Tri-County
CAREER CENTER
High School & Adult Education

2026 – 2027

Adult Catalog

CAREER TRAINING PROGRAMS, POLICIES AND PROCEDURES

Tri-County Career Center – Adult Center

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

OFFICE HOURS

Monday	8:00 AM – 4:00 PM
Tuesday – Thursday	8:00 AM – 6:00 PM
Friday	8:00 AM – 2:00 PM

Board Approved
November 10, 2026

Administration and Board

Superintendent
Andrea Townsend

Treasurer
Rhiannon Davis
Adult Director
Joe Frazier

Board Members
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Mr. Micah Covert
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Tri-County CAREER CENTER
High School & Adult Education

GENERAL INFORMATION

History and Overview

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

Groundbreaking ceremonies were held at the building site on June 13, 1967. Construction commenced in August 1967, and the buildings were finished in time for the start of school in September 1968. The district covers 814 square miles across Hocking, Athens, and Perry Counties. Tri-County Career Center was one of Ohio's first vocational schools. We are now one of 49, many of which also cater to a post-secondary population for career and technical training.

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

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

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

The Commission of the Council on Occupational Education accredits TCCC. The Ohio Department of Education approves full-time programs.

TCCC is a provider of the University System of Ohio.

Mission, Vision, Values, and Goals

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

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

WE VALUE:

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

OUR GOALS ARE:

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

Approval and Accreditation

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

Here are the links for reference:

- Ohio Department of Higher Education
- The Commission of the Council on Occupational Education (COE)

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

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

Center for Training Excellence (CTX)

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

Equal Education Opportunity

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

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

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

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

Visitors

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

Identification Cards

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

Tri-County CAREER CENTER
High School & Adult Education

ADMISSION AND REGISTRATION

Admissions Policy

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

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

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

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

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

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

- **Meeting with Student Services Coordinator:** Students must schedule and attend a meeting with the Student Services Coordinator to begin the enrollment process.
- **FAFSA Application:** Students are required to apply for the Free Application for Federal Student Aid (FAFSA). Students utilizing the GI Bill or those who are self-pay and have established a payment plan do not have to apply.
- **Assessment Requirements:** Students must take the Test of Adult Basic Education (TABE) or WorkKeys and meet with an ASPIRE instructor.
- **WIOA Application:** Students are encouraged to apply to the Workforce Innovation and Opportunity Act (WIOA) at their local OhioMeansJobs Center. Students utilizing the GI Bill or those who are self-pay and have established a payment plan do not have to apply.
- **Age and Education Requirements:** Students must be at least 16 years old and provide proof of a high school diploma or transcript, a GED certificate, or an Adult Diploma issued by the Ohio Department of Education, or be enrolled in an Adult Diploma program or OTC Plus.
- **Selective Service Registration:** If applicable, students must show proof of registration with Selective Service.
- **Program-Specific Requirements:** Students must fulfill any additional program-specific requirements. Please refer to the individual program descriptions for further details.

Enrollment Requirements for Short Courses

Students enrolling in short courses must meet the following requirements:

- **Meeting with Student Service Coordinator:** Schedule and attend a meeting with the Student Services Coordinator to complete the registration process.

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

OTC Plus

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

U.S. Diploma Requirements

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

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

Verification of High School Diploma or GED

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

Validity Concerns

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

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

Foreign Diplomas

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

Early Graduation

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

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

Enrollment for Adults with Documented Disabilities

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

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

Homeschool Verification and Federal Student Aid Eligibility

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

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

Documentation for Homeschooled Individuals

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

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

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

Requirements for Homeschooled Diploma
The homeschooled diploma must include the following details:

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

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

How to Enroll

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

Eligible Title IV Programs

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

- **Cosmetology (1500 hrs.)** There are two 450-hour payment periods and two 300-hour payment periods.
- **Welding Technology (660 hrs.)** There are two 330-hour payment periods.
- **Practical Nursing (PN) (1000 hrs.)** There are four 250-hour payment periods.

