



MID-EAST
Career and Technology Centers
ADULT EDUCATION

2025-2026

**Mid-East Career and Technology Centers
Adult Education Student Handbook**

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Section 1 – School Overview

Welcome

It is a pleasure to welcome you to Mid-East Career and Technology Centers-Adult Education. This handbook was developed to answer many of the questions that students may have during the school year. Discuss any questions that are not addressed in this handbook or your program addendum with your instructor or the program coordinator. It is our sincere desire to see you succeed in your program.

District Mission

Mid-East Career and Technology Centers provide every student dynamic career opportunities by creating and delivering exceptional educational programs.

District Vision Statement

Our commitment to every student's success drives us to be the leader in Career-Technical Education.

About Mid-East CTC – Adult Education

Mid-East CTC – Adult Education has been providing career development, workforce development and economic development services to individuals, business, industry, labor and other organizations in Southeastern Ohio since 1967. All training at Mid-East CTC – Adult Education can be completed within one year and help to provide employment in the next step in your career.

Facilities

Adult Education offers classroom and lab facilities for training in the areas of Health Occupations, Skilled Trades, and Public Safety at the Zanesville Campus. On campus medical labs are outfitted with hospital and long-term care equipment to provide clinical experiences for both Health Occupations and Public Safety training. Skilled Trades lab areas are structured to simulate either residential or business environments. Truck Driver Training is offered at our extension campus, CDL Center.

Equal Education Opportunity (Non-Discrimination)

It is the policy of this district to provide an equal education opportunity for all students, regardless of race, creed, sex, age, handicap or disadvantage.

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its programs, activities, or employment.

A formal complaint can be made in writing to Mid-East CTC's Civil Rights and Title IX Compliance Officer.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Career and Academic Readiness Education (CARE)

CARE classes are free and available at various campuses or community locations during the school year. Improve reading, math and writing skills or prepare for approved high school equivalency tests. Call 740-454-7242 for more information.

Services for Adults with Disabilities

Adults with documented disabilities may enroll in any of the full-time adult education programs provided they can meet all the requirements necessary for the program. All students complete the same evaluation process. Students with disabilities may be referred to an agency for tuition and services. For further information on students with disabilities transitioning to post-secondary education, please visit www.ohiohighered.org/students/prepare-for-college/students-with-disabilities.

Accreditation and Approval

Mid-East CTC – Adult Education is chartered as an Ohio Technical Center by the **Ohio Department of Higher Education** and is accredited by the **Council on Occupational Education**, 7840 Rosewell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 800-917-2081 www.council.org.

Many of the education programs by Mid-East CTC – Adult Education are accredited or credentialed as required by a government authority, an oversight entity, and/or legal codes and regulations. Each program may have unique requirements as determined by these industry accrediting/credentialing bodies. See the Catalog Section and/or website for individual program outlines and further information.

Constitution Day

September 17 is Constitution Day and Citizenship Day. This day commemorates the September 17, 1787, signing of the United States Constitution. To encourage all Americans to learn more about the constitution, Congress in 1956 established Constitution Week, to begin each year on September 17th. In 2004, Senator Robert C. Byrd of West Virginia included key provisions in the Consolidated Appropriations Act of Fiscal Year 2005 designating September 17 of each year as Constitution Day and requiring public schools and governmental offices to provide education programs to promote a better understanding of the Constitution. Each year, on or about September 17th, Mid-East CTC – Adult Education will provide educational material and information about the U.S. Constitution. For more information about the U.S. Constitution, visit <https://www2.ed.gov/policy/fund/guid/constitutionday.html>

Adult Education Student Calendar

Program Calendars will be distributed and available on the website.

Section 2 – Mid-East Career and Technology Centers Staff

Board of Education

Guy Carpenter	Noble Local
Lori Lee	Zanesville City
Betsy Brocklehurst	Tri-Valley Local
Marcus Farley	West Muskingum Local
Dennis Douth	East Guernsey Local
Rick France	Northern Local
Mike Humphrey	Rolling Hills Local
Susan Lent	Franklin Local
Dave Peoples	Cambridge City
Gail Requardt	East Muskingum Local
Allan Schehl	Caldwell Exempted Village
Kevin Weaver	Crooksville Exempted Village - Vice President
Cindy Miller	Maysville Local

Administration

Matthew L. Sheridan - Superintendent
Nanette E. Nolder - Treasurer
Scott Sabino – Director

Adult Education

Shawn Dansby - Truck Driver Training Manager
Mark Doerfler - Public Safety Coordinator
Michelle Georgeopoulos - Student Services/Admissions Coordinator
Shannon Kenily- Workforce Development Coordinator
Erika Kilpatrick- Workforce Development Coordinator
Tanner Kilpatrick - CDL Center Coordinator/CTX Coordinator
Stacy Petry - Health Occupations Coordinator
Sara Robison - Financial Services/Data Management Coordinator
Thasia Schilling - Financial Aid Coordinator
Andy West - Skilled Trades Coordinator

Section 3 – General Policies

Use of MECTC Property

Students are not permitted to use any office equipment, phones, etc. without permission of the MECTC staff.

Visitors

All visitors must report to the Adult Education office to sign in and receive a visitor badge.

State of Emergency Declarations

Mid-East CTC – Adult Education reserves the right to modify or change any policy in the handbook during a declared National, State, or Local emergency while adhering to all policies and procedures set for by the U.S. Department of Education and all accrediting bodies.

Equipment/Computer Lab

Mid-East CTC - Adult Education works to provide up-to-date equipment, technology, and media services to all programs. Programs at Mid-East CTC - Adult Education are designed to be self-contained. Materials and supplies required for use in the program are given to students within the class and included in the cost of tuition and fees. Mid-East CTC – Adult Education has one dedicated computer cart available to students. Students have access to free printing relating to their coursework.

Dress Code

All students are expected to wear appropriate attire in order to project a professional image. School dress should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable. Students participating in the various programs are to wear program-specific attire that meets the expectations of the program and business/industry. Students may be denied class or program participation until they have the required program attire.

Requirements include the following:

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.
3. Dress and grooming must not disrupt the teaching/learning process.

Name Change/Change of Address and/or Phone Number

It is the students' responsibility to report any name changes, change of residence or phone number changes to the Adult Education office, in addition to informing your instructor. Failure to do so will result in the inability for you to receive official school communications. Emergency Medical Authorization forms also need to be updated in order to reach your contact person in the event of an emergency.

Health & Safety

Safety is everyone's responsibility. The safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District. In the event of an emergency the district's established emergency procedures will be followed. All incidents affecting health and safety should be reported immediately to an instructor or other staff member. An accident/incident report must be completed and filed with the director for every incident. All reports of health and safety concerns will be investigated and addressed by the appropriate district staff member.

Emergency Medical Authorization

State law requires that all students must have an Emergency Medical Authorization completed and filed in the school office. This information will be uploaded to Achademix for all Full-time students. This form will be distributed at orientation or on the first day of class by instructors. A student may be excluded from school until this requirement has been fulfilled.

Communicable/Non-communicable Diseases

The Board of Education recognizes that controlling the spread of communicable diseases through casual contact is essential to the well-being of the school community and to efficient District operation.

In order to protect the health and safety of students and staff, the Board follows all State laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools. **All students with signs or symptoms of diseases suspected as being communicable to others should not report to class.** Students on campus with these symptoms will be sent home at the instructor's discretion.

Food & Vending

Vending machines are available in the Adult Education break room. The 400 (high school student-operated restaurant) may also be open during the lunch hour to Adult Education students. The high school cafeteria is NOT available to Adult Education students. Food and drinks are not to be consumed in career tech labs or computer labs. Consuming food or drinks in all other areas is at the discretion of the instructor with the approval of the Director.

Breaks

Breaks for students are at the discretion of the instructor and program coordinators. Students should check with instructor as to the break and mealtimes in their program. Smoking and vaping are not permitted on campus or Mid-East CTC property.

Code of Conduct - Student

Students are expected to conduct themselves in a professional manner suitable to the training area. A violation of any of the following rules may result in disciplinary action, including termination. Inappropriate behavior that occurs outside of school and involves law enforcement may also impact your enrollment status.

Academic Integrity

Mid-East Career and Technology Centers-Adult Education expects that all work that you submit was created by you. In addition, any forms you complete (Enrollment, FAFSA, Financial Aid Agreements, clinical documents, etc.) are expected to be truthful and accurate.

Plagiarism (A representation of another's work or ideas as one's own) and *cheating* of any kind, including copying, falsifying, lying, inventing citations, cheating during tests, refusing to do assigned work or giving out test answers are all violations of the Code of Conduct.

Disruption of School

Disruptive behavior of any type is NOT tolerated and may result in dismissal from the program. A student shall not by use of violence, force, noise, threat, or intimidation, cause the disruption of any function of the school or its students and staff. While not intended to be a complete list, the following acts, when done for the purpose of disrupting school functions, are examples of actions that can result in immediate termination or other disciplinary action:

1. Firing, displaying, or threatening use of weapons or explosives, including fireworks, on the school premises.
2. Deliberately damaging, stealing or attempting to steal school or another person's property on the school grounds or during a school activity off school grounds will result in automatic termination of enrollment.
3. Occupying the school building, school grounds, or part thereof with the intent to deprive others of its effective use.
4. Continuously and intentionally making noise or acting in any manner so as to interfere with the instruction or administrative processes. Disrespectful behavior, excessive talking during class, sleeping during class, and tardiness to class are examples of disruptive behavior.

Assault

A student who intentionally causes or attempts to cause physical injury to another at school or a school function will be automatically terminated.

Hazing and Bullying (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials. When the behavior involves allegations of sexual harassment, the Title IX sexual harassment grievance process will be followed, as applicable. **When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.**

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:

- a) posting slurs on websites, social networking sites, blogs or personal online journals;
- b) sending abusive or threatening emails, website postings or comments and instant messages;
- c) using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
- d) using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
- e) excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred. (Board Policy: JFCF-R)

Insubordination

Insubordinate behavior, such as refusing to do assigned work, defiant, intimidating or threatening behavior toward staff, or any other behavior toward staff that would be considered inappropriate for the classroom or workplace will not be tolerated. Insubordinate behavior is may be grounds for immediate dismissal.

