

CTE Student Handbook



VENTURA ADULT AND
CAREER EDUCATION

2026-2027

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An investment in knowledge pays the best interest.

— Benjamin Franklin

CTE General Information



**VENTURA ADULT AND
CAREER EDUCATION**

Introduction to Ventura Adult and Career Education CTE Programs

The Career Technical Education (CTE) certificate programs at Ventura Adult and Career Education (VACE) are designed to meet industry standards and respond to the evolving needs of the local workforce and business community.

In keeping with our mission to prepare diverse learners with the academic, vocational, and technological skills needed for success in a global workforce, VACE is committed to providing high-quality, comprehensive training that reflects current labor market demands. Through innovative, competency-based programs, students gain the knowledge and skills necessary for employment, career advancement, and professional certification.

Student support services and job placement assistance are integrated into each program. VACE administrators and staff continuously monitor local, state, and national workforce trends to ensure program goals and instructional offerings remain relevant and responsive to emerging industry needs. Program curricula, student learning outcomes, and assessment processes are thoroughly documented and regularly reviewed by the Ventura Unified School District (VUSD), faculty, advisory committees, employers, vocational rehabilitation partners, and community stakeholders. These groups play an active role in curriculum development and the selection of industry-relevant training equipment.

By assessing workforce needs through advisory committees and active participation in community organizations, VACE remains informed about trends that shape current and future program offerings. VACE CTE programs provide students with pathways to meaningful careers that offer both personal fulfillment and financial stability.

Institutional Accreditation Information

Ventura Adult and Career Education is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org. VACE is also accredited by the Western Association of Schools and Colleges. The dual accreditations were granted in 2025 for six years. VACE has been recognized at both the state and federal levels. In addition, VACE Career Technical Education was selected by the California Department of Education as a Vocational Program of Excellence.

VACE Mission Statement

Ventura Adult and Career Education prepares diverse learners with academic, vocational, and technological competencies for the global workforce.

VACE Vision Statement

VACE will provide relevant and rigorous curricula, highly-qualified instructors, and exceptional job placement and counseling services for its CTE students, who will successfully master their coursework and enter the world of work or higher education. VACE will engage, align and leverage strategies and resources for collaborative workforce development systems which address the needs of employers and job seekers.

Schoolwide Learner Outcomes (SLO's)

- Rigorous, relevant curricula and instruction will result in learners' attainment of goals for academic, career and community success.
- Computer literacy and software applications will result in learners' competency in relation to technological and transferable skills.
- Learners will be prepared for job readiness, search, placement, and retention through aligned and integrated academic, vocational, and professional accountability measures.
- Learners will be supported by a highly qualified staff who provide professional environments in which real-world applications address individual strengths and deficits for learner success in pathways to job placement or higher learning.

Ventura Unified School District Vision Statement

In the Ventura Unified School District all students will receive an exemplary and balanced education fostering a lifelong passion for learning and engagement. We demand excellence of ourselves because our supportive community has entrusted us with their children.

Ventura Unified School District Mission Statement

The Ventura Unified School District will educate all students in safe, healthy, and high performing schools. We will inspire all students to excel academically, honor the unique qualities and diverse backgrounds of all students, build supportive relationships, guide all students to reach their full potential, motivate all students to successfully pursue their chosen life path, and engage all students to become responsible and contributing members of society.

Ventura Unified School District Governing Principles

Every student can learn. We will make decisions in the best interest of students. We will value and celebrate diversity, and treat all people with dignity and respect. We will operate in a fiscally responsible manner. We will work as a team. We will maintain a working environment that promotes professional growth and excellence. We will celebrate and recognize success, creativity and achievement through a variety of indicators. We will embrace families and the community as partners in education.

Ventura Unified School District Personnel

Board of Education

James Forsythe, Board President, Trustee Area 1

Shannon Trani Fredericks, Board Vice-President, Trustee Area 3

Sabrena Rodriguez, Board Trustee, Trustee Area 2

Dr. Jerry Dannenberg, Board Trustee, Trustee Area 4

Calvin Peterson, Board Trustee, Trustee Area 5

Administration

Dr. Antonio Castro, Superintendent

Dr. Greg Bayless, Assistant Superintendent

Dr. Ahsan Mirza, Assistant Superintendent

Gina Wolowicz, Assistant Superintendent

Ventura Adult and Career Education Personnel

Dr. Scott McNutt, Director/Principal

Jeffrey Albaugh, Assistant Principal

Sean Bell, Assistant Principal

Instructional Staff

Josh Ball, Business

Juan Carlos Beltran, Culinary Programs

Scott Collins, Computer-Aided Design

Jim Earley, Computer Applications and Graphics

Margie Garzon, Back Office Medical and Pharmacy

Michelle (Shelly) Griffen, Career Counselor

Brian Harrison, Computer Systems

Nicole Hofferbert, Program Counselor

Elesia Jones, Front Office Medical

Alex Kohanim, Computer Systems

Gisela Martinez, Work Transition Counselor

Mariya Messier, Accounting

Rich Sigerist, Digital Multimedia

Support Staff

Candace Arellanes, Billing Services

Cindy Dorn, Student Success Coordinator

Tim Fries, Accreditation Coordinator

Valerie Gaona, Accountant

Kendall Griffin, Attendance Clerk

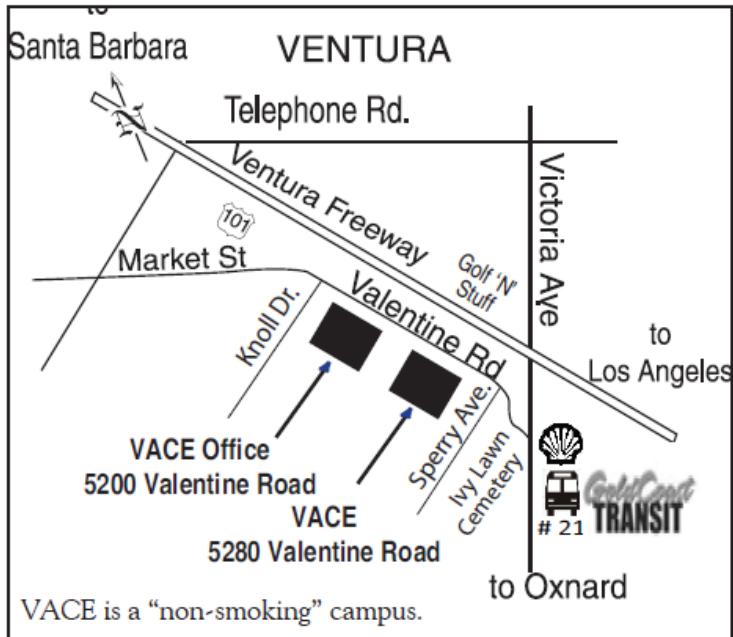
Sandra Jennings, CTE Program Development and Marketing Lead

Myra Nunley, Financial Aid Technician

Vicki Stiffler, Vocational Enrollments

Halyna Turchyn, Assessment Technician

Campus Location

**Ventura Adult and Career Education
Administrative Office**

5200 Valentine Road
8 am – 5 pm, M-F
805-289-1744
FAX: 805-289-7931
TDD: 805-676-7365

**High School Diploma and HiSet, Adult
Basic Education, and ESL/Citizenship
Programs**

5280 Valentine Road
8 am – 5 pm, M-F
805-289-1749
FAX: 805-289-7932
TDD: 805-676-7365

School Calendar



CTE / TRJ -- 215 Days

July 2026 - June 2027

July 2026 (20)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026 (21)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026 (19)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2026 (17)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2026 (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026 (14)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July
1-3 Summer Break

August
10-11 No Classes – Inservice

September
4 No Classes
7 Labor Day
21 No Classes

October
26-30 Fall Break

November
11 Veterans Day
23-27 No Classes

December
21-31 Winter Break

January
1 Winter Break
4 No Classes - Inservice
18 M.L. King Day

February
8 Presidents' day
15 Presidents' day

March
26 No Classes
29-31 Spring Break

April
1-2 Spring Break

May
31 Memorial Day

June
18 Juneteenth
21-30 Summer Break

January 2027 (19)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027 (18)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2027 (19)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2027 (20)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2027 (20)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027 (13)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

VACE

805 289-1744

Inservice Days – No Students

CTE Program Information



**VENTURA ADULT AND
CAREER EDUCATION**

VACE Career Technical Education Program Philosophy and Purpose

VACE Career Technical Education (CTE) is founded on the belief that knowledge is a key element of life. The more that is known about a subject, the more it can be enjoyed, pursued, accepted or defended. Recognizing that adult learning patterns and needs must be addressed in a sensitive and responsible manner, the training programs have been designed to be comprehensive, supportive and flexible. The staff of VACE Career Technical Education is dedicated to meeting each individual student's vocational needs and to the development of self-worth through assets building and educational opportunities.

The purpose of the Career Technical Education programs is to provide learners with every educational opportunity necessary to develop their potential regardless of age, heritage, handicapping condition, or background.

Program Hours

Classroom hours are as follows. (See below for student schedules.)

Monday	8:00 a.m. to 3:00 p.m.
Tuesday	8:00 a.m. to 4:00 p.m.
Wednesday	8:00 a.m. to 3:00 p.m.
Thursday	8:00 a.m. to 4:00 p.m.
Friday	8:00 a.m. to 3:00 p.m.

Lunch break is from 12:00 p.m. until 1:00 p.m.