Availability of Programs and Courses

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

Auditing Classes Pending Financial Aid Determination

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

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

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

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

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

Requirements for Satisfactory Completion of an Industry-Credentialing Program

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

- **Cumulative Grade Point Average:** Achieve a minimum cumulative GPA of 2.0 (“C”).
- **Attendance:** Complete at least 90% of the scheduled hours.
  ***Note**: Some programs have distinct attendance policies. It is the student's responsibility to be aware of these specific requirements.*
- **Financial Obligations:** Arrange to pay all financial obligations in full.
- **Industry Credentials:** Can obtain the related industry credential(s).

Career Passports

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

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

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

Graduation Requirements

To be eligible for a Career Passport, students must:

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

Cost of Programs

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

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

Program	Tuition 2026-2027	Estimated Expenses for Books, Supplies, and Exams	Approximate Total Cost
Cosmetology	$12,456.00	$3,386.16	$15,842.16
Welding Technology	$5,332.00	4,411.00	9,743.66
Fiber Optic Technician	$591.00	274.69	$865.69
Phlebotomy	$1,500.00	$790.25	$2,290.25
CNA	$515.00	$$418.00	$933.00
Practical Nursing	$15,960.00	$4,408.00	$20,368.00

Estimated Monthly Living Expenses	
Housing, Utilities, Food (Family of 4)	$2114.00
Transportation (2 Adults)	$1193.00

Miscellaneous (2 Children)	$771.00

Academic Year and Payment Period Structure

Clock hour programs must have an academic year that is at least 26 weeks long and include a minimum of 600 hours to be eligible to receive Title IV federal student aid. The length of the program determines the academic year. Full amounts are offered to programs of 900 hours or higher. Students in the Welding Technology program will be eligible to receive a partial Pell Grant, as they have completed at least 600 hours but fewer than 900 hours.

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

FINANCIAL AID OBLIGATIONS/PAYMENT AGREEMENTS

Payment Agreement for Program Enrollment

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

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

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

Adequate Assurance of Payment: Adequate assurance of payment means payment in full of the outstanding balance, or a written payment arrangement approved by the Adult Education Director or designee, in which the student is successfully in compliance with. The Director may require a down payment of the outstanding balance and may adjust requirements based on the student's circumstances. Approval of an arrangement for one term does not waive the school's right to require compliance in later terms. Any arrangement must be made in writing and signed by the student and the center.

Notice and Opportunity to Cure: Before a student is denied entry to a term, the center will give written notice stating the amount owed, the required action, the deadline, and the consequence of not complying.

Reservation of Rights: Permitting a student to continue while a balance is outstanding is a courtesy and does not waive the center's right to enforce this policy.

Payment Methods and Enrollment Requirements

Training costs may be paid by check (payable to Tri-County Career Center – Adult Center), American Express, Mastercard, Visa, or money order. Students are not considered fully enrolled until payment or third-party authorization is finalized.

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

Tri-County CAREER CENTER

High School & Adult Education

REFUND, WITHDRAWAL, AND ACCOUNT BALANCE

Refund, Withdrawal, and Account Balance Policy

If a student needs to leave a program, they must contact the adult office to officially withdraw from TCCC - Adult Center and complete the required forms.

Withdrawal Policy

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

Types of Withdrawal

1. **Official Withdrawal**
   - The student completes the withdrawal forms through the adult office.
   - The student's last day of recorded attendance will be used as the last day of attendance.

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

3. **Administrative Withdrawal**
   - An administrative withdrawal is a non-disciplinary withdrawal initiated by TCCC – Adult Center when a student does not meet the conditions required to continue enrollment, such as failure to meet the obligations of the Payment Agreement for Program Enrollment. An administrative withdrawal is not a dismissal under the Student Disciplinary Code, and the disciplinary due process procedures do not apply. Students may request review as described below.

Important Dates

1. **Withdrawal Date**
   The last date of recorded attendance will be used to determine the amount of aid the student has earned.

2. **Date of Determination**
   The date the Student Services Coordinator/Financial Aid Advisor determines that the student withdrew is used for compliance in returning Title IV funds.

Withdrawal Procedure

1. **In-Person Withdrawal:** Completing the forms in the adult office is preferred.

2. **Remote Withdrawal:** If a student is unable to complete the forms in the adult office, they can be emailed or mailed to the student for completion and prompt return.