Foul Language Directed at Another Person

Improper language will not be tolerated, especially when directed at staff or fellow students in an angry, disrespectful, or threatening manner.

Use of Tobacco/Vaping Products

All Mid-East properties are tobacco free. No tobacco/vaping products are permitted to be used on any Mid-East property, **including parking areas and vehicles**. Disciplinary measures taken against students for violations of this policy comply with the requirements of Federal and State law and related District policies and regulations.

For purposes of this policy, “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor” or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

Alcohol & Drugs

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District’s schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, not prescribed drugs, look-alike drugs, or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations, under the authority of the District; or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco/tobacco products, drug paraphernalia and medical marijuana. Students may be subject to random drug testing and/or referred to testing if suspected to be under the influence of drugs or alcohol.

Staff and students who violate these standards of conduct subject themselves to disciplinary action or dismissal from the program. Students are reminded that as a pre-condition to accepting a **Pell Grant** that

they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant must report the conviction, in writing, within 10 calendar days of the conviction, to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room #3073, FOB-6, Washington, D.C. 20202-4571.

Weapons & Dangerous Instruments

Students are not to bring onto campus a gun, knife, or any other item that could be used as a weapon. Students with any such items will be asked to remove them immediately and failure to do so could be grounds for dismissal.

Immorality

No student may engage in sexual acts on school property or during school events., No student may publish, distribute, or possess obscene or pornographic material on school property or at school events.

Consequences of Code of Conduct Violations

If the offense does not result in immediate dismissal, the procedure and sequence of discipline may be as follows:

- First Offense – Verbal or written warning from instructor, including zero (0) for assignment, if applicable.
- Second Offense – Written warning from instructor copied to the Director.
- Third Offense – Dismissal from the program.

The Director may dismiss the student immediately and file any appropriate charges with local authorities, if applicable.

Even upon dismissal for Code of Conduct violation(s), the student will be responsible to pay all tuition, fees, books and supplies to that point in the course, as described in Payment of Fees. A student dismissed from the program may not be awarded any “in-house” (e.g. Cora Rogge) scholarship monies scheduled to be awarded after the dismissal date. A student may voluntarily withdraw from the school. In this case the student shall submit a letter of withdrawal to the Financial Aid office.

Class Cancellations or Delay of Class Start-Up Dates

Mid-East CTC - Adult Education reserves the right to cancel or delay the opening of any class. All fees will be returned if course cancellation is required.

Emergency Closings or Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and TV stations and post the information on our website and Facebook page. In addition, Mid-East CTC – Adult Education students may receive notifications through the Achademix student portal. Students are responsible for knowing about emergency closings and delays. Adult Education classes are normally open even on days when high school classes are closed. Please note, “Zanesville Campus” closing refers to high school students. If Adult Education closes, the designation will specifically say “Adult Education.”

Grievance/Complaint Procedure

1. Any student having a grievance should first discuss such grievance with the Instructor(s) involved within three (3) business days of the occurrence.
2. If the discussion does not resolve the issue, the aggrieved may appeal to the Program Coordinator within three (3) business days for a decision.
3. If the issue cannot be resolved with the Program Coordinator, the student may appeal to the Student Services/Admissions Coordinator. This grievance must be in writing on the Mid-East CTC - Adult Education Grievance/Complaint form which can be obtained in the Adult Education office. The Student Services/Admissions Coordinator may involve other administration as necessary.
4. Students may also file a student complaint with the Ohio Department of Higher Education at www.ohiohighered.org/students/complaints.
5. If the grievance cannot be resolved, students may appeal to the Council on Occupational Education, 7840 Roswell Road, Building 300, suite 325, Atlanta, GA 30305. Phone number: 800-917-2081. Website: <https://council.org>

Parking

All adult students are required to park in approved student parking areas. DO NOT park in any reserved parking space, in any fire lanes, on any grass surface, or any unmarked area. **Do not park in handicap spaces unless you possess a state issued permit.** Mid-East CTC does not assume responsibility for the care or protection of any vehicle or its contents while on school property.

Parking tags are issued to all full-time students who have started daytime programs. These tags are to be displayed at all times when your vehicle is on school property. Parking tags can be obtained in the Adult Education office. To receive a parking tags, students must fill out the appropriate district form.

Payment of Account

The student is ultimately responsible for all charges on their account for tuition, books, fees, and supplies. If a student turns in paperwork for other sources, including Title IV, and the funding source fails to pay, the student is responsible for any and all balances on his/her account prior to graduation.

Pets and Other Animals on Campus

Mid-East CTC – Adult Education prohibits pets and other animals from being on campus or in the buildings at any time. The use of service animals in the school for individuals with qualified disabilities is permitted.

Section 4 – Consumer Disclosures Information, Policies and Procedures

Accident and Illness – Student

In the event of an accident, Accident/Incident Form 5340 F1 should be completed.

In the event of a serious student accident or illness, staff members shall:

- Call 911
- Advise Welcome Center staff on where incident is located on campus;
- Report the accident to the appropriate administrator;
- **If possible**, have a properly trained staff member administer first aid while waiting on professional medical assistance;
- Record all pertinent facts concerning the accident on the Student Accident/Incident Form 5340 F1, as soon as possible, and submit the completed form to the Administrator's office.

Records are to be kept on all injuries occurring while students are on District property, in District buildings, or at District-sponsored activities. Form 5340 F1 must be complete within twenty-four (24) hours of the incident. District personnel shall not diagnose illness or administer medication.

Admissions Policy

Please see the Mid-East CTC – Adult Education website for admissions policies and procedures.

High School Completion/Transcript Evaluation:

In order to receive Title IV funds, a student must have proof of high school completion. A copy of one of the following documents must be submitted to the Student Services/Admissions Coordinator at the time of enrollment:

U.S. Diploma Requirements:

- **High School Transcript:** a copy of a signed and dated transcript indicating a graduation date.
 - Diploma RN Program students may be required to provide a High School Transcript for verification purposes (which may include for Federal Student Aid). A person must be a Licensed Practical Nurse in order to take the Diploma RN program and cannot be a Licensed Practical Nurse in Ohio without high school completion.
- **High School Equivalency:** equivalency transcript
- **Home Schooling:** a copy of a home school certificate and any supporting credential with appropriate seal/signatures. Home schools must be recognized as such in the state where issued and may be verified.
- **Other appropriate documentation that determines post-secondary eligibility**

If there are any concerns about the validity of the high schools' credentials, the institution will first check the "Unacceptable Proof of Graduation" list. If the high school is on that list it will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential, we will ask for a transcript from the high school showing classes completed and passed. If we are still not satisfied as to the validity of the credential, we may contact the states' Department of Education in which the school is located to ascertain 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.

If the student graduated from a high school out of the country, we will determine whether the education is the equivalent of a high school education in the United States.

Ability to Benefit

Mid-East CTC - Adult Education does not offer the "ability to benefit".

Registration

Registration for programs accepting applications is available on the website at <https://mec.axstudent.com/>. Please contact the Adult Education office at 740-455-3111. Evening appointments may be available, if needed.

Pre-Entrance Assessments

Prior to being accepted into a program at Mid-East CTC - Adult Education, prospective students may be required to take an assessment as required by individual program standards. Practical Nursing and Diploma RN require program-specific assessments.

Students whose assessment scores fall below program requirements may be encouraged to enroll in the CARE/Aspire literacy program to obtain the required program scores.

Adult Diploma Program

House Bill 483 of the 2014 Mid-Biennium Review set requirements via Ohio Revised Code (ORC) 3313.902 for an Adult Diploma Pilot Program. The Adult Diploma Program aims to create career pathways for adults to complete their high school education, earn technical training, and gain employment in high-growth, high-demand fields. This program applies to adults age 20 and older who do not have a high school diploma (or its recognized equivalent) or completed a secondary education in a home-school setting, and are enrolled in an "eligible career pathway program."

Adult Diploma Program participants will receive their high school diploma upon successful completion of the credential program, acquisition of the designated industry credential(s), and the attainment of industry and program specific ACT WorkKeys scores. The high school diploma will be issued through the Ohio Department of Education. Courses eligible for the Adult Diploma Program are subject to change. Adult Diploma Program courses are not eligible for Federal Student Aid, but tuition is paid for as required in ORC.

In order to be admitted under the Adult Diploma Program or for more information, please contact the Career and Academic Readiness Education (CARE) Coordinator at 740-454-7242.

Students enrolled in the Adult Diploma Program are required to adhere to all enrollment and program specific policies as stated in the Mid-East CTC - Adult Education Student Handbook and/or program supplemental handbooks.

Advanced Standing

Advanced Standing into full-time programs upon completion of the Adult Diploma Program (ADP) will be left up to the Program Coordinator. Completion of the Adult Diploma Program includes:

1. meeting the appropriate ACT WorkKeys assessment scores
2. passage of the career-tech program
3. passage any and all certifications required of that specific program

A student will not be eligible for a full-time program, nor financial aid, without completing all three of the areas required in the Adult Diploma Program.

Academic Policy

Students must remain in good standing and meet both the academic grade standard and the attendance standard for the program. Failure to so do, may result in dismissal.

To maintain a status of “good standing” a student must maintain a grade average of at least “C” and an attendance rate of 90% in accordance with the attendance policy.

Academic Grading Scale

These standards apply to most programs. Some programs, or portions of programs may have **higher standards. Students must maintain a “C” or better.**

Adult Full-time Grading Scale

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	59 and below

***Health Occupations & Public Safety programs have specific attendance and grading requirements; please refer to each particular program addendum for the requirements.**

Students have up to 110% of the scheduled weeks for any program to finish in “good standing.” For example, a 900-hour program can have 90 hours to complete at the same pace as scheduled class hours. If the class meets for 30 hours per week, then students would have 3 weeks to complete the class after the last scheduled date.

Grading Periods

Instructors will keep updated grades. It is the responsibility of the students to maintain communication with their instructors in regards to their grades. When a student appears to be at risk of failure, notification will be provided to allow discussion of possible actions to improve poor grades.

Academic Probation Notice

Grades are formally checked at the end of each module/term/pay period. The schedule for each program’s module/term/pay period can be found on the district’s adult education website in Quick Links and titled “Total Absence Time” or on the program’s class schedule that is provided at the start of class. A student who falls below “C” average (good standing) will receive an initial academic probation notice. The probation notice will state: Current grade and what needs to be done to raise the grade to a C or better. Students may not be put on academic probation more than two (2) times during the entire length of the program.