Students are expected to attend all scheduled classes in preparation for future employment expectations. A Student Resource Room is also available for additional study time. See your instructor for details.

Unsatisfactory attendance will place a student in jeopardy of losing financial aid and/or being dropped from the program. Attendance and academic progress reports are prepared and distributed on a monthly basis.

Instructors are available for conferences on an appointment basis. Appointments are necessary to allow instructors to give quality time to students and counselors. Counseling appointments for academic and career advisement are also available during office hours. Call (805) 289-1744.

Student Schedules & Evaluation Periods

Students are expected to attend classes on-campus for 20 hours/week (excluding holidays). Upon enrollment, students can choose from two schedule options:

- 5 half-days: Monday through Friday, 8:00 a.m. – 12:00 noon
- 3 full-days: Tuesday 8:00-4:00, Wednesday 8:00-3:00, Thursday 8:00-4:00

It is not expected that students will finish all of their work while in class. Students are expected to work on their own, as needed, to keep up with the lessons.

Students have the opportunity to spend additional hours on campus to continue their schoolwork. A Student Resource Room is available for additional study time. (See your instructor for details.)

Evaluation Periods: For the purpose of tracking attendance, academic performance and SAP (Satisfactory Academic Progress), programs that are scheduled for 30 or 45 weeks are split into 15-week Evaluation Periods. For students receiving Financial Aid, this is also referred to as a payment period.

Program Length

Program length is defined by the number of weeks in a program. Most programs are either 30 weeks or 45 weeks. One week is considered any 7-day period (Monday-Sunday) in which there is at least one scheduled day of class.

The program length is the recommended period of time to complete a program. Students are expected to complete their program within the scheduled program length. However, since students are progressing at their own pace, some students may finish early or take longer.

Early Completion: *With instructor approval* students may request an early graduation. Students must make this request in advance no more than 6 weeks (for a 30-week program) or 9 weeks (for a 45-week program) before their originally scheduled completion date. If approved, the student must have all of their credits completed on or before the newly approved completion date and have completed all graduation requirements.

Late Completion: If a student takes longer than the prescribed program length, they may continue their studies as long as they have maintained satisfactory academic performance and regular attendance. However all students must complete their program within 125% of the originally scheduled program length. If a student does not graduate within that time frame, they will be dropped from the program. No refund will be issued. The student will have the opportunity to re-apply at another time but will have to pay the tuition and fees. Students who received Financial aid for the program will not be eligible to receive additional financial aid if they re-enroll in the same program.

VACE's Career Technical Education Admission Policies

VACE may admit any Career Technical Education students who are at least 18 years of age, possess high school diplomas, GED^{®s}, or equivalent, have career technical education objectives, and can benefit from training. Proof of high school diploma, General Equivalency Development (GED[®]) or equivalent is required at enrollment. Students aged 18 and under who are presently attending high school are not eligible for enrollment. Eligible students may register at any time during the year on a programmatic space-available basis. Students applying for financial aid must meet all federal requirements.

Students who do not have high school diploma or GED[®], or other high school equivalent certificates may enroll in VACE's high school diploma program or equivalency test preparation courses prior to enrollment in CTE programs. Ventura Adult and Career Education provides high school diploma or equivalency test preparation classes at no cost.

Prospective CTE students are required to meet with counselors or administrators prior to enrollment. Prospective students are shown the facilities, introduced to the staff and faculty members, and informed about course content and how it relates to future employment opportunities. All students must meet specified program prerequisites and complete all enrollment procedures prior to admission. (See Pre-Enrollment Requirements below.)

(See specific information for the Pharmacy Technician Program on the program page in the VACE catalog)

Registration and Enrollment

The first step to becoming a student in a CTE program at VACE is to attend an information session and/or meet with the Program Counselor. Classes start approximately 5 times per year and enrollment is subject to availability of space. See the catalog for current start dates. Student support and job placement services are included in the program cost.

It is recommended that students start the registration process 3-6 weeks before classes begin. Students are officially enrolled when they attend their first class.

Pre-Enrollment Requirements (Before Your First Class)

Congratulations! You've decided to register for a program at Ventura Adult and Career Education. The following steps are required before your first day of class.

- Complete enrollment forms
- Meet with the Program Counselor
- Apply for Financial Aid, if desired
- Confirm financial arrangements
- Take the CASAS reading and math assessments
- Attend Student Orientation and complete the orientation paperwork

Transfer Policy

Transferring Within VACE Programs

Inter-Program Transfers: Student transfers from one VACE Career Technical Education program area to another (for example, from Business Programs to Medical Programs) must be approved by the instructor of the career program area to which they are transferring and by the counselor or administrator. If the students are changing from one program of study to another and receiving assistance from agencies, the student must receive permission from their sponsoring agencies prior to making transfers. Once approved, the counseling staff completes new registration forms to be processed by school administration and adjustments in fees, if any, are calculated. If the students are receiving financial aid, the information is provided to the Financial Aid Technician who adjusts financial aid data as needed.

Intra-Program Transfers: Students wishing to change to other programs within the same career program area may request to do so. The requests are typically granted on a case-by-case basis. Students must meet with counselors who coordinate approvals, adjustments and paperwork with the sponsoring agencies (if applicable) and the Financial Aid Technician (if applicable).

Transferring Credits from Another Institution

VACE is a competency-based adult education program and does not award transferrable units/credits for coursework. Therefore, VACE does not accept transferring credits from other institutions. However, prior experience or CTE coursework can be beneficial in regard to completion of program competencies.

Career Technical Education Policies and Procedures



**VENTURA ADULT AND
CAREER EDUCATION**

Orientation

As a new student of VACE, you are taking an important step toward achieving your personal, educational, and career goals. We are excited to welcome you to our diverse learning community and are committed to supporting your success every step of the way.

Orientation is a required step for all students, and is designed to help you become familiar with VACE programs, services, policies, and resources. During this process, you will learn about student expectations, available support services, and the tools you need to make the most of your educational experience.

We encourage you to actively participate, ask questions, and take advantage of the opportunities available to you. The information in this section will help you get started, stay informed, and build a strong foundation for success at VACE. We look forward to being part of your educational journey and helping you reach your goals

The orientation includes reviewing this Student Handbook. You will also need to fill out some additional forms that were not part of the registration process. For your reference, copies of these forms are included on the following pages.

- Enrollment Form (previously completed)
- Photo and Release Form / Release of Information
- Internet Student Acceptable Use Policy
- Voluntary Authorization to Share SS#
- Policy Checklist

Please read through all of the forms and policies carefully and be sure to ask questions if necessary.

For your reference, we have also included a 2-year calendar. We recommend that you circle your start and end dates which have been provided to you. *Please note that calendar dates (holidays, days off, etc.) beyond the current school year are tentative and subject to change. Watch for confirmed school calendars at the start of each school year.*

☐ New Student
☐ Re-enrollment

Please print clearly

Phone: _____

Address: _____

Street address City Zip

Home Phone: _____ Cell phone: _____ Work phone: _____ Lic. Plate: _____

Birthdate: _____ E-mail: _____

Country of Birth: _____ Emergency Contact/Parent Name (if minor) _____

	Name	Phone	Relationship
Preferred Name:			

Ethnicity <i>(Mark one)</i> ☐ Hispanic or Latino ☐ Not Hispanic or Latino	Student Status <i>(Mark one)</i> ☐ Adult ☐ Concurrently Enrolled in High Sch.	# of Years of School Completed ☐ Majority earned outside U.S.	Reason for Enrollment <i>(Mark one in each column)</i> 1st 2nd ☐ Improve Basic Skills ☐ Improve English Skills ☐ High School Diploma/HSE ☐ Get a Job ☐ Improve or Retain Job ☐ Enter College ☐ Enter Vocational training ☐ Work-Based Project ☐ Family Goal ☐ U.S. Citizenship ☐ Military ☐ Personal Goal ☐ Other
Racial Group <i>(Mark one or more)</i> ☐ Hispanic or Latino ☐ White ☐ Black or African Am. ☐ Asian ☐ Pacific Islander ☐ Filipino ☐ American Indian ☐ Alaska Native ☐ Other	Instructional Program <i>(Mark all that apply)</i> ☐ Basic Skills (ABE) ☐ ESL/ELL ☐ Citizenship ☐ High School Diploma ☐ High School Equivalency ☐ Vocational ☐ Work Readiness ☐ Adults w/ Disabilities ☐ Health & Safety ☐ Home Economics ☐ Parent Education ☐ Older Adults ☐ Technical High School ☐ Independent Studies ☐ Distance Learning ☐ Tutoring	Highest Degree Earned <i>(Mark one)</i> ☐ None ☐ High School Equivalency ☐ High School Diploma ☐ Technical Certificate ☐ Some College, no degree ☐ AA/AS Degree ☐ 4-yr College Grad ☐ Graduate Studies ☐ Special Ed Diploma ☐ Above earned outside U.S.	Special Status <i>(Mark all that apply)</i> ☐ CalWORKS (or TANF) ☐ Other Public Assistance ☐ Rehabilitation ☐ Dislocated Worker ☐ Veteran ☐ Post 9/11 GI Bill ☐ TAA ☐ Single Parent ☐ MediCal ☐ Migrant Education ☐ WIOA Title I ☐ WIOA Title II ☐ WIOA Title III ☐ WIOA Title IV ☐ Concurrently Enrolled in ☐ High School K-12 ☐ Financial Aid – Pell ☐ Financial Aid – Loan ☐ Private Pay ☐ Scholarship ☐ Voucher ☐ K-12 Free Lunch
Native Language <i>(Mark one)</i> ☐ English ☐ Spanish ☐ Vietnamese ☐ Chinese ☐ Hmong ☐ Cambodian ☐ Tagalog ☐ Korean ☐ Russian ☐ Farsi ☐ Arabic ☐ Somali ☐ Other: _____	Employment Status <i>(Mark all that apply)</i> ☐ Employed ☐ Unemployed ☐ Not employed and Not seeking work ☐ Retired	Family Size ☐ Number in school K/12 _____	Family Income Level <i>(Mark One)</i> ☐ Under \$7,500 ☐ \$7,501 - \$16,700 ☐ \$16,701 - \$22,500 ☐ \$22,501 - \$28,300 ☐ \$28,301 - \$34,100 ☐ \$34,101 - \$45,700 ☐ \$45,701 - \$57,100 ☐ Over \$57,100
Special Programs <i>(Mark all that apply)</i> ☐ None ☐ EL Civics ☐ Jail ☐ Community Corrections ☐ State Corrections ☐ Homeless Program ☐ Family Literacy ☐ Workplace Ed ☐ Tutoring ☐ Distance Learning ☐ Special Needs ☐ Alternative Ed (K-12) ☐ Non-traditional Training ☐ Older Adults ☐ Carl Perkins	Employment Barriers <i>(Mark all that apply or leave blank)</i> ☐ Cultural Barriers ☐ Disabled ☐ Displaced Homemaker ☐ English Language Learner ☐ Ex-Offender ☐ Foster Care Youth ☐ Homeless ☐ Long-term Unemployed ☐ Low Income ☐ Low Levels of Literacy ☐ Migrant Farmworker ☐ Seasonal Farmworker ☐ No TANF within 2 years ☐ Other _____	Rehab Information Nature of Injury: _____ _____ _____ _____ Current Medications: _____ _____ Physical Restrictions: _____ _____ _____	Instructional Level <i>(Mark one or leave blank)</i> ☐ ASE Low ☐ ASE High