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

Personal Items and School-Issued Materials

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

Financial Responsibility

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

Program Cancellation

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

Refund Policy

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

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

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

Short-Term Programs: Tuition, Fees, or Refunds

- If a program meets for only one session, a refund is available only to students who inform TCCC of their withdrawal 72 hours before the session begins.

- For programs that last more than one session and for 20 hours or less, full refunds are available only to students who withdraw at least 72 hours before the first class begins.

- For programs that last 21 to 49 clock hours, one hundred percent (100%) of the tuition and fees are due at the start of the program, and no refunds will be issued after the third full day of class. Fees paid are fully refundable until the third day of class.

Programs 50 – 299 Hours

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

Programs 300 – 599 Hours

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

Programs 600 Hours or More

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

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

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

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

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

Practical Nursing (1000 hrs.) There are four 250-hour payment periods.

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

Refunds owed to students will be processed within 45 days of the determination date. Students do not need to request a refund if they are entitled to one.

Account Balance Policy

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

Leave of Absence (LOA) Policy

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

Leave of Absence (LOA)

- **Leave Duration:** The LOA (**only one per year**), must not exceed 180 days in any 12-month period.

- **Making Up Hours:** If possible, the student may arrange with the instructor to make up hours at their own expense. Documentation on absences must be provided.
- **Extended Absence:** If a student needs to leave for an extended period, it is advisable to withdraw and re-enroll later. Students must return to the next school year to complete the program if they are unable to finish.

LOA Approval Process

1. **Written Request:** The student must submit a written request, signed and dated, which includes the reason for the leave, to the Student Services Coordinator and the Adult Director. Requests should be submitted in advance, unless unforeseen circumstances prevent this (e.g., an injury in a car accident necessitates recovery time).
2. **Notification:** The Student Services Coordinator and Adult Director will notify the students in writing of the decision within two weeks.
3. **Expectation of Return:** Students must understand that there is a reasonable expectation that they will return from the Leave of Absence (LOA). The school will not grant a leave of absence (LOA) merely to delay the return of unearned Title IV funds.
4. **Institutional Charges:** The school will not assess any institutional charges during the Leave of Absence (LOA), and the student's need may not increase, making the student ineligible for additional Title IV aid. The school may grant full tuition credit toward the course the student re-enters to comply with this requirement.
5. **Duration:** The LOA (only one per year) must not exceed 180 days in any 12-month period.
6. **Completion Requirements:** Upon return, the student must complete the number of hours and weeks of instruction in the payment period.

Federal Policy on Program Completion

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

Returning Students

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

By following these guidelines, the Tri-County Career Center ensures that students can effectively manage their education, even in unforeseen circumstances.

Tri-County CAREER CENTER
High School & Adult Education

ACADEMIC POLICIES AND PROCEDURES

Attendance Policy

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

Attendance Monitoring and Requirements

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

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

Program-Specific Attendance Requirements

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

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

Attendance Warnings and Probation

- **Attendance Warning**
  Students who do not meet attendance standards will be placed on Attendance Warning during a meeting with the Student Services Coordinator. The student will receive written notice, and a copy will be placed in their permanent record.

- **Attendance Probation**
  If a student on Attendance Warning has attended fewer than 90% of their program's scheduled clock hours at the next evaluation point, they will be placed on Attendance Probation. The Student Services Coordinator will deliver this notice during a follow-up meeting with the instructor and student, and a copy will be placed in the student's permanent record.

- **Withdrawal**
  A student on Attendance Probation who continues to attend fewer than 90% of their program's scheduled clock hours at the next evaluation point will be withdrawn from the program.

Special Note for VA Students

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

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

Late Arrival or Early Departure

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

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

Signing In and Out

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

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

Excused Absences and Make-Up Hours

Excused Absences

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

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

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

Make-Up Hours

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

The following procedures apply:

Student Responsibilities

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

Make-Up Hours and Fees

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

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

Class Cancellation Due to Weather

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

Cancellations are announced on the following stations:

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

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

Make-Up Time for Inclement Weather and Emergency Closings

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

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

By adhering to this policy, students can ensure they meet the program's required hours, even in the event of unforeseen class closures.