Initial Probation period:

The initial academic probation shall be in effect for **two (2) calendar weeks** to allow improvement toward or attainment of “C” status. Students must have made documented progress, according to their instructor, during this initial academic probation or they will be dismissed.

Continued Progress:

If the student makes documented progress, but fails to achieve “C” during initial academic probation, a final academic probation of **two (2) calendar weeks takes effect.** The student must achieve a “C” by the end of final academic probation will be dismissed.

Dismissal:

Students that are dismissed will be responsible for all balances on their account. Students may return the following year to continue their schooling. (See Returning Students)

Students in the Health Occupations and Public Safety Programs should refer to the program specific addenda for grade requirements and academic probation information.

VA Benefits

Students receiving VA monies are required to maintain the same attendance and academic grade as all other students. VA will be notified in the event that a student does not meet the standard. The school will notify VA to terminate the payment of education benefits.

Attendance Policy

This attendance policy applies to all students regardless of payment method. These standards apply to most programs. Some programs or portions of programs may have **higher standards**. It is the responsibility of the student to be aware of his/her attendance progress, which can be done through the student portal in Achademix.

1. Attendance is taken daily and is checked weekly, as a minimum. After a student reaches two (2) days absence, they will receive a written notice of hours missed and the maximum amount of missed hours allowed. Students may be required to sign in/out daily via sign in sheet or electronically.
2. If students miss more than the maximum time allowed, they must follow the **Attendance Appeals Process. Students must continue to attend during the appeal process.**
3. Failure to follow the appeals process, will result in immediate dismissal. If dismissed, students are responsible for any charges on his/her account and credentials will be held until all balances are paid.
4. If a student drops below allowable attendance, funding agencies will be notified including VA, WIOA, BVR and any other providing tuition assistance.

To maintain a status of “good standing” a student must maintain attendance in accordance with the following information:

- All attendance policies require students to maintain at least the 90% required attendance. Instructors will maintain the official record, but **it is the responsibility of the student to keep track of his/her attendance.**
- Students receiving Title IV funding (Pell and/or Student Loans) must also comply with Satisfactory Academic Progress (SAP) in order to maintain funding.

Tardiness

Tardiness is inexcusable. Students may be required to sign in/out daily via sign in sheet or electronically. If the student will be late to class, (includes lunches and breaks) the instructor or the front office should be notified prior to the scheduled class. Time missed for instances of tardiness and/or instances of leaving early will be deducted from the student’s attendance.

No more than half of the reported absences can be due to tardiness or a student will be subject to dismissal. Health Occupations and Paramedic program students are to refer to the specific program addenda for how a tardy is recorded.

Reporting Absences

1. Any student unable to attend class, lab, clinical, or any other scheduled program event should contact the Mid-East CTC-Adult Education office or instructor prior to class.
2. A student that consecutively misses more than three (3) days of scheduled class, lab, clinical or any other scheduled program event and does not notify the school per policy, on the fourth (4th) absence will be administratively withdrawn from the program of study unless there is proof of mitigating circumstances and at the director’s discretion.

Total Absence Time per Module/Term/Pay Period:

Modules/Terms/Pay Periods are available on the Mid-East CTC website (<https://adulthood.mideastctc.org/financial-aid>). Students must meet attendance requirements (includes tardies) or be dismissed from the program.

Attendance Appeal Process

When a student exceeds the maximum number of hours allowed in a module/term/pay period (in the program listed in the attendance policy), the student will receive an official attendance dismissal letter with appeal process instructions. **Students must continue to attend class and this time is counted toward time attended for financial aid purposes. Students are not permitted to miss any additional time from the time of dismissal through the make-up time period (two weeks or end of the module/term/pay period, whichever comes first).**

These are the allowable absences/tardiness that a student can file an appeal. The student is required to have written excuses, in the categories below:

1. Student or immediate family* doctor/dentist/counselor appointments. Any type of appointment is discouraged during school hours. All appointments should be scheduled for a time that will not conflict with school hours or on days when Mid-East is not in session.
2. Student or immediate family* illness requiring a doctor excuse.
3. Death in immediate family* including in-law and step-relative.
4. Subpoena to appear in court or jury duty.
5. Other absences may qualify through Director's discretion.

**Immediate Family is defined as: parents, children, siblings, grandparents, grandchildren or anyone who clearly stands in the same relationship position of these people (for example, step or foster parent).*

Students must turn in the Appeal Process form and all required documentation to the Student Services/Admissions Coordinator within three (3) business days of receiving the dismissal notification.

On this form, the student must:

1. Describe in detail any undue hardship or circumstance, which may have caused failure to maintain attendance.
2. The student must also indicate what has changed that will allow the student to meet the standards of progress from this point forward.
3. Documentation for absences must accompany this form.

Students need to continue attending classes during the appeal process.

A review of the documentation will be done by the Student Services/Admissions Coordinator, Program Coordinator, and Program Instructor(s) to consider the appeal. Appeals will be reviewed on an individual basis. The Student Services/Admissions Coordinator will inform the student of the results of the appeal. Students may only appeal **one** time during their current program. In the event of extenuating circumstances, the Director has the option of granting one additional appeal with strict stipulations.

Make-Up Policy:

Make-up time must be completed **within two (2) weeks** of the approved appeal or by the end of the module/term/pay period, whichever comes first. It is the responsibility of the student to check with the instructor(s) regarding all make-up work during an appeal. **Student are not permitted to miss additional time during the appeal or make-up period.**

MAKE-UP TIME CANNOT BE MADE UP DURING ANY PORTION OF THE REGULARLY SCHEDULED CLASS TIME.

- For example: if your class is SCHEDULED to be over at 4:00 PM you cannot start making up time at 3:50 PM even if all other students have left.

Students making up missed time will be charged \$40 per hour of approved make-up time. This fee must be paid prior to the start of the make-up hours and is not covered by financial aid. Make-up time must be approved in advance by the program coordinator. Make-up time will be supervised. Students will be required to sign in/out via sign in sheet or electronically.

- Make-up time may be granted, if available, to meet attendance and financial aid requirements (90% overall attendance, except Paramedic which requires 100%).
- Make-up time cannot exceed 5% of the total program hours (i.e.: 900 hour program x 5% = 45 hours)
- Make-up hours that require an adjustment to the training plan may affect the total program cost, financial aid and incur additional costs to the student.
- Make-up hours cannot be used to achieve perfect attendance.
- Make-up hours cannot be made up in advance (no banking of hours).
- Students are responsible for notifying their instructor or the Adult Education office of an absence in advance, if possible.

EXCEPTIONS TO APPEAL PROCESS:

- Paramedic students are not allowed to appeal as stated in their addendum.
- **Any returning student who was dismissed because of attendance will NOT be able to appeal in the module/term/pay period they are repeating.** For example, if a student was dismissed in the 2nd module/term/pay period in the PN program and came back and repeated that module/term/pay period the next year, they would not be allowed to appeal attendance issues in that repeated module/term/pay period.
- For programs utilizing Distance Education for any portion of class instruction, any missed time must be made up as seat time at Mid-East CTC. See Distance Education Learning policy.

Program Completion:

The maximum timeframe to complete your program is within 110% of the normal length of the program. For example, if a program takes 900 hours to complete the maximum timeframe would be 990 hours at the **same pace of the normal program hours.**

Campus Security

Mid-East CTC – Adult Education strives to provide safe and secure campuses for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activities immediately upon witnessing the occurrence. All students or staff should report any knowledge of a criminal or suspicious nature to the Adult Education office and/or Director.

Mid-East CTC will then take appropriate action based upon the information given. When deemed appropriate, local law enforcement authorities will also be notified.

Search and Seizure

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student’s consent. Search and Seizure also applies to any visitors who are on the campus.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

Fire, Tornado, and Safety Drills

Fire, tornado, and safety drills are held throughout the school year. The students shall follow the directions of their instructor or any staff member during a drill or actual emergency. Procedures are posted in each classroom and lab.

Campus Security Act

The Federal Government requires schools receiving Title IV funds to provide information concerning certain criminal offenses committed on campus. Also see **the Clery Act/Campus Security page** posted on the District website.

	2022-23	2023-24	2024-25
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense-Forcible	0	0	0
Sex Offense/Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violations-Arrest	0	0	0
Liquor Law Violations-Referred for Campus Disciplinary Action	0	0	0
Drug Law Violations-Arrest	0	0	0
Drug Law Violations-Referred for Campus Disciplinary Action	0	0	0
Illegal Weapons-Arrest	0	0	0
Illegal Weapons- Referred for Campus Disciplinary Action	0	0	0
Hate Crimes	0	0	0

Adult students and staff members are encouraged to be responsible for their own security and the security of others. However, in the event of a criminal action or emergency, an Adult Education staff member should be contacted immediately. If possible, Adult Education staff will attempt to remedy the problem. However, in some cases the incident may be reported to the Muskingum County Sheriff Department, Ohio State Patrol and/or other appropriate law enforcement agency.

Video Surveillance

Mid-East CTC uses electronic surveillance systems to monitor activity on school property in an effort to protect the health, welfare, and safety of its students and staff. No electronic surveillance is present in areas where individuals have a reasonable expectation of privacy. Electronic surveillance recordings may be used as evidence in any disciplinary, administrative, or criminal proceedings. Access to the video surveillance and their archived records are under the jurisdiction of school administration in order to protect individuals' privacy rights and personal information.

Cell Phones and Other Devices

Cell phones are only permitted to be used in classrooms for emergency situations, and only with prior approval from the instructor. At all other times, cell phones must be turned off in the classroom/lab. Failure to comply is considered insubordination and subject to the consequences of the Code of Conduct. Office telephones are not to be used for personal calls. In an emergency ONLY, students may use the office phone to make or receive calls.

College Credits

Through the Ohio Department of Higher Education, adult career technical students transitioning to two and four-year Ohio public institutions of higher education may earn college credit through the Career Technical Credit Transfer (CT2) or the One-Year Option. The One-Year Option was established by House Bill 59 and allows graduates from Ohio Technical Centers who complete **approved** programs of 600 or greater hours to earn a block of technical credit toward an Associate of Technical Studies. Individuals can obtain technical credits (upon enrollment in an Ohio two or four-year public institution) without unnecessary duplication or institutional barriers. To learn more about the CT2 or the One-Year Option, contact the Adult Education Director.