Start Date	End Date	Section #	Course Title	Instructor	Location	Days	Time

FOR OFFICE USE

Student #: _____ Fee Pd \$ _____

Credit()/Check/Cash Receipt # _____ Exempt _____

Check # _____ VACE Initials: _____ PBA Y N _____

17



**VENTURA
ADULT AND
CAREER
EDUCATION**

5200 Valentine Road
Ventura, CA 93003
805-289-1744

Name of Student

Program

Photo and Release Form

☐

I authorize Ventura Adult and Career Education to use my likeness for purposes of social media, advertising, or other media. I hereby release Ventura Adult and Career Education and its employees and associates from any and all claims based on this use. I understand and agree that Ventura Adult and Career Education will be under no obligation or liability for compensation.

☐

I do not authorize Ventura Adult and Career Education to use my likeness for purposes of social media advertising, or other media.

Release of Information

I give the following person(s) permission to receive information on my school progress including attendance and academic progress while I am attending Ventura Adult and Career Education. Leave blank if not applicable.

Name	Relationship	Phone

Signature

Date

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)

The Ventura Unified School District authorizes students to use technology defined in Board Policy 6163.4 – Student Use of Technology. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board board policies, administrative regulations, and this Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use, or misuse, of the system.

Each student who is authorized to use district technology and the student's parent/guardian shall sign this Agreement, which indicates that the student has read and understand the Agreement. Board Policy 6163.4 – Student Use of Technology.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only, and in accordance with the accompanying board policy and applicable copyright laws. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, students shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, create, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, email telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Share confidential information or personally identifiable information with an open artificial intelligence (AI) system of themselves, another student, staff member, or other person
5. Adjust the privacy settings on any technology tool or AI app unless directed to do so by a teacher or staff member
6. Violate the direction of teachers or other staff members, age restrictions, or the intended use of the technology
7. Infringe on copyright, license, trademark, patent, or other intellectual property rights
8. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
9. Install unauthorized software
10. "Hack" into the system to manipulate data of the district or other users

11. Engage in or promote any practice that is unethical or violates any law or board policy, administrative regulation, or district practice
12. Offer or provide products or services through VUSD technology for commercial purposes.
13. Attempt to gain unauthorized access to the VUSD network or to any other system using the VUSD network.
14. Circumvent (i.e., use proxies) VUSD Internet filter or any network security systems.

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, Internet searches, browsing history, use of AI, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, the student shall abide by all applicable board policies, administrative regulations, and this Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (including, but not limited to, a cyberattack, phishing, or any compromise of the confidentiality of any login or account information), or misuse of district technology, the student shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, board policy, or this Agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, board policy, or this Agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: _____

(Please print)

School: Ventura Adult and Career Education (VACE)

Signature: _____ Date: _____

**VOLUNTARY AUTHORIZATION
TO SHARE SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER ID NUMBER (ITIN)**

PURPOSE OF THIS FORM: This form allows the school to collect your Social Security Number or Individual Taxpayer ID Number (ITIN) and share it with the California Department of Education who will share your personal information with the Employment Development Department. The Employment Development Department is the state agency responsible for maintaining personally identifiable information, and keeps all information it receives from the California Department of Education confidential. The information is for **use only to track the labor market outcomes of adult education program participants** in compliance with all applicable state and federal laws and mandates.

PLEASE READ THE FOLLOWING CAREFULLY

I understand that I do NOT need to provide a Social Security Number or Individual Taxpayer ID Number (ITIN) to take classes at this school.

Student Name (print): _____

- ☐ **YES.** I voluntarily provide my Social Security Number or Individual Taxpayer ID Number (ITIN).
- ☐ **NO.** I choose not to provide a Social Security Number or Individual Taxpayer ID Number. (ITIN)

(Student Signature)

(Date)

✂-----

NOTE TO SCHOOL OFFICE STAFF:

Cut and shred SSN or ITIN after it has been entered in TOPSpro Enterprise®

My Social Security Number is: ____ - ____ - ____

-OR-

My Individual Taxpayer ID Number is 9 ____ -- ____ -- ____

AUTORIZACIÓN VOLUNTARIA PARA COMPARTIR EL NÚMERO DE SEGURO SOCIAL

PROPÓSITO DE ESTE FORMULARIO: Este formulario le permite a la escuela recopilar su Número de Seguro Social y compartirlo con el Departamento de Educación de California, que a su vez compartirá su información personal con el Departamento de Desarrollo del Empleo. El Departamento de Desarrollo del Empleo es la agencia estatal responsable de almacenar información de identificación personal. Mantiene toda la información que recibe del Departamento de Educación de California de manera confidencial y la utiliza únicamente para hacer un seguimiento de los resultados de los participantes del programa de educación para adultos en el mercado de trabajo, de conformidad con todas las leyes y mandatos estatales y federales vigentes.

LEER LO SIGUIENTE DETENIDAMENTE

Entiendo que NO tengo obligación de proporcionar mi Número de Seguro Social para asistir a clases en esta escuela.

Nombre del estudiante (en imprenta): _____

☐ **SÍ.** Proporciono mi Número de Seguro Social de manera voluntaria.

☐ **NO.** Elijo no proporcionar mi Número de Seguro Social.

(Firma del estudiante)

(Fecha)

✂️-----

NOTE TO SCHOOL OFFICE STAFF:

Cut and shred SSN/ITIN after it has been entered in TOPSpro Enterprise®

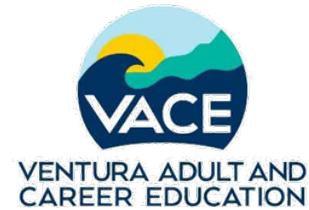
Mi Número de Seguro Social es: ____ ____ ____ -- ____ ____ -- ____ ____ ____

Mi número de identificación individual del contribuyente es:

9 ____ ____ -- ____ ____ -- ____ ____ ____

Welcome to Orientation!

Welcome to Ventura Adult and Career Education's Career Technical Education program.



You have been given a copy of the VACE/CTE Student Handbook. Reviewing the information in the handbook is part of the orientation process. We will discuss some of it here today, but please review the full handbook before you begin classes. If you have questions at any time, please let us know.

In addition to reviewing the handbook, there are some additional forms for you to fill out and/or sign. They are:

- Student Orientation Checklist (this page)
- Photo and Release Form / Release of Information
- Acceptable Use Agreement and Release of Liability
- Voluntary Authorization to Share Social Security Number

As we review each of the sections below, please initial in the corresponding space. At the end of orientation, sign and submit this form.

☐ Student Schedule & Evaluation Periods
☐ Program Length
☐ Adult Learning Philosophy and Student Expectations
☐ Dress and Grooming Expectations
☐ First-Week Evaluation
☐ Attendance Policy (including Tardies and LOA)
☐ Academic Performance Standards
☐ Refund Policy
☐ Financial Aid Satisfactory Academic Progress (SAP)
☐ Cell Phone Policy
☐ No Smoking Policy
☐ Drug/Alcohol Policy
☐ Technology Use and Internet Safety
☐ Acceptable Use of Artificial Intelligence (AI)
☐ VACE Problem Resolution Procedure

I have received the Student Handbook. I have specifically reviewed the sections as indicated. I am free to review the entire handbook at my convenience.