Exams and Assessments

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

Grading Scale

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

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

Lab Safety and Cleanliness

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

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

Dress Code

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

General Guidelines

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

Specific Restrictions

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

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

Enforcement

If a student’s dress or grooming is deemed inappropriate, disruptive, or poses a health or safety issue, the student will be informed and must make the necessary changes. If a student must leave school to change, the absence will be considered unexcused. The Adult Director will determine any issues concerning student dress not addressed in this policy.

Background Checks

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

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

Field Trips

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

Shadowing, Internships, and Clinical Work Experience

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

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

NOTE: *Any additional hours earned beyond the required class hours will not be reflected on the certificate.*

Copyright Law

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

Use of School Computers

Students using the network and Internet systems will be required to complete an Internet Usage Agreement form. Students are permitted to bring their own technological devices (e.g., laptops, iPads) for educational purposes, provided they have obtained the necessary permissions and are used under the guidelines.

Students are prohibited from using the computer system, computer network, telecommunication devices, or information devices to harass or bully a student, staff member, or other individual. Under

ORC 149.43, all emails and correspondence (including messages and responses) may constitute a public record and therefore may be available upon request.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise, may constitute a crime under state and/or federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be found in violation of TCCC Code of Conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and criminal prosecution and lifetime inclusion on sexual offender registries.

Unauthorized Use of School Computers

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

Therefore, students must not use or attempt to use a school computer, network, iPad, telephone, or any other electronic device without prior approval from a teacher or designated staff member. Each laptop must be used solely for its authorized purpose. Students are prohibited from using computers or electronic devices for harassment, bullying, or any illegal activities, or attempting to use them to harm a student, staff member, or anyone else. Additionally, students are not allowed to use these electronic devices without a signed Internet Usage Agreement.

Under ORC 149.43, all emails and correspondence (messages and any responses) may constitute a public record and therefore may be available upon request.

Use of Electronic Communications Equipment by Students

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

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

Cell phones and electronic devices must be turned off and stored out of sight during class/lab times unless directed by the teacher for educational use. These devices are subject to search by school officials if there is reasonable cause to suspect a violation of law or school rules. Violations of the policy

can result in consequences such as device confiscation, referral to the office, in-school intervention, or suspension or expulsion.

Exceptions are made for students using devices as part of an individualized education program (IEP) or a plan under Section 504 of the Rehabilitation Act of 1973. Additionally, students must have a signed Acceptable Use and Internet Safety Agreement on file, and their use of devices must comply with the Tri-County Career Center's Internet Use Policy.

Vehicles and the School Parking Lot

While on school grounds, students must adhere to all applicable state, local, and school traffic regulations. Upon arriving at school, students are required to lock their cars, leave the parking lot immediately, and enter the school building. Students are not allowed to return to their vehicles during the day unless they have the instructor's authorization to leave the school grounds. Students are not permitted to sit in or gather around cars before, during or after school hours, including lunchtime.

Students should park in the parking lot directly to the right upon entering campus. No student may park in visitor parking spaces, staff parking areas, or areas behind the buildings. Students must register their vehicle if attending classes before 3:00 p.m. Vehicle Registration Forms can be obtained from the Student Services Coordinator. Any student driver who does not comply with the above standards will be subject to appropriate disciplinary action. Local law enforcement agencies and the school will work together to enforce these regulations.

TCCC - Adult Center - does not assume responsibility for the care or protection of any vehicle or its contents while on school property. All cars entering school property are subject to search. Any student who chooses to exercise the privilege of parking an automobile on school grounds shall be deemed to have given implied consent to search for that automobile at any time the school administration deems necessary. Failure to comply with a reasonable search by law enforcement, school officials, or search dogs is regarded as insubordination. The same applies to the search for any school property used by students (e.g., desks, lockers, computers). Please note that when the safety of others is at stake, there is no expectation of privacy.

Child Care Center

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

Health Services

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

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

Counseling and Student Retention Services

TCCC – Adult Center is dedicated to student retention and successful program completion. Our Student Services Coordinator is here to address your academic, personal, and career inquiries. The Student Services Coordinator can help you find and access the resources you need to complete your program successfully.