Completion, Placement & Licensure Rates

Completion, placement and licensure rates reporting is required by the Student Right-to-Know Act. This information is reported to our accrediting agency, Council on Occupational Education. See the Course Information Sheets at mideastctc.org for more information.

Completion/Graduation and Retention Rates

The Student Right-to-Know Act requires that we disclose information on first-time, full-time students who completed within 150% of the normal time allowed for their program in our largest program (Practical Nursing). This information can be found at <https://nces.ed.gov/collegenavigator/?id=389860>.

Retention rates reflect a fall cohort of first-time, full-time students and their status as of the following fall. All information is for reporting purposes only and may not accurately represent total enrollment of our school.

Confirmation of Citizenship

All students applying for Federal Financial Aid must be able 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 Record (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 re-submit application
- If data still doesn't match student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

Eligible Noncitizen:

- 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 result of secondary confirmation
- If no secondary confirmation the school will begin paper confirmation on form G845
- Form G845 is sent to DHS field office with documentation from student

Students who are required to undergo secondary confirmation will be provided in writing:

- Explanation of documentation to be submitted
- Deadline for submitting 30 days
- Notice that student may not receive aid for the payment period if 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.

Copyright Protection Policy

The Board conforms to existing Federal copyright laws and maintains the highest ethical standards in the use of copyrighted materials for instructional purposes. Unauthorized copying, redistribution or republication of copyrighted or licensed materials is prohibited. Violations of this policy may result in disciplinary action and may also be referred to the appropriate legal authorities and/or other legal action may be pursued.

Board Policy: [EGAAA Educational Use of Copyrighted Print Materials](#)

Advanced Standing Credit for Previous Training

Credit earned in other institutions or at Mid-East CTC - Adult Education may be eligible for advance standing provided the course content is similar to the course for which credit is being sought and a final grade of "C" or better was earned in the other course.

An official transcript and catalog course description for each course for which credit is being sought must be submitted. To initiate the process, the student should see the Program Coordinator prior to enrolling.

Students who have received their Adult Diploma from training at Mid-East CTC – Adult Education may be eligible for clock hour credit in our full-time programs. If credit is obtained, all financial aid will be prorated and a new calendar will be made for the remainder portion of the program.

Distance Learning Attendance Policy

The policy is created to provide information on how Mid-East CTC – Adult Education awards the clock hour time for the distance learning/hybrid programs.

Regulation from U.S. Department of Education to document attendance when students are enrolled in distance education courses states that a school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity.

The following are examples of evidence of academic attendance and attendance at an academically-related activity in a distance education program (FSA Handbook):

- Proof of the number of clock hours a student is logged into an electronic platform
- Student submission of an academic assignment
- Documented student participation in an interactive tutorial or computer-assisted instruction
- A posting by a student in an online study group assigned by the institution
- A posting by the student in a discussion forum showing the student's participation
- An e-mail from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.

How Mid-East CTC – Adult Education complies with the above regulation.

Online Platform: Mid-East CTC – Adult Education uses the Moodle platform with an attendance register add on that allows for us to account for the actual hours a student spends in the on-line system.

In accordance with the acceptable evidence of academic attendance as stated above:

1. Assignments:
 - a. Designated clock hours are assigned to assignments as determined by the instructor with the format of the course, to be equal to or less than the amount of points being given to each assignment.
 - b. Hours are tracked in Moodle via the attendance register add on. As each student logs into Moodle the time is tracked and remains viewable for students and instructors to view.
 - c. Students are responsible to complete all required online hours as have been outlined in each course's syllabus. Students must submit each assignment within a scheduled time line. Each assignment has a date of availability and a date of closure. All of this is clearly stated in the Course Syllabus.
 - d. Assignments are graded per course to be compliant with required content from each course being conducted.
2. Evidence of academic interaction with the students:
 - a. With each online assignment the Instructor is able to view assignments and provide needed feedback to each student.
 - b. Students can also engage with instructor(s) for more extensive feedback as needed through online availability.
 - c. Students receive email messages directly as instructors have provided feedback and/or have graded assignments.
 - d. Online resources with additional needed learning materials are available for students when needed. Instructors to deem the need of each of these additional resources.
 - e. Students are able to email instructors as needed at any time. Students are presented with all instructor emails at the beginning of the program and again with each course on the Course Syllabus. Instructors are to provide a timely response of student inquiry based on level of need and availability of instructor.

Student Responsibilities:

1. Students are able to view upcoming assignments with each course in Moodle and are also able to view the calendar and reminders.
2. Moodle assignment due dates are also able to be linked to the student's Google calendar for additional organization.

Failure to complete either the assigned clock hours or the designated assignment will result in docked clock hours missed and possible point deduction for the grade in that course.

Missed Hours: If a student misses on-line hours and is dismissed, appeals and wins the appeal, all time will be made up as seat time at Mid-East CTC- Adult Education. There will be no on-line make-up hours off campus.

Due Process

All application of policies described in this handbook will be done in accordance with due process rights. Students have the right to be informed of policies and possible consequences in a timely fashion. Students also have the right to appeal decisions to the Superintendent designee.

Equal Education Opportunity (Non-Discrimination)

It is the policy of this district to provide an equal education opportunity for all students, regardless of race, creed, sex, age, handicap or disadvantage.

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its programs, activities, or employment.

A formal complaint can be made in writing to the district's Civil Rights and Title IX Compliance Officer, Jeremy Beardmore, Assistant Superintendent– (740) 454-0105.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Family Education Rights & Privacy Act (FERPA)

As defined by the Federal Department of Education at <https://studentprivacy.ed.gov/>

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. 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 of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or 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 with 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 in order to carry out lawful functions.
 - Appropriate parties in connection with financial aid to a student.
 - Organizations conducting 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 letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Note: The USA Patriot Act of 2001 (Uniting and Strengthening America 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.

Adult Education Policies/Procedures under FERPA

Student Records Access

All students shall have the right to review their records. Access must be provided within 45 days after the request. All materials in the cumulative folder and intended for school use shall be available. The Student Services/Admissions Coordinator shall be present during any review of student records. Parents of dependent students may be allowed access to student records, but only if the student signs a release form giving them permission.

Request for Amendment and Further Appeal

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Student Services/Admissions Coordinator, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the Student Services/Admissions Coordinator may be appealed to the Director within one work week after receiving it. All records concerning the complaint and how it was handled must be sent to the Adult Education Director. Within one work week after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the District Superintendent and Board of Education according to the due process of law. In general, procedures for student grievances handled by the same process as outlined under Grievance/Complaint Procedure in the Student Handbook.

Release of Student Records

Any person requesting a release of student records must contact the Student Services/Admissions Coordinator. The Student Services/Admissions Coordinator shall provide a form to the requestor to be completed and signed. The Student Services/Admissions Coordinator then reports the request to the student. The student must complete a release of information form to grant permission. The release form shows the date records were released, to whom and for what purpose. The form shall remain in the student’s file.

Mid-East CTC - Adult Education will secure written consent before the release of any personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Graduation Requirements

- Student must have obtained cumulative attendance and grade average as defined by each program.
- Student shall have met the program competencies
- All equipment and/or materials owned by the school must be turned in and accounted for
- Must complete required exit counseling in regards to Title IV funding.
- Must complete required exit surveys needed by Adult Education office.
- Must complete all follow-up forms
- Must complete any other specific program requirements.
- All money owed the school must be paid in full

Failure to meet any requirements above will result in withholding the student's portfolio and credential documents.

Technology Use Policy

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. Using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. Accessing personal social networking websites for non-educational purposes;
4. Reposting (forwarding) personal communication without the author's prior consent;
5. Copying commercial software and/or other material in violation of copyright law;
6. Using the network for financial gain, for commercial activity or for any illegal activity;
7. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. Accessing and/or viewing inappropriate material and
9. Downloading of freeware or shareware programs.

Because access to online services provides connections to other computer systems located all over the world, users must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees and students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual

depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of Internet activity, recording which sites a particular user has visited.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

Board Policy: [EDE Computer/Online Services \(Acceptable Use and Internet Safety\)](#)

Job Placement Assistance

Mid-East CTC - Adult Education is committed to the placement of our graduating students in to their respective field of training. Mid-East CTC - Adult Education strives to be a leader in career technical education through innovation that is led by our dedicated and knowledgeable staff.

Mid-East Staff works collaboratively with local businesses and industries by creating partnerships to aid in student placement.

Media Services

Scope and Description of Services

Mid-East CTC - Adult Education works to provide up-to-date technology and media services to all programs. Programs at Mid-East CTC - Adult Education are designed to be self-contained. Materials and supplies students are required to use in the program are either part of the student’s tuition and fees, or they are available for shared use within each program. Today’s students expect reference materials and professional publications to be accessible online when possible. In reality, instructional staff also access these materials electronically. As a result, the two most important aspects of media services are internet access and a knowledgeable instructor to provide guidance and direction in accessing current, industry-recognized sources of information.

Availability

Individual program labs and/or classrooms are equipped with audio visual equipment, internet access in order to ensure electronic references are accessible. Some programs include a laptop computer. Students can connect their personal devices to the district’s Guest Wi-Fi network, providing them the convenient access they expect without requiring the student to use their own data plan.

Materials and Resources

The following resources are available to instructors and/or students:

- Printer Access
- Wireless and networked internet access
- Relevant industry-related software
- Textbooks for students and faculty
- Audio-visual equipment for displaying shared content
- Additional media material

Facilities and Technical Infrastructure

The facilities and technical infrastructure at Mid-East CTC is sufficient for the performance and usage of the above mentioned resources. The district maintains multiple servers at different locations as well as networked and wireless networks. Mid-East CTC Information Technology staff provides support to all Adult Education staff and students as needed.

The Mid-East School District also has a Media Center located in the high school area of the main facility on the Zanesville Campus. Personnel are available to provide support to Adult Education staff and students upon request. The media center provides links to databases available through district licenses on the Media Center Web Page, along with recorded presentations designed to introduce students and staff to the resources available.