Student Name (printed) _____

Student Signature _____

Program _____ Date _____

Career Technical Education Policies & Procedures

Career Technical Education Registration Calendar

Student: _____ Start Date: _____ End Date: _____

Program: _____ Weeks: _____

2 0 2 7

 = No Classes (subject to change)

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Adult Learning Philosophy and Student Expectations

Ventura Adult and Career Education (VACE) Career Technical Education (CTE) programs are designed to meet the unique needs of adult learners. Our programs provide flexible, career-focused instruction that supports students in achieving their educational and employment goals.

Adult learners benefit from educational experiences that:

- Support individualized learning and allow students to progress at their own pace while meeting established program timelines.
- Strengthen workplace, life, and career-readiness skills that are essential for long-term success.
- Emphasize hands-on learning and real-world application.
- Equip students with the tools, knowledge, and competencies needed for the next step in their educational or career pathway.
- Maximize learning and skill development in a purposeful and efficient manner.
- Build confidence, enhance self-esteem, and foster a strong sense of personal achievement.
- Encourage active participation and ownership of the learning process.
- Provide instructional support through instructors who serve as guides, coaches, and facilitators.

Career Technical Education Learning Environment

VACE CTE programs are structured to resemble professional workplace environments. Instructors serve as supervisors and mentors, helping students develop the technical knowledge, professional skills, and workplace behaviors expected by employers.

Rather than relying solely on lecture-based instruction, courses utilize a variety of learning methods, materials, and technologies to support student success. Small- to medium-sized classes allow instructors to provide individualized assistance and feedback. Students also benefit from industry-relevant equipment and resources that support hands-on learning and skill development.

Competency-Based Learning

All CTE programs are competency-based and include established completion timelines. Students progress by demonstrating mastery of required skills and competencies. Because every learner brings different experiences and abilities, progress may vary from one competency area to another.

Students are encouraged to make the best use of their instructional time and remain focused on achieving the goals established for their program. When appropriate, additional academic or

instructional support services may be incorporated to help students successfully meet program requirements.

Professional Expectations

CTE programs are designed to prepare students for employment. Therefore, expectations regarding attendance, professionalism, workplace behavior, communication, and performance reflect those commonly found in professional settings. Student performance may be evaluated using standards similar to those used by employers.

To be successful, students should strive to:

- Demonstrate self-motivation and initiative.
- Apply critical thinking and problem-solving skills.
- Communicate effectively with instructors, staff, and fellow students.
- Locate, evaluate, and use available resources.
- Analyze and apply new information.
- Use technology appropriately and effectively.
- Set and work toward personal and professional goals.
- Practice responsibility, self-discipline, and accountability.
- Resolve conflicts respectfully and constructively.
- Manage time effectively and meet program deadlines.

Academic Integrity

Academic honesty is an essential component of student success and professional conduct. All work submitted must be the student's own unless collaboration has been specifically authorized by the instructor.

Using another student's work, copying assignments, or engaging in any form of academic dishonesty constitutes cheating and is a violation of the VACE Student Code of Conduct. VACE maintains a zero-tolerance policy regarding cheating. Violations may result in disciplinary action, including a failing grade, dismissal from a course, or removal from the program.

Student Support and Communication

VACE is committed to supporting student success. If you are experiencing challenges in class, follow your instructor's established procedures for requesting assistance. In addition to your instructor, a variety of support staff are available to help you succeed, answer questions, and provide guidance throughout your educational journey.

Available resources may include Instructors, administrators, the Program Counselor, the Career Counselor, and the Student Success Coordinator. Students are encouraged to seek assistance early whenever academic, personal, or career-related concerns arise.

VACE values open communication and welcomes both positive feedback and constructive suggestions. Continuous improvement is important for both individuals and organizations, and

student input plays an important role in helping us strengthen our programs and services. By working together, we can create a positive learning environment that supports growth, achievement, and lifelong learning.

Dress and Grooming Expectations

As part of Ventura Adult and Career Education's mission to prepare students for successful employment, students are expected to present themselves in a manner that reflects professional workplace standards. Professional readiness includes not only technical knowledge and job skills, but also appropriate workplace behavior, personal hygiene, grooming, and attire.

Students should dress and groom themselves in a manner consistent with the industry or occupation for which they are training. While formal business attire is not required, clothing should be neat, clean, safe, and appropriate for the instructional environment and workplace expectations of the field.

Professional appearance contributes to a positive learning environment and helps students develop habits that support success in job interviews and employment. When in doubt, students should choose attire that is more professional rather than overly casual.

Examples of Appropriate Professional Attire

All Students		
Scrubs/lab coats for medical students	Long pants or slacks with belt, if needed	Business appropriate dresses or skirts
Clean, well-maintained hairstyles	Collared shirt or other professional attire	Blouses, slacks, or other professional attire
Business appropriate shoes	Clean, well-maintained facial hair	

Attire and Appearance Not Permitted – *The following items are generally not appropriate for class or workplace settings:*

Swimsuits or beachwear	Shorts
See-through or revealing clothing	Clothing with excessively thin straps
Workout or athletic clothing	Flip flops
Hats, caps, beanies, or hoods while indoors	Clothing with large holes, rips, or stains
Excessive use of fragrances	Any attire that creates a safety hazard
Attire with offensive or inappropriate language or graphics	

Attendance Policy, Academic Performance, and SAP (Satisfactory Academic Progress)

Important: The institution's Attendance Policy, Academic Performance Standards, and Financial Aid Satisfactory Academic Progress (SAP) Policy serve different purposes. Attendance and Academic Performance Standards determine a student's enrollment status and ability to remain in a program. SAP determines eligibility for federal financial aid. A student may be affected by one policy without being affected by the others.

ID Badge / Checking In

Students will receive a school ID badge prior to their first day of class. Students are expected to wear or carry their badge to class every day. In addition to identifying a person as a student, the badge also serves as a check-in and check-out tool.

Students are required to check-in each morning when they arrive and check-out when they leave for the day. Full-day students are also required to check-out at lunch and check back in when they return from lunch.

If a student forgets their badge or forgets to check in or check out, it is important that they notify their instructor as soon as possible to avoid inaccurate attendance reporting.

First-Week Evaluation

The first week of class is an important opportunity for students and instructors to establish a strong foundation for success. During this time, students begin developing the attendance, participation, and study habits that support achievement in their program, while instructors assess each student's readiness and ability to benefit from the training provided.

If, during the first week of class, an instructor identifies concerns that may affect a student's ability to successfully participate in or benefit from the program, the student may be referred to the Program Counselor for further consultation. Together, the student and counselor will review the concerns, discuss available support services and resources, and explore options that best support the student's educational goals.

In some cases, it may be determined that the program is not the best fit for the student's current needs or circumstances. If a student is withdrawn from the program during this initial evaluation period, tuition and fees will not be charged, provided that any issued materials are returned.

Attendance Policy

Students are expected to attend every scheduled class.

VACE is designed to instruct adult students in vocational training programs that will support the students job-related goals. One major factor in achieving this goal is attendance. VACE is a vocational program and does not function like a traditional school in relation to absenteeism. It functions like a place of employment. Thus, on the job, even one absence with or without an excuse can jeopardize your employment. Your training program commitment at VACE should reflect your commitment to a job.

Your attendance is critical to the success of your VACE/CTE program.

The attendance policy permits a maximum of 5 total absences per Evaluation Period.

The attendance policy permits a maximum of 2 *unexcused* absences per Evaluation Period.

An Evaluation Period is equivalent to 15 weeks of scheduled instruction. (See page 11 for details.)

Absences should be limited to

- personal illness
- medical appointments that cannot be scheduled outside of class
- illness of family member you care for
- family emergencies
- jury duty or court appearance (verification required)
- verified childcare emergency

Some absences will be considered “unexcused”, for example

- oversleeping
- vacation
- transportation issues that could have been planned for

The lists above are not all-inclusive. Excused absences might require verification documentation. Specifically, if you miss more than three consecutive scheduled class days because of illness or a medical condition, you must provide a doctor’s note before returning to class.

There are two types of absences. Excused and Unexcused. An excused absence must meet the criteria above AND **the Instructor must be informed before, or the day of, the absence.**

Calling out: An absence is only excused if the student notifies their instructor in a timely fashion. If you know ahead of time that you will be absent, notify your Instructor as soon as possible *before* the day of the absence. If the absence is last-minute, notify your instructor by

9:00 a.m. on that day. In emergency situations, it is acceptable to have someone contact the school on your behalf.

Acceptable methods of communication include a phone call to the school, email to the instructor, or any other instructor-approved communication. When notifying the school of your absence, include your name, your program, the reason for your absence, and the expected date of return (if known).

VACE/CTE also requires attendance at job placement classes, resume appointments and mock interview(s). Failure to complete these requirements by the end of your program may result in a delay in the issuing of your graduation certificate.

Regardless of the reason for an absence, students are not excused from the work they missed. They must ask for any materials given out in their absence and make up any missed assignments in a timely manner. Unless there are extenuating circumstances, any missed work should be completed before the end of the current evaluation period.

Tardies

On the job, if you do not clock in and/or are not at your designated station at your start time, you are tardy. The same is true at school. However, you will be given an occasional 10-minute grace period.

You are officially tardy if you are more than 10 minutes late. Three tardies of 30 minutes or less (within the Evaluation Period) will be considered an unexcused half-day absence.

Tardies of 30-minutes or more will be considered an unexcused half-day or full-day absence (depending on the time the student arrives). These situations will be handled on a case-by-case basis.

For full-day classes, students are expected to be back in the classroom at 1:00 for the afternoon session. The rules for tardies are the same for the afternoon session as they are for the morning session.