Job Placement

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

Placement and Follow-Up

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

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

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

Meals

The school cafeteria features vending machines that offer a variety of snacks and beverages. Microwaves are also available for warming food brought from home. Students can purchase lunches during adult lunchtime, but not during high school lunch. They may create an account with the cafeteria. For more information, students should contact the Student Services Coordinator.

Tri-County CAREER CENTER
High School & Adult Education

STUDENT RECORDS

Student Records

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

Records Control

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

Confidentiality and Access

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

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

Record Retention

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

Financial Aid Records

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

Directory Information

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

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

Policy and Regulations

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

How to Request a Transcript

Students who need an official copy of their transcript must complete the request form. Transcript requests are typically processed within seven business days after the TCCC office receives the request. There is a charge of $5.00 for each official transcript.

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

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

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

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

Please allow seven business days to process all transcript requests. Transcripts will not be processed if the student has an outstanding past-due balance.

Change of Circumstances

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

Family Educational Rights and Privacy Act (FERPA)

As defined by the Federal Department of Education
http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. This law applies to all schools that receive funds under a program from the U.S. Department of Education. FERPA grants parents certain rights regarding their children's

education records. These rights are transferred to students or former students who have reached the age of 18 or are attending any school beyond the high school level. Students and former students to whom the rights have transferred are referred to as eligible students.

Parents or eligible students have the right to inspect and review all educational records maintained by the school. Schools are not required to provide copies of materials in educational records unless, for reasons such as significant distance, parents or eligible students are unable to inspect the records. Schools may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records they believe are inaccurate or misleading. If the school chooses not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to include a statement in the record commenting on the contested information.

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

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

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

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

Tri-County
CAREER CENTER
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STUDENT CODE OF CONDUCT

Student Code of Conduct

The courts have held that each student is responsible for acting in a manner that does not interfere with the rights of others regarding their educational opportunities. A student may forfeit their rights if their conduct significantly disrupts the educational process and thereby deprives others of their rights.

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

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

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

Conduct Violations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Harassment Policy

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

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

Reporting and Investigation

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

Administrative Responsibilities

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

Retaliation Prohibition

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

Drug and Alcohol Policy

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

Students who violate this policy will face disciplinary actions, which may include expulsion from school, as outlined in the student catalog and in accordance with established due process procedures. When required by state law, the district will notify law enforcement officials.

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

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

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

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

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

Medical Marijuana Policy

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

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

Students who violate this policy may face federal penalties, and any such violation could affect their eligibility for federal financial aid. Adhering to this policy is essential to uphold the integrity and funding of the institution, ensuring a safe and lawful educational environment.

Smoking Tobacco and Look-Alike Products Policy

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

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

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

Drug Convictions and Consequences

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

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

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

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

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

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

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

Drug Conviction and Federal Student Aid Eligibility

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. The TCCC - Adult Center will provide each

student who becomes ineligible for federal student aid funds due to a drug conviction with a written notice that clearly explains the loss of eligibility and the methods for regaining aid eligibility.

Regaining Eligibility

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

Indefinite Ineligibility

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

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

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

Drug and Alcohol Random and Reasonable Suspicion Screen(s)

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

Random Selection Guidelines

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

Reasonable Suspicion Testing Guidelines

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

1. Observed behavior, such as direct observation of drug/alcohol use or possession.
2. Physical symptoms or manifestations of drug or alcohol use and/or being under the influence of a drug or alcohol.

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

Possession/Use of Illegal Drugs or Alcoholic Beverages

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

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

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

Administration of Student Disciplinary Code

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

Discipline Options

Disciplinary actions are classified according to the severity of the violation and can include, but are not limited to, denial of participation in activities, administrative conferences, emergency removal, removal from a school vehicle, suspension from school, or dismissal from school. These actions apply while the student is under the school's jurisdiction, on school property, in a school vehicle, off school grounds immediately before or after school, on the way to or from school, or at any school-sponsored activity on or off school grounds.

Due Process Rights

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

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

Suspension from School

When a student is considered for suspension, the administrator in charge will notify the student of the reason. The students will then have an opportunity to explain their side. After the informal hearing, the Director of Adult Education will determine whether to suspend the student. If a student is suspended, they will receive written notification within one day regarding the reason for and the duration of the suspension. A suspension of two (2) days or more may be appealed by scheduling an appointment with the Superintendent within ten days of receiving the suspension notice.