Orientation Procedures

Orientation will be provided to all full-time programs as part of the first day(s) of class. Students are given the online location of the current Adult Education Student Handbook. This handbook contains policies and procedures related to adult students, including the District's technology usage policy and the purpose of utilizing technology in the classroom setting. Orientation related to specific media services available to students is provided by the program instructor and/or Student Services/Admissions Coordinator. Students must sign the Post-Admissions Form, in Achademix, which includes Handbook Receipt Acknowledgement and the Network and Internet Acceptable Use and Safety Agreement policy. Electronic signatures are accepted.

Public's Right to Know

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building director is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed “directory information” may be released from an individual student’s file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of “personally identifiable information” generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board’s public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

Board Policy: [KBA: Public’s Right to Know](#)

Refund/Withdrawal Policy

Listed below are the various refund policies in effect for any programs at Mid-East CTC – Adult Education. Please refer to the correct section that pertains to the program/class in which you were enrolled.

Full-time Class Refund Policy

Cancellation by Mid-East prior to start date

In the event that Mid-East CTC Adult Education cancels a class prior to the start date, then the student will be issued a full refund of any tuition paid. Seat fees for Health Occupation programs are non-refundable.

Refunds after start date

When a student enrolls in a class, they are responsible for all books, expended fees, and supplies, unless they cancel before the first date of class. If a student attends the class from day 1-4 and then decides to

withdrawal, he/she will not be responsible for any tuition or fees (not expended), but will be responsible for any books, supplies, or tools/equipment that have been purchased for them if they cannot be returned. Any tools or supplies left at the school when the student leaves will become the property of the school if the student fails to pay balance in full after one calendar year from date of withdrawal.

The following policy is in effect for any withdrawal or termination from a full-time program for tuition only:

Percent of enrollment Per payment Period	% Refund	% Retained
0-4 days (1 st period only)	100%	0%
<i>(Day 1-10% for subsequent payment periods)</i> Day 5-10% (1 st period only)	90%	10%
11-30%	75%	25%
31-50%	50%	50%
51-60%	25%	75%
61-100%	0%	100%

Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.

Mid-East CTC Adult Education will charge \$100.00 administrative process fee for a student who withdrawals or is dismissed after day 4. All refunds will be less the administrative fee and the budgeted cost of any books, supplies, equipment, expended fees, or other tangible items not returned to the school in “as new” condition. **Books and supplies will remain the property of the student and are not refundable items.**

All monies in excess of above charges will be refunded. Refunds will be made within 30 days of the date the Treasurer’s Office receives notification of cancellation and/or withdrawal.

Short-Term Class Refund Policy

These classes include: Emergency Medical Technician, Fire Services, State Tested Nurse Aide (STNA/CNA), Phlebotomy and Truck Driver Training.

If the school cancels the class, full refund will be made to the student. All tuition must be paid in FULL PRIOR to the start of class.

- If a student withdraws prior to the first day of class, then a full refund will be made to the student.
- If the student attends the first day and receives books and then officially withdraws, the student will be responsible for the cost of the book and will receive a full refund on tuition.
- No refunds will be made on tuition after the first day of class. For Public Safety/Fire classes, no refunds will be given after the specified time period shown in the program addendum.

Remedial Courses

Mid-East CTC - Adult Education does not grant credit for remedial courses.

Returning Students (Re-Admissions)

If a student withdraws, they may be permitted to return to the same program, at the same point, **within the next school year** based on the discretion of the Program Coordinator. A student may reenter prior to original withdraw point based on the discretion of the Program Coordinator.

However, the student will be charged for all tuition and fees for the entire time they are here and retaking courses. This can include any time that student may have already been charged for and paid in a previous school year. A charge for any books, fees and supplies the student currently does not have may be applicable.

Fees and tuition will be payable in accordance with those in effect at the date of readmission.

Students who failed out the previous year and are returning will be on Academic Probation. Students must pass mid-term in order to be considered in "good standing."

Any previous balance must be paid in FULL and all Title IV funding (Pell & Student Loans) must be completed and approved PRIOR to your re-entry date.

Student Records (Confidentiality)

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the student restricts the information in writing to the Adult Education Director.

Confidential records contain educational and financial information that has restricted access based on the Family Education Rights Privacy Act (FERPA) and Ohio law. These records are kept in the Admissions and Financial Aid Offices and can only be released with the written consent of the adult student (possible exceptions to this are governed by State and Federal laws).

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have a record of release from the student to obtain records from an outside professional or agency.

Transcripts

Students have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. To request records, please contact the Student Services/Admissions Coordinator. A "Request for Transcript" form must be completed and submitted with a \$10.00 processing fee for each request.

Student Sales

No student is permitted to sell any item or service in school without the approval of the Adult Education Director. Violation of this may lead to disciplinary action.

Transfer Policy (Between Programs)

Transfers between programs at Mid-East CTC Adult Education are not permitted because of 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.

Clock hours either must be made up or hours are pro-rated depending when a student comes into the program.

Voter Registration

Mid-East CTC – Adult Education provides a link on the Financial Aid section of the website to Voter Registration on line and encourage every student to vote and register to vote.

Withdrawals

Non-attendance does not constitute an official withdrawal. Information about Account Balances that result from Withdrawal are in Financial Aid and Financial Services Sections.

Types of Withdrawal:

Official Withdrawal – Students planning to withdraw should contact the Student Services/Admissions Coordinator and provide written notice of withdrawal.

Unofficial Withdrawal – If a student stops attending, the school will make every attempt to contact the student to determine if the student plans to return. If a student misses more the maximum time per the attendance policy and fails to appeal, the student will be dismissed.

Dates:

Withdrawal Date – The withdrawal date is last date of attendance according to the school's attendance record. This is the date used to determine the amount of aid a student has earned. If a student has been officially dismissed because of attendance and has continued to attend during the appeal process, the last date of attendance is used to determine withdrawal date.

Date of Determination – The date the school determined that the student withdrew or school determined student withdrew. This date is used for compliance in returning Title IV Funds.

Withdrawal Procedures:

In order to provide appropriate documentation to accreditors and the Ohio Department of Higher Education, students deciding to withdraw from any program must provide written notification to the Adult Education Office of the intent to withdraw. An email notification of withdrawal to the program coordinator, Student Services Coordinator and/or Financial Aid Coordinator is acceptable. Any agency that the student may be working with will also be notified at that time of the student's intention to withdraw. A withdrawal does not eliminate a student's debt to the school.

Section 5 – Financial Services Information

The Financial Services Coordinator is responsible for all financial aspects (except Title IV funding) of student accounts and other related monies.

Payment of Account

The student is ultimately responsible for all charges on their account for tuition, books, fees, and supplies. If a student turns in documentation of additional funding sources, including Title IV, and the funding source fails to pay, the student is responsible for any and all balances on his/her account. The Financial Aid Offer letter is subject to change at any time based on student status.

- Payment arrangements for program balances must be made **PRIOR** to the start of class. *This includes all Title IV funding sources, self-payments, scholarships, or agency awards.* In some circumstances, changes can be made once class begins; however, the student must make the Financial Aid Office and Financial Services Office aware of potential changes.
- **IF A STUDENT OWES ANY BALANCE AFTER ALL FUNDING SOURCES HAVE BEEN APPLIED, PAYMENT ARRANGEMENTS MUST BE MADE PRIOR TO CLASS START.**
- Student must also make the first payment on a payment plan on or before the first day of class. If student is completely self-pay and the amount paid does not cover books and supplies in some programs, the student must also pay the additional amount in order to receive the books and supplies.
- If a student opts-out of using Title IV Funds to pay for his/her books, all books must be paid for by the halfway point of the program in order for the student to advance to the next module/term/pay period).

All VA students, except Chapter 33 Post 911, must make payment arrangements through Title IV Pell and student loans or payment plans **prior to the start of class**. All other VA benefits are paid directly to the student, not the school. All VA students' accounts will be charged separately for books because each student gets a "Book Stipend" and the VA does not pay the school directly for the books. All books must be paid for by the halfway point of the program to continue to advance in the program unless a student is received Title IV funding for the books.

Scholarships

Students are responsible for making sure any scholarships are received and applied on their account. Scholarships will not appear on Financial Aid Offer letters. Most scholarship require action from the student, NOT THE SCHOOL. Payment will be applied to the account when received. Student is responsible for any amount not received prior to program completion.

Payment Plan Agreement

Mid-East CTC – Adult Education offers no-interest payment plan agreements to help students pay for account balances. The account balance is divided by the number of months in the student's program to determine monthly payments. Payment plan length will vary based on the amount owed and length of time to complete. The maximum amount of payments will be 12, but can be as short as 4 if necessary. It is up to the discretion of the Financial Services Coordinator to decide based on individual circumstances. Student must also make the first payment on a payment plan on or before the first day of class. Students will be required to sign a binding Payment Plan Agreement. *Students should not sign a plan if they have no resources to make the payments.*

Students must maintain payments as scheduled. ***After two (2) missed scheduled payments, the student may be dismissed from the program.*** If a student misses two or more payments, they will receive an email

reminder stating account is past due and action must be taken. Students need to stay in communication with the Financial Services Coordinator if they are not able to make their payment.

Collection Procedures

Should the student fail to meet financial obligations, the student will be notified in writing that his/her account has now reached the collection stage. The student has 10 days to respond in order to keep the account from being turned over to the Ohio Attorney General's Collections. If the student fails to respond, all account balances will be turned over to the Ohio Attorney General's office for collection. Once the student is notified by the collection agency, all payments need to be made to the collection agency and not to Mid-East.

Section 6 – Financial Aid Information

The Financial Aid Office is responsible for all Title IV, VA, and Agency funding.

Statement of Philosophy & Principles

The philosophy of Student Financial Aid at Mid-East Career and Technology Centers - Adult Education for career preparation of the student. Our objective is to help the student prepare for a productive career so that he/she is qualified for an entry level position through job performance.