If you are consistently late by less than 10 minutes, your attendance can still be affected and will be handled on a case-by-case basis.

Leaving Early

Just as it is important to arrive on time each day, it is also important to stay in class for the full scheduled hours. Students can occasionally leave early, but "leave earlies" are treated in a similar fashion as tardies.

If you wish to leave early, be sure to discuss it with your instructor so that they can document the reason.

A leave early will be recorded if you check-out more than 5 minutes before the scheduled end time. Multiple leave earlies or leave earlies of 16 minutes or more could result in disciplinary action.

No Call / No Show

Students who are absent without notifying their instructor create unnecessary concern and disrupt program planning. Students who fail to notify their instructor in a timely manner and do not attend class for three consecutive scheduled class days will be considered a No Call/No Show. At this point a student will be placed on Hold status. The Instructor and/or an administrator will attempt to communicate with the student.

If contact is made and the student wishes to return, they might be able to do so on a probationary status and after meeting with an administrator.

If a student cannot be contacted after numerous attempts, they will be dropped from the program and held responsible for unpaid tuition and/or fees and Financial Aid payments made on their behalf. No refunds will be given unless authorized by the Financial Aid office.

Excessive Absences

When a student reaches the maximum of 2 unexcused absences or 5 absences of any kind within an Evaluation Period, they have reached the maximum allowed. At that point, the student will be given a warning and placed on Attendance Probation for the duration of the Evaluation Period. If the student has one more attendance infraction during that Evaluation Period (absence or otherwise), they will be dropped from the program. No refunds will be given for monies paid (according to the refund policy), and in the case of Financial Aid the student might need to repay part of the funds.

Attendance Probation may include:

- Meeting with the instructor
- Meeting with the Program and/or Attendance Counselor
- Written attendance improvement plan
- Additional communication requirements

A student who wishes to continue in the program after being dropped for failure to meet attendance requirements may request a continuance. If approved, the student will be placed on a **Leave of Absence** and may resume the program at a later date.

The length of the Leave of Absence will be determined in consultation with the instructor and/or administration. Factors considered may include the student's attendance history, coursework completed, academic performance, and the status of the current cohort. The goal is to place the student in a class or cohort that most closely aligns with the point at which the student left the program, allowing for a successful continuation of training and minimizing disruption to learning.

To qualify for a continuance, the student must:

- Fill out a Continuance Request within 7 days of being dropped
- Get approval from their Instructor
- Get approval from the counselor
- Where applicable, bring their account current

While the institution may provide warnings or other corrective measures to assist students in correcting attendance deficiencies, such warnings are not required before disciplinary action, administrative withdrawal, or dismissal is imposed. The institution reserves the right to take appropriate action whenever a student's attendance jeopardizes successful program completion or violates institutional policy.

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. Because regular attendance is essential to academic progress and skill development, students are encouraged to request a Leave of Absence only for exceptional circumstances.

Students who anticipate being absent for three or more consecutive class days should submit a Leave of Absence Request form. Whenever possible, the request must be submitted **before** the first day of the leave. If unforeseen circumstances prevent advance notice, the school must be notified as soon as reasonably possible. The request must include the reason for the leave, the anticipated start date, and the expected return date.

The following guidelines apply:

- Students may be granted **one Leave of Absence per 15-week evaluation period**.
- An approved Leave of Absence may not exceed **14 calendar days**.
- Approval of a Leave of Absence is not automatic. Each request will be reviewed individually.

If a student is unable to return by the approved return date, the student must notify the school **before** the scheduled return date. Depending on the circumstances, an extension or additional leave may be considered in accordance with school policy.

Leave of Absence Request forms are available from instructors, in the Administrative Office, and on Canvas. Students should work with their instructor to complete the request.

Upon returning from an approved Leave of Absence, the student's scheduled program completion date will be extended by the length of the approved leave.

Students should be aware that any time away from class may affect their academic progress. Coursework, assignments, and instructional content missed during an absence remain the

responsibility of the student. Students are encouraged to work closely with their instructors to obtain missed materials and complete any required assignments as soon as possible.

Students who do not return as scheduled from an approved Leave of Absence and who have not received an approved extension may be withdrawn from their program. Such withdrawals may affect tuition obligations and, when applicable, financial aid eligibility or funding received on the student's behalf.

Academic Performance Standards

Grading Systems

Ventura Adult and Career Education programs are competency-based. Students are to demonstrate competencies in courses at 70% levels of achievement or better. All competency demonstrations not up to the 70% standard will be redone or retaken until this level of achievement is met or exceeded. No grade lower than 70% will be issued. Grades will be based upon the following criteria: A 90% or better; B 80%-89%; C 70%-79%

Minimum & Maximum Timeframe

The program length is the recommended period of time to complete a program. However, since students are progressing at their own pace, some students may finish early or take longer.

Early Completion: *With instructor approval* students may request an early graduation. Students must make this request in advance no more than 6 weeks (for a 30-week program) or 9 weeks (for a 45-week program) before their originally scheduled completion date. If approved, the student must have all of their credits completed on or before the newly approved completion date and have completed all graduation requirements.

Late Completion: Students are expected to complete their program within the scheduled program length. If a student takes longer than the prescribed program length, they may continue their studies as long as they have maintained satisfactory SAP and regular attendance. However all students must complete their program within 125% of the originally scheduled program length (rounded up to whole weeks). If a student does not graduate within that time frame, they will be dropped from the program. No refund will be issued. The student may re-enroll at another time but will have to pay the tuition and fees. Students who received Financial aid for the program will not be eligible to receive additional financial aid if they re-enroll in the same program.

Maximum timeframe is measured in scheduled weeks of instruction.

Examples:

- A student enrolled in a 30-week program must complete the program within 38 weeks.

- A student enrolled in a 45-week program must complete the program within 57 weeks

Refund Policy

Ventura Adult and Career Education's Institutional Refund Policy, as outlined below, applies to all students enrolled in the Career Technical Education (CTE) programs who withdraw or are dropped and cease to be enrolled in programs. Refunds when due will not require a written request by the student. The Institutional Refund Policy determines the amount of institutional charges students have incurred at the time of withdrawal.

Refunds for Classes Canceled by the Institution:

If tuition and fees are collected in advance of the start date of a class, and Ventura Adult and Career Education (VACE) cancels the class, 100% of the tuition and fees will be refunded within 45 days of the cancellation.

Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of a class, and students do not begin the classes or withdraw on the first day of class, full refunds shall be made within 45 days of the class start dates.

Refunds for Withdrawal After Classes Commence: If students withdraw from VACE/CTE Programs:

- During the first 25% of the SCHEDULED WEEKS, the institution shall refund 75% of the tuition;
- After the first 25% and until the end of the first 50% of the SCHEDULED WEEKS, the institution shall refund 50% of the tuition;
- After the first 50% of the SCHEDULED WEEKS, the institution will retain all of the tuition.

The refund policy applies to tuition fees only. When students withdraw from VACE/CTE programs, additional fees, books, and supplies are not prorated. However, if the books are unused, determined to be in "new" condition and returned within 10 days after withdrawal, the charges are credited to the students' financial aid accounts.

Refunds, when due, are made within 45 days of the last day of attendance if written notification of withdrawal has been provided to VACE by the student or from the date that VACE terminates the student or determines that the student has withdrawn from the program. If a student receives Federal Student Aid, the Financial Aid Staff is responsible for initiating a "Return of Title IV Funds" calculation upon withdrawal. The requirements for returning Title IV Funds are outlined in the Financial Aid Policies and Procedures Manual.

Finally, refunds may be transferable for enrollment in other VACE/CTE classes. Administrative Office staff will process fee refunds and transfers by completing the Refund Request Forms.

Financial Aid Recipients: Title IV funds (e.g. Pell Grant) are awarded to the student with the understanding that they will attend school for the entire period for which the assistance is awarded. When a student withdraws from their program, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. The Financial Aid Office is required by federal statute to recalculate federal financial aid by using the R2T4 form found on the www.fsapartners.ed.gov website. The institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible.

Withdrawal: Students wishing to withdraw from a Career Technical Education program must notify their instructor or the Student Services Office and complete an official withdrawal form. The withdrawal date is the student's last date of documented attendance or the date the withdrawal form is submitted, whichever is applicable under school policy. Students receiving Federal Pell Grant funds who withdraw may be subject to a Return of Title IV Funds calculation and may be required to repay a portion of the aid received. Students are encouraged to meet with Financial Aid staff prior to withdrawing to understand the academic and financial consequences of withdrawal.

Financial Aid Satisfactory Academic Progress (SAP)

This section is specifically for students receiving Title IV Federal Financial Aid.

Policy

Under guidelines established by the Department of Education, Ventura Adult and Career Education must monitor its Federal Student Aid (FSA) recipients to ensure that they are meeting satisfactory progress standards. Regulations require Ventura Adult and Career Education to develop reasonable standards for measuring academic progress and to apply those standards consistently to all students within identifiable categories. Ventura Adult and Career Education will apply both qualitative and quantitative measures in determining a student's academic progress.

VACE requires an academic progress evaluation at the end of each payment period for students in programs lasting one year (30 weeks) or less, as well as programs greater than one year. SAP information is based on student monthly "Progress Reports" and other instructor communications.

