career Technical Education, (Ohio State University), Managing Cosmetology, (Toledo Academy of Beauty)
Heather Chubb	Phlebotomy Instructor	Certified Phlebotomist
Steve Green	36-Hr. Volunteer Firefighting Instructor	Ohio Department of Education Firefighter Instructor with 30+ years of experience
Katie Mosher	ServSafe, Customized Training Instructor	Certified Executive Chef, Culinary Arts and Food Service Management Certification
Kathy Trace	Nursing Assistant, CPR/First Aid Instructor	Masters in HealthCare Administration, (Ohio University), Bachelors of Science in Nursing, Mt. Carmel School of Nursing
Mark Yanko	IT Instructor/Fiber Optic Technician Instructor	Bachelors in Electronic Engineering Technology, Cisco Certified Academic Instructor-CCNA Level, 5 years Network Administrator, 14 years Cisco teaching experience
Zach Poling	Fiber Optic Technician Training Instructor	Tri-County Career Center technology coordinator. Tri-County Career Center graduate. Graduate of the Fiber Optic Technician Training program.



APPENDIX

Student Calendar

2024-2025

ADULT CALENDAR

July '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

April '25						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 4th - Independence Day

September 2nd - Labor Day

November 27 - December 2nd - Thanksgiving Break

December 3rd - January 3rd - Christmas Break

February 17th - Presidents Day

April 18th -24th - Spring Break

May 26th - Memorial Day

June 19th - Juneteenth Day

Additional Information

For information about financial aid, please contact:

Caroline Peters, Student Services Coordinator
15676 State Route 691
Nelsonville, Ohio 45764
cpeters@tricounty.cc
(740) 753-5470

For institutional information, please contact:

Emily Boyer, Adult Director
15676 State Route 691
Nelsonville, OH 45764
eboyer@tricounty.cc
(740) 753-5464