1. The primary purpose of Mid-East CTC - Adult Education's Financial Aid Office is to provide financial assistance to qualified students whose financial resources are insufficient to meet educational costs. Students are expected to take primary responsibility for the financing of their education. Therefore, any aid the student may receive should be regarded as supplemental to that which can be provided by the student.
2. We publish Cost of Attendance that state total student expenses realistically; including, where applicable, maintenance at home, commuting expenses, personal expenses and necessary travel.
3. We provide financial counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational expenses.
4. Financial aid will be offered in accordance with Title IV regulations. If the family has sufficient resources to meet the student's educational expenses, the amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.
5. We shall review our Cost of Attendance annually, and adjust them if necessary, to reflect changes in the financial needs of students and the expenses of attending the school.
6. All documents, correspondence and conversations between and among the aid applicant, his/her family and the financial aid coordinator are confidential and entitled to the protection ordinarily arising from a counseling relationship. (Also see FERPA.)
7. Because the amount of financial assistance offered reflects the economic circumstances of the student and/or his/her family, we will refrain from any public announcements of the amount of aid offered and will encourage others to respect the confidentiality of this information.
8. Mid-East CTC – Adult Education admits students of any race, color, age, national and ethnic origin. The rights, privileges, programs, and activities generally accorded are made available to all students at the school. It does not discriminate on the basis of race, creed, religion, color, age, marital status, or national and ethnic origin in the administration of its educational policies, admission policies, loan program, and other school administration programs.

Code of Conduct for Financial Aid Professionals

Mid-East CTC - Adult Education financial aid professionals are expected to maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. Mid-East CTC – Adult Education adopts and adheres to the Code of Conduct established by the National Association of Student Financial Aid Administrators (NASFAA). This is posted on our website (Adult Education home page—Links & Downloads) and printed in the Adult Education office.

Student Rights and Responsibilities for Title IV Funds

You have a right to know:

- What financial aid programs are available
- Deadlines for submitting applications for aid
- How your financial aid will be distributed
- How your financial need was determined
- The school’s refund policy
- What portion of your aid package is ‘gift aid’ and what must be repaid
- The effect outside scholarships may have on your financial aid
- If the aid is a loan, you have the right to know the interest rate, repayment amount and procedures, length of time to repay, and when repayment begins.
- How the school determines if you are making satisfactory academic progress, and what happens when you are not.
- You have the right to accept, decline, or change your financial aid offer(s).
- Information you give to the Office of Financial Aid will be treated confidentially
- You may contact the Office of Financial Aid if you believe that special conditions exist affecting your financial need that warrants an adjustment to your financial aid package. If you experience a change in family circumstances, such as an involuntary loss of employment, death, separation or divorce, extremely high medical expenses that affect your ability to pay your educational costs, an appeal may be appropriate.

It is your responsibility to:

- Apply for financial aid every school year you will be attending.
- Be a U.S. Citizen or an eligible non-citizen.
- Complete the FAFSA application accurately and submit it on time.
- Provide correct information. Information found to be knowingly falsified may be referred to the U.S. Department of Education or Office of Inspector General.
- Provide all additional documentation requested by the Financial Aid Office.
- Read all forms you sign.
- Keep copies of all your financial aid records.
- Complete the required entrance and exit loan counseling sessions.
- Repay all loans in accordance with the terms of your promissory notes.
- Notify your lender of a change of name or address.
- Notify the Financial Aid office if you change your enrollment status (leave, dismissal, etc.) by submitting the required withdrawal form.

Academic Year and Payment Period Structure

All clock-hour program must have an academic year with a minimum length of 15 weeks and minimum hours of 600 hours in order to be eligible to receive federal financial aid. Students attending Mid-East CTC-Adult Education are considered full-time students if attending any of the classes over 600 hours for Pell purposes. The academic year is determined by program length. Full amounts are offered to programs of at least 900 hours, prorated amounts are offered to programs of less than 900 hours in length.

Program	Hours in program	Payment Period I	Payment Period II
Electrical Technologies	720	1-360 hours	361-720 hours
Diploma RN	900	1-450 hours	451-900 hours
Heavy Equipment Operations	600	1-300 hours	301-600 hours
Transitions to Healthcare	600	1-300 hours	301-600 hours
Paramedic	1000	1-500 hours	501-1000 hours
Practical Nursing	1000	1-500 hours	501-1000 hours
Power Line Technologies	900	1-450 hours	451-900 hours
Information Technology Services	710	1-355 hours	356-710 hours
Welding	720	1-360 hours	361-720 hours

Applying for Aid

FSA ID

Students and possibly parents must have an FSA ID (federal student aid ID). Go to <https://studentaid.gov> to create a user name and password. This is used to log in in to certain U.S. Department of Education websites. This FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. **It is important to keep this with you at all times when you need to access your student aid!**

FAFSA

The first step to qualify for any financial aid is to file the Free Application for Federal Student Aid (FAFSA). The FAFSA is process by the U.S. Department of Education and the results are sent to the school and the student in a document known as a Student Aid Report (SAR). The school cannot determine the financial aid without a SAR. You do not need to wait until you test for a program or have been accepted into a program to start this process. File online at <https://studentaid.gov>. **The school code for Mid-East CTC is: 012967. STUDENTS WHO DO NOT FILE THE FAFSA WILL NOT BE CONSIDERED ELIGIBLE FOR TITLE IV FUNDING.**

Types of Aid

Federal Pell Grant Program (Title IV)

The Pell Grant is given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. The SAR report will contain a number referred to as the Student Aid Index (SAI). The school uses this number to determine the amount of the student’s financial aid offer.

The amount of Pell Grant funds a student may receive over his/her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%

Full amounts are made only if the student is enrolled and attending a program of at least 900 clock hours. A student entering a program of less than 900 hours will receive a prorated reduced amount. We are considered a 1st year school even if the student has attended other schools.

Stafford Loans – William D. Ford Direct Loan Program

These loans are part of the Title IV funding model and student must have completed a valid FAFSA on file in order to apply. Students/Parent of Dependent student should visit <https://studentaid.gov>. Student must complete a Master Promissory Note, Entrance Counseling, Annual Student Loan Acknowledgement. All documentation and loan management can be processed from this website.

- **Direct Subsidized Stafford Loan** – A subsidized loan is offered on the basis of need. A student may be eligible to request a maximum of \$3500 for the first year of undergraduate study. The U.S. Department of Education will pay (subsidize) the interest that accrues on your loan during certain periods. Repayment usually begins six months after the borrower ceases to be enrolled in any program.
- **Direct Unsubsidized Stafford Loan** - An unsubsidized loan is not offered on the basis of need, and the student is responsible for interest that accrues during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loans) not to exceed maximum \$5,500 for a dependent student and \$9,500 for an independent student, for the first year of undergraduate study. Repayment usually begins six months after the borrower ceases to be enrolled in the program.
- **Direct Parent Loan to Undergraduate Student (PLUS)** - PLUS loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Note: A credit check is required for a PLUS loan. Repayment begins approximately sixty days after final loan disbursement is made, or parents may choose a deferment option.

Private Education Loans

Mid-East CTC – Adult Education does not offer institutional loans, nor participate in private education loans, but we will provide information the student needs to complete a self-certification form for a private lender.

Interest Rates and Origination Fees

Interest rate and Origination fees are published at <https://studentaid.gov>. Interest rates change and are published each year before July 1. Origination Fees change for loans first disbursed on or after October 1 of each year. New fees are posted on the website and in the Financial Aid office after they are disclosed.

Entrance and Exit Loan Counseling

Recipients of the Federal Stafford Student Loans **are required** by Federal regulations to complete the Entrance and Exit Loan Counseling sessions. An Entrance session must be completed prior to the student receiving loan origination. An Exit session must be complete at the time of graduation or at the time of departing the school. A hold will be placed on the student's record if the Exit session is not completed at that time.

- **Entrance Counseling** may contain the following: overview of all sources of aid; terms and conditions of loans; loan application process; repayment obligations; obligation to keep lender informed; importance of keeping loan documents; consequences of delinquency/default; and Master Promissory Note (MPN) function.
- **Exit Counseling** may contain financial planning for loan repayment; loan repayment obligations; repayment options; obligation to keep lender informed; consequences of delinquency/default; name and phone number of lender and estimated monthly payment information.

National Student Loan Data Systems (NSLDS)

Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by guaranty agencies, lenders, school, and third-party servicers who are authorized users of the data systems.

Under the U.S. Department of Education Regulations, schools are required to report enrollment statuses to NSLDS at least every 60 days. Mid-East CTC – Adult Education adheres to these regulations by updating or submitting enrollment records and/or statuses at least every 60 days. In addition, students leaving prior to regular program ending are reported as withdraws when other paperwork is completed.

Repayment Estimator: Student may log onto www.finaid.org/calculators/loanpayments.phtml to find a real time payment estimator for their student loans with the current interest rate.

Veteran's/Military Funding Options

Information in the section is concerning our Veteran students that is not covered elsewhere in this handbook or that deals strictly with the VA. (Revised 7/26/21)

Funding Options

- Chapter 30 Montgomery GI Bill Active Duty Education Assistance
- Chapter 31 Vocational Rehabilitation
- Chapter 31 Veterans' Education Assistance Program
- Chapter 33 Post 911
- Chapter 35 Survivor's and Dependents' Educational Assistance
- Chapter 1606 Montgomery GI Bill Selected Reserve Educational Assistance Program
- Chapter 1607 Montgomery GI Bill Selected Reserve Educational Assistance Program

Currently Approved Programs:

- Electrical Technologies
- Emergency Medical Technician (EMT)
- Diploma RN
- Heavy Equipment Operations
- State Tested Nurse Aide (STNA/CNA)
- Paramedic
- Power Line Technologies
- Practical Nursing
- Transitions to Healthcare
- Truck Driver Training (CDL)
- Welding

To apply for VA Education Benefits on-line, or to get more information on the educational benefits listed above, please visit the VA website at <http://www.gibill.va.gov>. Either print a copy of the approval from the website or bring in your Certification of Eligibility to the Financial Aid Office.

To be certified for VA Education Benefits through Mid-East CTC – Adult Education, a student must complete the enrollment process, meet with the Financial Aid Coordinator and submit all required documentation/forms. Prospective students may also want to file the FAFSA for possible Pell Grant.

Funding from the VA does not include the cost of books. It includes all tuition, fees and supplies, but not books. Students must make payment arrangements to pay for the books.

All VA students, except Chapter 33 Post 911, must make payment arrangements through Title IV Pell, student loans or payment plans **prior to the start of class**. All other VA benefits are paid directly to the student, not the school. All VA students' accounts will be charged separately for books because each student gets a "Book Stipend" and the VA does not pay the school directly for the books. All books must be paid for by the halfway point of the program to continue to advance in the program.