Procedures

Using a qualitative standard, Ventura Adult and Career Education will use the equivalent of a Grade Point Average (GPA) at the end of each payment period. Although course work is not measured by a GPA in the true sense of the definition, instructors measure the quality of work produced by a student and translate the progress into a standard letter grade using the

traditional GPA as a measuring tool. VACE defines a student using the qualitative measure as one who is maintaining a "C" average, or a 2.0 average.

Using the quantitative standard (pace), Ventura Adult and Career Education will adhere to the Department of Education's guidelines. Students must progress through their program to ensure that they will graduate within the maximum timeframe, and each academic progress check must measure this.

To ensure that a student is making sufficient progress throughout the course of study, Ventura Adult and Career Education will divide all eligible programs into equal evaluation periods called increments. These increments will not be longer than half of the program or academic year (24 credits and 30 weeks), whichever is less. If a program is 30 weeks, the increment will not exceed 15 weeks. The method by which financial assistance disbursements will be made to the students and the frequency of those disbursements coincide with the evaluation period increments.

A student's first Pell Grant disbursement is processed within 7 business days of the student's first day in class. Second and subsequent disbursements are automatically processed by the Financial Aid Office within 4 weeks after the student has completed the requisite number of credits and weeks of attendance. For most of our programs, a payment period consists of 12 credits and 15 weeks.

Maximum Timeframe

Federal regulations require students receiving Title IV financial aid to make Satisfactory Academic Progress (SAP) toward completion of their educational program.

Students must complete their program within the institution's maximum timeframe, which is 125% of the program's published length (rounded up to whole weeks).

Maximum timeframe is measured in scheduled weeks of instruction.

Examples:

A student enrolled in a 30-week program must complete the program within 38 weeks.

A student enrolled in a 45-week program must complete the program within 57 weeks.

Students who exceed the maximum timeframe are not making Satisfactory Academic Progress and may lose eligibility for federal financial aid. Students may also be subject to administrative withdrawal or dismissal in accordance with institutional policies.

A student who does not maintain a "C" average or has not completed the specified number of credits within a payment period will be placed on **WARNING** status as a consequence of not making satisfactory progress. The student will remain on **WARNING** status until he/she brings the course work up to an acceptable GPA (2.0) and/or completes the specified number of credits in an increment and will do so without a student appeal. The student's SAP will be reevaluated

at the end of the second payment period. If the student has not attained SAP at this time, he/she will be put on **ACADEMIC PROBATION** and may lose FSA eligibility.

When it is determined that a student is no longer eligible to receive financial aid and that student withdraws from a program, Ventura Adult and Career Education will make an assessment as to what the student may be able to retain from his/her financial aid. Should a refund be due, the FAA will advise the student and make the appropriate adjustments on his/her account.

Under qualitative guidelines, students must complete all course work and have their work reviewed and accepted by the instructor for a passing grade. Should a student refuse to complete assignments, this will have adverse consequences on the amount of FSA that may be available. Each student will be counseled on a case-by-case basis. The program counselor or administrator will develop an **ACADEMIC PLAN** for those students who do not meet SAP during their monthly program reviews.

The academic plan will set the conditions for ensuring that the student will be able to meet SAP by a specific point in time. Those students with academic plans will be monitored on a monthly basis by their instructor and/or the Program Counselor. Students will be reinstated to eligibility if they adhere to the conditions outlined in the academic plan and may continue to receive financial aid while on academic probation.

During the probation status, the student may **APPEAL** (a process by which a student who is not meeting SAP standards petitions the school for reconsideration of his/her eligibility of FSA funds). The student must request an appeal in writing to the program administrator for consideration that the results were based on: his/her injury or illness, death of a relative, or other special circumstances. All appeals should include specific information regarding what has changed that will allow a student to achieve SAP by the next pay period. Appeals will be addressed on a case-by-case basis and any student involved in this process will be duly counseled by VACE administrator(s), instructor(s) and the financial aid technician. VACE will document the appeal process findings.

A student may be paid for the payment period in which he or she regains satisfactory academic progress, but cannot be paid for any payment period for which the standards were not met.

School & District Policies



**VENTURA ADULT AND
CAREER EDUCATION**

School District Policy on Bullying (5131.2)

The full District Policy on Bullying (Policy 5131.2 and Regulation 5131.2) can be accessed on the District's website at www.VenturaUSD.org.

Bullying Prevention and Student Safety

VACE is committed to providing a welcoming, safe, and supportive learning environment for all students. Bullying, harassment, intimidation, threats, cyberbullying, hate-motivated behavior, and retaliation are prohibited. This policy applies to conduct that occurs on campus, during school activities, or off campus when it affects the school environment or a student's ability to learn and participate safely.

What Is Bullying?

Bullying is intentional behavior that causes emotional, physical, or social harm and involves a real or perceived imbalance of power. Bullying may occur as a single serious incident or as repeated actions.

Examples include:

- **Physical bullying:** Hitting, kicking, pushing, tripping, spitting, damaging or taking property, or making threatening gestures.
- **Verbal bullying:** Name-calling, teasing, taunting, threats, or inappropriate comments.
- **Social/relational bullying:** Excluding others, spreading rumors, encouraging others not to associate with someone, or publicly embarrassing a person.
- **Cyberbullying:** Using electronic devices, social media, texts, emails, online forums, or fake profiles to harass, threaten, humiliate, spread rumors, share harmful content, or damage another person's reputation.

Reporting Bullying

Students, parents/guardians, employees, and other individuals are encouraged to report bullying immediately to a Instructor, counselor, principal, compliance officer, or other school employee.

Students who experience or witness bullying should:

- Report the incident to a trusted school employee as soon as possible.
- Save evidence of cyberbullying, such as messages, emails, screenshots, or social media posts.
- Follow district complaint procedures if they believe the issue has not been resolved.

All reports will be taken seriously, investigated promptly, and addressed in accordance with district policies and applicable law.

Prevention and Education

The district promotes bullying prevention through:

- Clear expectations for respectful behavior.
- Student education on social-emotional skills, conflict resolution, digital citizenship, and appropriate online behavior.
- Encouragement of confidential or anonymous reporting.
- Staff training on identifying, preventing, and responding to bullying.
- School climate and safety efforts that foster inclusion, respect, and belonging.

Consequences and Support

Students who engage in bullying may be subject to corrective actions, including counseling, behavioral interventions, restorative practices, suspension, or expulsion, depending on the severity of the conduct.

Support services may be provided to students affected by bullying, including counseling, mental health referrals, restorative justice programs, and other appropriate interventions.

All members of the school community share responsibility for creating a respectful, safe, and inclusive environment where every student can learn and succeed.

Sexual Harassment Policy

Ventura Unified School District has a zero tolerance of any form of sexual harassment in order to ensure positive learning environments for all students. Students and staff are urged to immediately report incidents of sexual harassment to the Assistant Principal, Director/Principal or any other staff member. Formal complaints of harassment can be filed in accordance with the Uniform Complaint Procedures.

Cell Phone Policy

The Ventura Adult and Career Education policy on cell phones requires that all phones remain off and not visible while in the classroom. Students may use their phones in the building outside of the classroom, while on break, lunch or after school. In emergency situations students may use their phones in the classroom with instructor approval. Students will be provided with a direct landline phone number to each classroom during their classroom orientation.

No Smoking Policy

VACE observes the Ventura Unified School District and CA Dept. of Education's "smoke-free school" policies. There is no smoking anywhere on school property including the parking lot. Use of electronic or e-cigarettes, vape devices and electronic nicotine delivery systems (ENDS) and other vapor emitting devices are included in this prohibition. Use of prohibited items on school grounds are cause for suspension or expulsion.

Drug/Alcohol Policy

Ventura Adult and Career Education has a Zero Tolerance Policy for drugs and alcohol. Any violation of this policy will result in immediate dismissal from the program. (See attached "Health Risks Associated with Drug & Alcohol Use" pamphlet)

Technology Use and Internet Safety

The full District Policy on Student Use of Technology (Policy 6163.4 and Regulation 6163.4) can be accessed on the District's website at www.VenturaUSD.org.

Ventura Unified School District provides technology resources, including computers, devices, internet access, software, and AI tools, to support student learning. Students are expected to use these resources safely, responsibly, ethically, and primarily for educational purposes.

Students must follow the District's Acceptable Use Agreement and demonstrate good digital citizenship by:

- Using technology honestly and appropriately.
- Respecting copyright laws and giving proper credit to sources.
- Protecting personal and confidential information.
- Evaluating online information for accuracy and reliability.
- Using AI tools only as directed and in accordance with academic honesty expectations.
- Treating others respectfully and avoiding cyberbullying, harassment, threats, or discriminatory behavior.

Students may not:

- Access, create, share, or display inappropriate, harmful, threatening, or disruptive content.
- Use technology for illegal, commercial, or unauthorized activities.
- Attempt to damage, alter, or gain unauthorized access to computer systems, accounts, or data.
- Share passwords or misuse another person's account or identity.

The District monitors its technology systems to help ensure appropriate use and maintain student safety. Students should not expect privacy when using District-owned technology or networks. Violations of District technology policies may result in loss of technology privileges, disciplinary action, and/or legal consequences.