Principles of Excellence

Mid-East CTC - Adult Education will comply with the Principles of Excellence (Executive Order 13607) following guidance set forth by the Department of Veterans Affairs, the Department of Education and the Department of Defense. Mid-East CTC – Adult Education currently complies with the Principles of Excellence in the following ways:

- Each veteran student is provided with a Program Sheet with the program cost and other related information, a Program Calendar, and a College Financing Plan.
- Students are provided with consumer disclosure information through direct emails and the schools website at <http://www.mideastctc.org/ConsumerDisclosures.aspx>;
- Students using the VA Education Benefits are encourage to complete the FAFSA and explore Federal and state financial aid opportunities in addition to Veteran Education Benefits before seeking loans;
- The Financial Aid Coordinator offers financial aid counseling for veterans and their families.
- The Student Services/Admissions Coordinator is the main contact for academic counseling and other support services;
- Mid-East CTC – Adult Education adheres to all Title IV policies related to federal financial aid and refunds;
- Mid-East CTC – Adult Education has a written Leave of Absence policy and accommodates service members and reservists absent due to service requirements;
- In compliance with participation with federal programs, Mid-East CTC – Adult Education will refrain from fraudulent and aggressive marketing practices and techniques. The policies apply to the recruitment of all students.
- Mid-East CTC - Adult Education programs are accredited by the Council on Occupational Education., 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Before enrolling students, Mid-East CTC – Adult Education is required to obtain approval from the appropriate accrediting agencies.

Veterans Benefits and Transition Act Policy

Mid-East CTC-Adult Education in accordance with the Veterans Benefits and Transition Act of 2018 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 recipients borrow additional funds to cover the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

Veterans Affairs Expiring Authorities Act of 2018

In compliance with the Act, Chapter 31 (VR&E) participants are only charged in-state tuition. Mid-East CTC – Adult Education does not have a separate charge for out-of-state tuition to any student. See the VA Section of this Handbook.

Attending Multiple Schools Simultaneously

If a student is enrolled in another school at the time of enrollment at Mid-East CTC – Adult Education, they must notify the Financial Aid Office. Dual enrollment may reduce some or all of the Title IV funding available.

State and Local Funding

Opportunities for Ohioans with Disabilities (OOD) – OOD operates Ohio’s Vocational Rehabilitation (VR) program. Through the Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired, the VR program provides services to eligible individuals with disabilities to assist

them in getting and keeping a job. Disabilities may include physical, intellectual, mental health, or sensory disabilities. OOD works with adults seeking to enter the workforce or retain a job. Financial assistance may be available. www.ood.ohio.gov

Workforce Innovation and Opportunity Act (WIOA) – Financial assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your county Ohio Means Jobs office for eligibility and availability.

Muskingum County Ohio Means Jobs	740-454-6211
Guernsey County Ohio Means Jobs	740-432-2381
Perry County Ohio Means Jobs	740-342-3551
Belmont Connections Ohio Means Jobs	740-633-5627
Noble County Ohio Means Jobs	740-732-2392

State and Local grant information can be found on Mid-East CTC- Adult Education website (<https://adulted.mideastctc.org/>).

Trade Adjustment Assistance (TAA) – Financial assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or a local Ohio Means Jobs office.

Recent High School Graduation Tuition Reduction

2025 high school graduates may qualify for up to \$1000 in tuition reductions to attend Mid-East CTC – Adult Education.

2025 high school graduates can receive a \$500 tuition reduction to attend a program that is 600 hours or greater that begins before April of 2025. The reduction will be allocated over the entirety of the program.

In addition to the \$500 tuition reduction, the student may qualify for an additional merit-based reduction of \$500. To qualify students must have had a composite GPA of 2.0 or better; maintained a 90% or better attendance. Applications need to be turned into the Financial Aid Office with a high school transcript that contains the 2025 graduation date.

Student Accounts

If for ANY reason the funding source does not pay the amount on account, the student is ultimately responsible for any account balances. All Financial Aid offers are subject to change and are based on student eligibility.

Educational Costs

Before applying for financial aid, students and parents should assess all of the costs of attending the Mid-East CTC – Adult Education. The Financial Aid office establishes standard budgets, which reflect average costs for students during a typical period of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided Appendix A.

COA – Cost of Attendance is made up of **Direct Costs** (Cost of tuition, course materials, books and supplies) due to the school for the program and **Indirect Costs** (Typical estimated costs for food and housing, personal expenses, and transportation). This chart only lists programs eligible for Title IV Financial Aid.

Attending Multiple Schools Simultaneously

If a student is enrolled in another school at the time of enrollment at Mid-East CTC – Adult Education, they must notify the Financial Aid Office. Dual enrollment may reduce some or all of the Title IV funding available.

Determining Eligibility

Financial assistance is offered to bridge the gap or to supplement the amount that you and/or your family are reasonably able to contribute toward your educational expenses. A federally approved system of need analysis is used to calculate your Pell Grant Award. Once you complete your FAFSA, the school's Financial Aid Coordinator will be able to determine your Pell award and loan eligibility.

The concept of “**Needs Analysis**” is based on a simple formula of the cost of the student's education minus the family contribution determined by the FAFSA, and any other financial assistance the student is receiving. The end product is what the student is eligible for in financial assistance.

	Cost of Attendance (COA)	Direct costs: Tuition, fees, etc. Indirect costs: transportation, personal, etc.)
Minus	Family Contribution (EFC) Student Aid Index (SAI)	Automatically calculated when filing the FAFSA. Determines what you are able to contribute toward your educational costs.
Minus	Estimated Financial Assistance	Agency assistance, other grants or scholarship received
Equals	Financial Need	The eligible amount of grants and loans you can receive.

For all Title IV Programs (Pell Grant and Loans) a student enrolled at Mid-East CTC – Adult Education must:

- Have financial need, except for some loan programs.
- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.
- Be attending at least 12 clock hours per week.
- Meet Satisfactory Academic Progress standards set by the school.
- Be a U.S. citizen or eligible non-citizen.
- Not be incarcerated in a federal or state penal institution.
- Provide a high school transcript or High School Equivalency Certificate.
- Have a valid Social Security Number.
- Sign a statement on the FAFSA certifying that you will use federal student aid ONLY for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- May not have property that is subject to a judgment lien for a debt owed to the U.S. Government.
- Must provide information in order for school to obtain financial aid history.

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 wasn't selected by the U.S. Department of Education.

A letter, including a Verification Worksheet, is mailed to the student explaining that their application has been selected for verification and provides instructions on how to proceed. Student must return the worksheet with all required documentation in a timely manner. The Financial Aid Coordinator will review the worksheet/documentation and make any necessary corrections. Corrections are then submitted electronically to the U.S. Department of Education. A Financial Aid Offer will be generated based on the corrected FAFSA. Financial Aid cannot be determined or awarded until the verification process has been completed.

Acceptable Documentation

In most cases a completed Verification Worksheet 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 Financial Aid Office can tell the student what documentation is needed and acceptable for each item to be verified.

Deadlines

If verification has not been completed two weeks prior to the first day of class, the student will be required to be on a payment plan and make the required payments until verification process has been completed. No funds will be disbursed prior to verification being completed. No Financial Aid Offers will be issued for that period if verification is not complete. If a student's FAFSA changes as a result of late verification/correction, a revised Financial Aid Offer will be sent within two weeks of the completed verification/correction process and disbursement may be adjusted accordingly.

In order for a student to receive Title IV aid, ALL verification processes must be complete prior to the last scheduled disbursement date before program completion. If a student has been self-pay, they will be reimbursed from the Title IV aid. If a student fails to submit the required documentation by the above deadline, he/she will forfeit any Direct Loan money that would have been earned for that time period. Pell may still be disbursed if all requirements are met according to the verification deadline set for by the US Dept. of Education.

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 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. If a student is flagged, they may be required to supply additional information for the Financial Aid Office to prove that credit was earned at all of the previous schools. Failure to supply adequate information will result in denial of Title IV funding. A student may appeal in writing to the Financial Aid Coordinator if they are denied funding. The appeal will be evaluated with the Director and the determination will be final.

If Mid-East denies a student Title IV aid for Unusual Enrollment History, the student may attend a full-time program at Mid-East without receiving 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. Student loans are retroactive, but Pell is not.

Special Circumstances and Professional Judgment

The SAI formula is basically the same for all applicants and prior-prior year income is used in the calculation. The financial aid coordinator 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 financial aid office to discuss your situation and find out what documentation is needed. After reviewing all documentation, the financial aid office will make a decision to approve or deny your request. **The decision is final and cannot be appealed to the Federal Department of Education.** Please note that 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 school year.
- You are enrolled in a graduate or professional educational program beyond a Bachelor’s Degree.
- You are married as of the date you submitted the FAFSA.
- 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, 2022– June 30, 2023.

- 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 school 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 parents 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 Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate for the situation.

Cash Management Policy for Books and Supplies—OPT-OUT

Mid-East CTC - Adult Education strives to keep costs down for students attending our full-time programs. Books and supplies are purchased and provided to the student. We are required by the U.S. Department of Education to give students the option of using their Title IV funds to purchase the books and supplies.

Mid-East has arrangements with books publisher, suppliers, and other entities; all books and supplies are available to students for prices below competitive market rates; provides a way for students to obtain the books and supplies by the seventh day of the payment period, and has a policy permitting students to opt-out of using their Title IV funds to purchase their books and supplies.

Mid-East provides a method for the students to obtain books and supplies. **If a student OPTS-OUT** of that method, they are responsible for obtaining the books/supplies with their own resources. Title IV credit balances will be available to the student within seven (7) calendar days, if all financial aid processes were complete 10 days prior the start of class.

Opting out:

1. The deadline to OPT-OUT of using your Federal Title IV funds to purchase books/supplies is **30 days prior to the start of class**. Student must fill out an Opt-Out form and give to the Financial Aid Coordinator. Students **may** indicate on their Financial Aid Offer letter whether they desire to use Title IV funds or to **OPT-OUT** of using Title IV Funds. If a student chooses to Opt-Out, they must pay for the books and supplies prior to getting them.

Books:

1. Students must OPT-OUT of all books required for the program not just a portion.
2. If a student does not want to purchase the books from us, they must notify us **30 days prior** to the start of class and the student is fully responsible for obtaining the correct ISBN and Edition.

Supplies:

1. Toolkits/supply kits are created specifically for each program and contain all of the tools the student will use in that program. You may only opt out of using your Title IV funds for the purchase of the supplies. You will still be supplied a toolkit the same as other students in the class, but will be required to pay for them prior to getting them.

Financial Aid Offers & Disbursement Notices

Students are given a Funding Information sheet prior to receiving the official Financial Aid Offer. This is used so students may see if they are given a Pell award and what student loans they are offered for the program of his/her choice. The student must notify the Financial Aid Office if they wish to make changes. Otherwise, the Financial Aid office will produce the Official Financial Aid Offer to send to the students via U. S. Postal Service. Students must sign and return one copy of this and return to the Financial Aid office where it will become part of the financial aid record. This is your authorization for Title IV funds to be applied to your account for charges for attending the program. Failure to complete this form will require the student to be put on a payment plan. The student may cancel this authorization may at any time.

Disbursement notices will be given to each student approximately two weeks prior to disbursement dates. These indicate if the funds are going to be applied on account to pay tuition and/or if there is an “overpayment” coming to the students to pay for living expenses. The notice also reminds the student they may cancel any or all of the loan prior to disbursement.

Disbursement of Funds

All financial aid funds are disbursed from the Treasurer’s Office in conjunction with the Financial Aid Office. Disbursements are only made one time per month.

All Title IV financial aid is calculated in two Payment Periods, however, there may be multiple disbursements in a payment period. Students must be enrolled 30 days prior to the first disbursement so the first disbursement will happen on the first regularly scheduled disbursement date after the 30 days. Subsequent disbursements are made on scheduled disbursement dates after the student has reached the necessary progress point in their program.

Title IV funds will be allocated to all program costs (which includes tuition, fees, books and supplies, unless a student has signed an OPT-OUT form). If there is any credit balance left it will be given to the student as an overage amount. All overage checks for Title IV Funds are distributed to the student in paper check format on or around the date shown on your Financial Aid Offer. Only the student may pick up the check with positive photo ID. We do not use “Debit” cards or Electronic Fund Transfer. No one else may pick up the check for the student without written approval of the Financial Aid Coordinator or Director. Checks may be mailed if it is requested by the student only.

Overpayments & Fraud

If the school discovers that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U.S. Department of Education for collection. Such applicants will be ineligible for future Federal Aid funds.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U.S. Department of Education.

If you received federal financial aid because you report incorrect information, you will have to repay any portion of aid you should not have received. Also, any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment or both.

Satisfactory Academic Progress (SAP)

Mid-East CTC – Adult Education is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. **Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period.**

Once it is determined that a student is not meeting SAP, a warning letter will be sent to the student letting them know if they do not bring up their grades to comply with the requirement, they will lose financial aid at the end of their 2nd payment period.

The student must maintain SAP according to the following standards:

Qualitative:

- Student must maintain a cumulative grade Average of a C or better (All Health and Public Safety programs require a B)
- Students must be working toward completion on a specific program.

Financial Aid SAP Notice:

Grades are checked at the end of each payment period. If it is determined that the student is not meeting SAP Standards the student will be given a warning letter that lets students know they will be put on SAP probation and lose eligibility at the end of the next payment period if they do not meet SAP at that time. It is the student's responsibility to work out a plan of action with the Instructor. The plan of action will include requirements for minimum grades, and/or a weekly mandatory check in with the instructor.

A student who becomes ineligible at the end of the 2nd payment period will be put on Satisfactory Academic Probation and lose all Title IV financial aid and be responsible for paying all institutional charges on his/her account.

SAP Appeal

A student may submit an SAP probation appeal within 5 days of receipt of the information. The appeal must be in the form of a letter along with any supporting documentation to the Financial Aid Coordinator describing circumstances beyond the student's control that may have caused a failure to meet the satisfactory progress standards. The Director and Financial Aid Coordinator will make a determination of the appeal within 5 days. Cases will be reviewed on an individual basis and the student will be notified of his/her appeal results. If the appeal is approved the student will be removed from SAP probation and financial aid restored.

Leave of Absence

Due to the nature of our programs, leave is not usually permitted except for special reasons beyond the control of the student. The administration feels that there is sufficient time allowed in its attendance policy for personal illness, bereavement, court appearances, and/or emergencies.

Leave may be granted for jury duty, military duty, or extended medical reasons. The student will need to present verification of absences. If possible, make-up hours may be arranged through the program instructor. If a student must leave for a long period of time, it is best for the student to withdraw and re-enroll at a later date. If a student is unable to complete the program, they must return in the next school year in order to complete. Financial Aid may be available and all tuition and fees will be payable in accordance with those in effect at the date of readmission. Students are encouraged to speak with the appropriate Program Coordinator or Student Services/Admissions Coordinator for further guidance.

Withdrawal or Dismissal Consequences

If a student withdraws or is dismissed, calculations must be done on the student's account based on the Refund Policy (See Section V).

- In addition, if a student is receiving Title IV funds, an R2T4 must be completed (see Return to Title IV below).
- If a student received VA funds or Agency Funds, it is highly probable that money will have to be returned to the original source.

If money is returned to any source and it results in an account balance, a student is responsible to pay the balance due. Withdrawals should be indicated through the electronic withdrawal form, or they must be in

writing to the Financial Aid Office to be considered in “good standing”. Note: the term “withdrawal” defines “any” reason for a student leaving school, whether it is initiated by the student or by the school.

If a student withdraws or is dismissed from a program and has received their books/supplies/ toolkits from Mid-East CTC - Adult Education, the cost of those items will be charged to the student in addition to the tuition/fees that the student is still responsible for upon leaving the school (see refund policy). **The books/supplies will be property of the student.** A student dismissed from the program may not be awarded any “in-house” (e.g. Cora Rogge) scholarship monies scheduled to be awarded after the dismissal date.

Account Balances

If a withdrawal or dismissal results in an account balance, students will receive an initial letter showing how that amount was calculated. If a student has not paid or set up payment arrangements after that notice, student will receive two additional notices (a month apart). If no response is received after the second notice, 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. A student may not return to any class at Mid-East CTC – Adult Education until all balances are paid in full.

Reinstatement

Students are permitted to withdraw and return to the same program based on the discretion of the Program Coordinator. Financial aid may not be available upon return to the program, depending on 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 aid due to unsatisfactory progress will have their aid reinstated only when the student is meeting the standard or wins an appeal. A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid.

Return of Title IV Funds (R2T4)

Return of Federal Financial Aid Policy

Students who receive federal financial aid (Pell and/or Stafford loans) and do not complete their program could be responsible to repay a portion of the aid received according to federal law. The following information will help you understand what could happen if you withdraw, stop attending classes, or are dismissed before the end of the program for which you are receiving federal financial aid. Students may be required to repay Pell grant/Student loan funds received for attendance in addition to any funds required to be returned by the school.

What is the Law?

Federal law requires the school to calculate how much federal financial aid (Title IV Funds) a student has earned if he/she leaves school before completing the class within 45 days of the original drop. Mid-East CTC – Adult Education will determine this calculation and return funds or make a post-withdrawal disbursement within the 45-day period.

Who is affected by this regulation?

This regulation applies to any student who receives federal financial aid AND who withdraws, stops attending or is dismissed from classes prior to reaching the 60% completion point of a class payment period and is based on scheduled hours.

How do I earn my financial aid?

Aid is earned by the student by staying in class and completing clock hours scheduled. The percentage of Title IV financial aid earned by the student is proportionate to the number of hours the student remains enrolled. The percentage of Title IV funds to be returned is equal to the number of clock hours attended in a payment period divided by the number of hours that were scheduled. For example, if a student has

completed 30% of the payment period they have earned 30% of their financial aid. However, once a student has completed more than 60% of the hours in a billing period, 100% of the financial aid for that payment period will have been earned.

Calculations & Post-Withdrawal Disbursements

Mid-East CTC – Adult Education will use the official withdraw date (see withdrawal policy) to complete the R2T4 calculations to determine whether funds need to be disbursed or returned. In most cases, only refunds will be completed; however, in the event that funds are not drawn in before a student drops and aid is earned, a post withdrawal disbursement will have to be completed. If a student is receiving only Pell Grant funds in a post withdrawal disbursement, Mid-East will automatically draw in funds on behalf of the student within 30 days of the determination. If loan funds can be part of the post withdrawal, the student’s consent in writing must be present in order to draw funds. This notification will include borrower rights, all aid that is eligible to be disbursed, amount owed to the school and the amount student will have to pay if disbursement is rejected. If a student chooses not to allow a post-withdrawal disbursement, then that amount and all future loans will be canceled. Mid-East will give the student 10 business days to respond in writing if they wish to take a post-withdrawal disbursement of student loans. If a student does not respond within that time, no loans will be drawn for the student.

The calculation of Title IV funds earned by the student has no relationship to the student’s incurred institutional charges. (See Refund Policy and Payment of Account Charges).

Order of Return of Title IV Funds:

Funds that are required to be returned to the U.S. Department of Education must be returned in the following order. 1. Unsubsidized loans; 2. Subsidized loans; 3. Direct PLUS loans; and 4. Pell Grants. **The student will be responsible for any outstanding balances owed Mid-East CTC – Adult Education that Title IV (financial aid) funding did not cover after R2T4.** Upon request, worksheets used to determine the amount of refund or R2T4 are available in Financial Aid Office.

Student Account Credit Balances

Mid-East CTC – Adult Education does not hold credit balances on student accounts. If there is a credit balance after a disbursement is applied, it is given to the student in the form of a paper check available on the same day the disbursement was applied to the account. In the case of Return to Title IV funds, any credit balances are mailed to the student within 30 days from the day of R2T4 process.

DISCLAIMER

Because a Student Handbook/Catalog of this nature cannot cover every possible item or incident that may arise, final resolution of each of these situations will be made by the Adult Education Director. Although we have proofread this Student Handbook/Catalog before going to press, errors still seem to have a way of sneaking into print. We regret if this edition contains any such errors: therefore, the contents should not be regarded as a contract with Mid-East CTC - Adult Education. We will make every possible effort to correct errors and notify the public of any necessary changes.