Students must comply with all applicable copyright laws and may not use District technology resources or networks to illegally copy, download, upload, stream, share, or distribute copyrighted materials, including through peer-to-peer (P2P) file-sharing applications. Ventura Unified School District employs technology protection measures, content filtering, network security tools, and system monitoring designed to promote the lawful use of technology resources and deter unauthorized activity. Unauthorized distribution of copyrighted materials may result in loss of technology privileges, disciplinary action, and legal consequences. Federal copyright law provides for civil penalties that may include monetary damages and court costs, and criminal penalties that may include fines and imprisonment for willful infringement. Students are expected to comply with Board Policy 6163.4 (Student Use of Technology) and Board Policy 6162.6 (Use of Copyrighted Materials)

The District teaches age-appropriate online safety, including protecting personal information, recognizing online risks, reporting inappropriate content, and responding to cyberbullying. Parents/guardians and students must sign the District's Acceptable Use Agreement before students may use District technology resources.

Acceptable Use of Artificial Intelligence (AI)

Purpose

Artificial Intelligence (AI) tools, such as Microsoft Copilot, ChatGPT, Grammarly, and other similar technologies, can support learning when used appropriately. These tools may help students generate ideas, improve writing, conduct research, organize information, and better understand course concepts. However, AI should be used as a learning aid, not as a substitute for a student's own work and understanding.

Acceptable Uses

Students may use AI tools to:

- Brainstorm ideas for assignments or projects.
- Generate study guides, practice questions, or summaries of course material.
- Improve grammar, spelling, punctuation, and clarity in their writing.
- Receive explanations of concepts being studied.
- Organize information or create outlines for written assignments.
- Explore different approaches to solving problems.

Unacceptable Uses

Students may not use AI tools to:

- Complete assignments, exams, quizzes, or assessments in place of their own work when instructor approval has not been given.
- Submit AI-generated content as original work without acknowledging its use.
- Circumvent learning objectives or academic integrity requirements.
- Produce false, misleading, or fabricated information and present it as factual.
- Violate copyright, privacy, or school policies.
- Use AI in any way specifically prohibited by an instructor.

Student Responsibility

Students are responsible for:

- Ensuring that all submitted work accurately reflects their own knowledge and understanding.
- Reviewing and verifying any information provided by AI tools, as AI-generated content may contain errors, outdated information, or inaccurate citations.
- Following instructor directions regarding AI use in specific courses, assignments, and assessments.
- Maintaining academic honesty and integrity at all times.

Disclosure of AI Use

Instructors may require students to disclose when AI tools were used to assist with assignments. Failure to disclose AI use when required may be considered a violation of academic integrity policies.

Academic Integrity

The use of AI does not exempt students from the institution's academic honesty standards. Any misuse of AI that results in plagiarism, misrepresentation, cheating, or other forms of academic misconduct may result in disciplinary action in accordance with school policies.

Guiding Principle

AI can be a valuable educational tool when used responsibly. Students should use AI to support learning, critical thinking, and skill development, rather than to replace their own effort and engagement in the educational process.

Establishing a School E-mail Account

Students at VACE are provided with a school email address.

Please use this email address for all your school work at VACE including creating your Canvas online classroom account.

Display Name: Firstname Lastname

Email address: firstname.lastname@adulthoodventura.edu

You will receive a temporary password at the orientation.

Access your email account at portal.office.com

The first time you check into your email you will have to reset your password. Your password needs to be something YOU can remember. Write it down.

Please note that this email address is for school use only. It will be deactivated according to the school retention policy.

VACE Problem Resolution Procedure

If you have a concern, we are here to help. Any and all of the people listed below are interested in hearing your concerns or complaints about, personnel, practices, policies or procedures. These employees are trained to listen to your concerns and can help you get a response. They are available in the Adult Education Office at 5200 Valentine Road, Ventura, CA 93003.

- Dr. Scott McNutt, Director/Principal – (805) 289-1744 ext. 1108
- Sean Bell, Assistant Principal – (805) 289-1744 ext. 1303
- Nicole Hofferbert, Program Counselor – (805) 289-1744 ext. 1302

Students are encouraged to first discuss complaints with the school administration. If you feel a need to make a formal complaint, submit the Student Complaint Form (found in this handbook or in the front office) to the VACE Administration Office. This complaint will be reviewed and handled by the school administration. If you feel that the complaint has not been handled to your satisfaction, you may file a formal complaint with the Ventura Unified School District.

Uniform Complaint Procedure

It is the intention of the Ventura Unified School District Governing Board that every member of the community shall have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal or state laws or regulations of educational programs. Therefore, pursuant to California Code of Regulations, Title 5, Section 4600, the District has developed necessary procedures to process a complaint regarding educational services provided by the adult school. The policy and forms are available at the Ventura Adult and Career Education offices.

The Williams, et al., vs. State of California, et al. (Williams) case was filed as a class action in 2000. The basis of the lawsuit was that the agencies failed to provide public school students with equal access to instructional materials, safe and decent school facilities, and qualified teachers.

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Assistant Superintendent, Human Resources
255 W. Stanley Ave.
Ventura, CA 93001
(805) 641-5000 Ext. 1150

Ventura Adult and Career Education is accredited by the Commission of the Council on Occupational Education. If complaints are not handled at the institutional level, you can contact either of the following:

Council on Occupational Education 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 770-396-3898 770-396-3790 (fax) www.council.org	California Department of Education Career Technical and Technical Education 916-322-5050 cde.ca.gov
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**Career Technical Education Program
(VACE/CTE)**

An organization dedicated to total quality, continuous improvement and customer satisfaction

All formal complaints must be initiated by completing this form. No oral complaints will be processed.

Name _____ Date _____

Address _____

Telephone _____

Nature of Complaint: Please be very specific and note as many details as possible with regards to day, time, behavior, or whatever information is relevant to the complaint.

Resolution: Please describe what specific action you would like taken to resolve this issue.

Have you discussed this complaint with the individual(s) involved? ____ yes ____ no

If the individual is an employee, have you talked with his/her supervisor at the adult school?
____ yes ____ no

Signature _____

This form should be submitted to the Adult Education Office, or mailed to:
Ventura Adult and Career Education
Scott McNutt, Director/Principal
5200 Valentine Road
Ventura, CA 93003
805-289-1744

Report an Accident or Injury

Please report any accident or injury to:

Dr. Scott McNutt, Director/Principal

5200 Valentine Road

Ventura, CA 93003

(805) 289-1744 ext. 1011

scott.mcnutt@adulthoodventura.edu

School Safety Plan

Ventura Adult and Career Education maintains a Comprehensive School Safety Plan (CSSP) as required by Education Code 32282-32289 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site County (or School Safety Planning Committee) as well as to the district's governing board or county office of education. The contents of the CSSP include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. You may access the CSSP on the school's website at www.adulthoodventura.edu or in the VACE office.

The Annual Security Report is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is located on our website.

For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact:

Jeffrey Albaugh, Assistant Principal

Ventura Adult and Career Education

5200 Valentine Road

Ventura, CA 93003

(805) 289-1744 ext. 1201

jeffrey.albaugh@adulthoodventura.edu

Student I.D. Badges

CTE students will be issued a VACE student photo ID badge. They will be required to wear this badge at all times while on campus. Students who do not have their badge on will be required to obtain a temporary badge from the school office.

Intruder on Campus – Lockdown Procedures

HEAR SIGNAL

An announcement will be made that the school is on "lockdown".

LOCK ALL DOORS

TAKE ROLL

FOLLOW STAFF DIRECTIONS

TAKE ACTION

Move everyone away from windows.

If no staff are available please check Instructor's computer for Lockdown Icon

Double click Lockdown Icon, find your room and change status dropdown.

GREEN—all students/staff in room are accounted for and safe

YELLOW—Missing or Extra Students/Staff, input names into spreadsheet

RED—Students/staff with life threatening injuries, need immediate assistance

Do not let anyone in once the door is locked until notified by police.

Emergency Resources and Extreme Weather Events

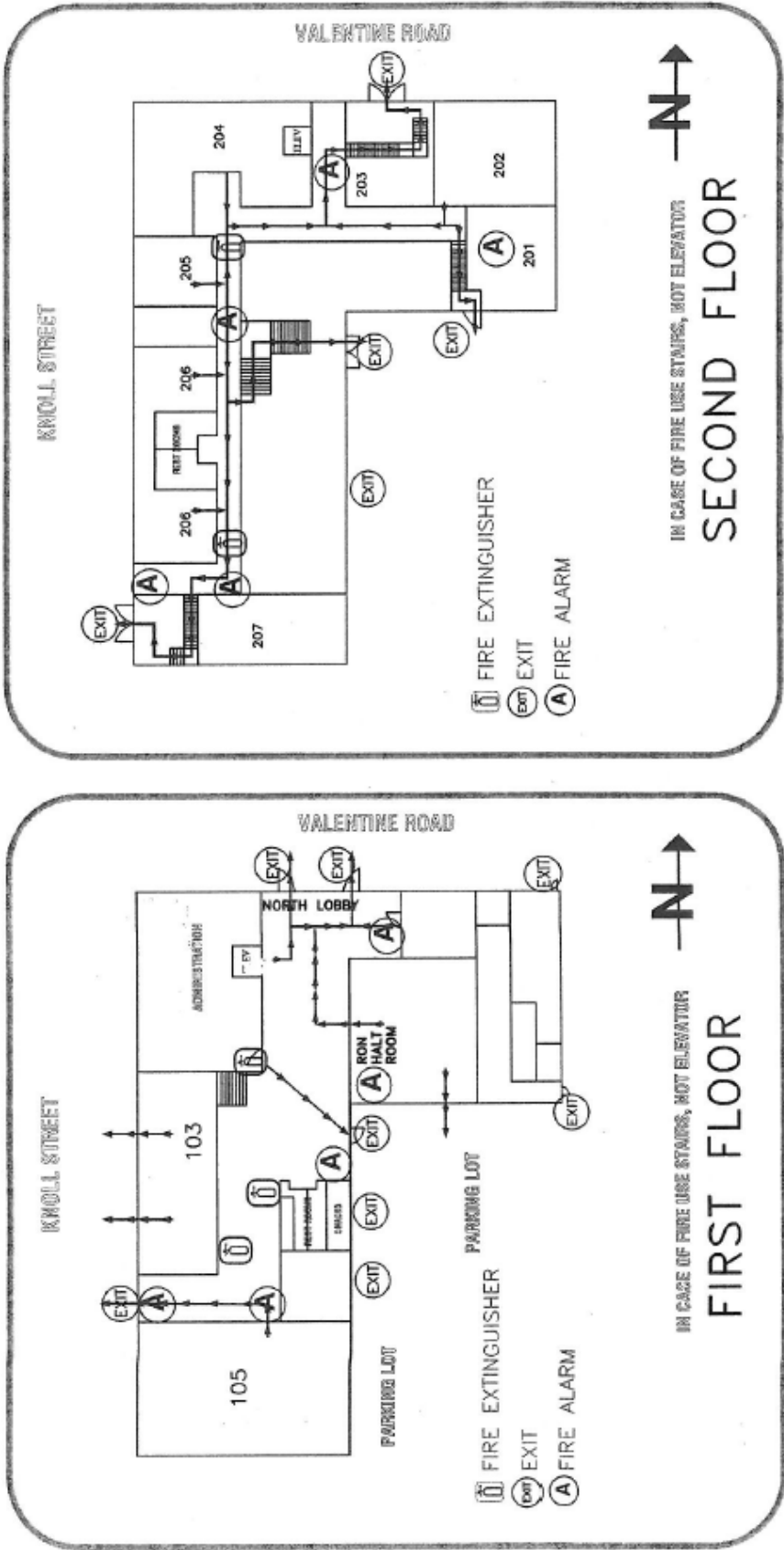
Recently, the Counties of Ventura and Los Angeles have experienced devastating flooding, rains, and fires, impacting the lives of members of our community.

Please take a moment to register for local emergency alerts at VC Alert

(<https://www.readyventuracounty.org/vc-alert/>) or (805) 648-9283 and

<https://www.vcemergency.com/> to receive text, email, voice calls or instant messages from our County.

Emergency Escape Plan



Student Services



**VENTURA ADULT AND
CAREER EDUCATION**

In keeping with Ventura Adult and Career Education's mission to prepare diverse learners with the academic, Career, and technical skills needed for success in today's workforce, VACE is committed to providing comprehensive student services that promote educational achievement, personal growth, and career success. We recognize that student success extends beyond the classroom, and we offer a wide range of resources to support students throughout their educational journey. From academic advising and career planning to job placement assistance and connections to financial and community resources, VACE is dedicated to helping students overcome barriers, achieve their goals, and transition successfully into employment. Through personalized support and meaningful community partnerships, we strive to create an environment where every student has the opportunity to learn, grow, and succeed.

Program Counseling

Ventura Adult and Career Education is committed to supporting student success both inside and outside the classroom. Program counseling services are available to all enrolled Career Technical Education (CTE) students and are designed to help students navigate their educational, personal, and career goals. The Program Counselor is available by appointment or with limited drop-in availability to provide guidance, answer questions, and assist students in addressing challenges that may affect their academic progress.

Students are encouraged to contact the Program Counselor early whenever questions or concerns arise. Seeking support early can help prevent small challenges from becoming barriers to academic success.

The Program Counselor also serves as a liaison between VACE and community agencies that provide educational, vocational, and financial support to students. Counseling services may include assistance with:

- Program scheduling and educational planning
- Leave of absence requests
- Attendance concerns
- Academic performance monitoring and progress report review
- Student and/or instructor concerns
- Student conflict resolution
- Academic honesty and integrity
- Academic performance support
- Graduation review and planning
- Curriculum and program information
- Disability accommodations and support services
- Personal counseling referrals, when appropriate
- Referrals and coordination with community agencies, including:
 - Workforce Innovation and Opportunity Act (WIOA)
 - California Department of Rehabilitation

- Veterans Affairs (VA)
- CalWORKs
- Trade Adjustment Assistance (TAA) / Employment Development Department (EDD)
- Workers' Compensation Voucher programs

Additional Student Support Resources

To support academic achievement, career readiness, and student success, VACE offers a variety of support services and resources. Students are encouraged to take advantage of these services throughout their enrollment.

Available support services include:

- Support for improving math, reading, and writing skills
- Study skills and test-taking strategies
- Computerized, individualized learning programs for reading, math, and keyboarding
- Math workshops and tutoring services
- Assistive technology resources
- Accessibility Services and Reasonable Accommodation (see section below)

Through these services, VACE strives to provide every student with the support, resources, and guidance needed to successfully complete their program and transition into employment, career advancement, or continued education.

Accessibility Services and Reasonable Accommodation

In Accordance with the Americans with Disabilities ACT (ADA), Section 504 of the Rehabilitation Act of 1973, VACE does not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities. VACE will provide reasonable accommodations for students who have been identified as having special needs. It is the responsibility of the student or referring agency to voluntarily disclose information regarding a disability and to provide written documentation. If the student does not have current written documentation, the school may refer them to appropriate agencies for assistance.

Students identified as needing accommodations will meet with staff to determine what appropriate and reasonable accommodations can be made. This will be done in coordination with the referring agency, when applicable.

Career Center and Workforce Readiness

All Ventura Adult and Career Education's Career Technical Education programs are oriented toward employment in today's highly competitive job market. Every program includes a Workforce Readiness course, covering résumé writing skills, LinkedIn development, networking, job search methods, effective interviewing techniques, salary negotiation, soft skills, and keys to career success. As part of this course, students participate in a mock interview to build confidence and sharpen their skills before entering the job market. One-on-one follow-up counseling is available in each of these areas as needed.

Our Career Center supports students with computers, reference materials, and internet access for résumé preparation and job search, available while attending school and after graduation.

The Career Center staff maintain relationships in the business community, partnering with the Western Ventura County Employer Advisory Council, the school's Program Advisory Committees, and other local business groups to build relationships that support employment opportunities for graduates, helping graduates connect directly with hiring employers.

NCCT Testing Services

NCCT Testing Center

Phlebotomy and Medical Assistant certification testing services is through the National Center for Competency Testing. If you need to take a test leading to certification, you must complete an online application and pay the exam fee at least two weeks prior to the desired testing date. There is a \$30 sitting fee (waived for VACE students) due the day of the test. To register for any NCCT test, go to the NCCT website at www.ncctinc.com. You must bring two current forms of ID: at least one government issued (both with photo). Call Leticia Murillo at 289-1744, ext. 1103 for further information.

NCCT Testing Dates and Times:

July 13, 2026 at 6 pm

January 11, 2027 at 6 pm

September 14, 2026 at 6 pm

March 15, 2027 at 6 pm

November 16, 2026 at 6 pm

May 17, 2027 at 6 pm

Student Records Policy

VACE maintains all student academic and financial records in fire-proof file cabinets located at the Administrative Office in adherence with California Department of Education and VUSD requirements. All student financial aid records are stored in fire-proof file cabinets located in the Financial Aid Office. All inquiries regarding student records can be made with the VACE Administrative Office Staff, 5200 Valentine Road, Ventura, CA 93003. (805) 289-1744.

Transcript Request Policy

Transcript requests can be made in person, by fax, email or mail. All requests must be made using the VACE transcript request form, which can be obtained in the front office. There is no charge for transcripts. Students must generally allow a minimum of 10 business days from the date the request was received by the VACE office.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student 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 students' education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the secondary school level.

Federal Financial Aid

What is federal student aid? It is financial help for eligible students to pay for education expenses at an eligible postsecondary school.

For information contact:

Myra Nunley, Financial Aid Technician
Ventura Adult and Career Education (VACE)
5200 Valentine Road
Ventura, CA 93003
805 289-1744, ext. 1102
myra.nunley@adulthoodventura.edu

Student Eligibility Requirements

- Demonstrate financial need
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Maintain satisfactory academic progress and attendance in postsecondary school
- Be at least 18 years of age
- Show you're qualified to obtain a postsecondary education by having a high school diploma or a General Educational Development (GED[®]) certificate, or by completing a high school education in a homeschool setting approved under state law

Federal Pell Grant

Pell Grants are the foundation of federal student financial aid that is generally awarded only to undergraduate students—those who haven't earned a bachelors or graduate degree. Amounts change yearly. The maximum award amount for 2025-2026 is \$7,395 based on a 24 credit, 30-week year. Please see the Financial Aid Technician for details.

Pell grant funding is available for any program of more than 18 weeks and/or 600 clock hours.

Federal Pell Grant awards are determined based on FAFSA information, federal eligibility criteria, enrollment status, and program eligibility. Students are notified of their award through an award notification. Pell Grant funds are disbursed each payment period after eligibility has been confirmed and all required financial aid documentation has been completed. Award amounts may be adjusted if enrollment status changes, if information provided on the FAFSA is corrected, or if the student fails to maintain satisfactory academic progress. Students who withdraw may be subject to a Return of Title IV Funds calculation.

VACE does not offer other forms of Federal Financial Aid. VACE is not eligible for California State Grants (Cal Grants).