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

Dismissal from School

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

Permanent Exclusion

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

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

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

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

Student Complaint Procedures

If a student encounters a situation perceived as unjust, they should discuss it with the involved instructor(s). Using a problem-solving approach, the student and instructor(s) will collaborate to address the issue and reach a mutually satisfactory agreement. If a mutually agreeable solution cannot be found, the grievance should be documented in writing and referred to by the Student Services Coordinator for further action. The student, instructor(s), and Student Services Coordinator will review and discuss the matter to reach a solution. If any party is still unsatisfied, the issue will be escalated to the Adult Director. All parties involved will then seek to achieve a satisfactory resolution. The Director has the right to consult with the school's Superintendent before making a final decision. The decision of the Adult Director is final and binding.

Grievance Procedure

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

Grievance Procedure Coordinators

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

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

Andrea Townsend, Superintendent
15676 State Route 691
Nelsonville, OH 45764
Telephone: 740-753-3511

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

Grievance Procedure

Step 1: Where appropriate, any student of Tri-County Career Center who has a complaint about their treatment may arrange a conference to discuss the matter with the person or persons involved within ten school days of the incident's occurrence.

Step 2: If the student is not satisfied with the results of the conference, or if a conference as outlined in Step 1 above is not appropriate or desired based on the nature of grievance, the issue may be discussed with the student's instructor within ten school days of the date the

incident occurred. In cases involving a student's instructor, students may address the matter with TCCC's Student Services Coordinator.

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

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

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

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

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

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

Tri-County CAREER CENTER
High School & Adult Education

HEALTH AND SAFETY

Health and Safety Plan

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

Safety practices are also part of the instructional process. Staff members are required to attend or participate in safety training throughout the year. Lab instructors receive OSHA training along with other specific safety training tailored for each program. This training covers traffic and pedestrian safety, fire prevention, in-service training, and emergency procedures appropriately designed for students at all levels.

The Center has a surveillance camera system in both buildings and on the grounds. The cameras can store recordings for over a month. Each staff member and student receives a badge that identifies their program and indicates who they are. The doors are equipped with a locking system, allowing staff to enter the building using their name badges. All visitors must enter through the front doors of both buildings and buzz for access to the back of the school.

The Center has a safety committee that meets at least once a year. The committee includes various staff members, along with parents and students. Law enforcement reviews our safety plan annually. Additionally, the school has a School Wellness Program approved by the board.

Surveillance and Security Policy

Surveillance

The Tri-County Career Center employs surveillance cameras on school property 24/7. Lockers, desks, cabinets, and similar items provided for student use are owned by the Tri-County Career Center Board of Education and do not carry an expectation of privacy. These items are subject to search by school authorities at any time, including random searches, without the need for reasonable suspicion of a criminal statute or violation of school rules. Searches of students, their possessions, and vehicles may be conducted at any time they are under the Board's jurisdiction to ensure safety. Failure to comply with a reasonable search request will be considered insubordination. Search dogs may also be utilized.

Safety and Welfare

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

Access and Monitoring

Security cameras and staff at the reception desk monitor access to the building. Surveillance cameras are installed at all entrances and strategic locations within and around the building. Staff and students must use school-issued identification badges for entry. Campus security personnel have the authority to

remove unauthorized individuals and will inform local police of any actual or suspected criminal activities, including trespassing.

Security Measures

All interior doors, including those of offices, classrooms, and storage facilities, must remain closed and locked. Outside doors should never be propped open.

Student Safety

Non-Emergency and Emergency Concerns

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

Building and Personal Security

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

Staff Responsibilities for Student Safety

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

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

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

12. **Appropriate Association:** Avoid associating with students in a manner that could be considered inappropriate, especially with those of the opposite gender. Avoid any situation or activity that could be seen as abusive, sexually suggestive, or involving illegal substances such as tobacco, alcohol, or drugs.
13. **Transportation:** Do not transport students in a private vehicle without the approval of the Adult Director.
14. **Suspicious Activity:** Instruct students to report any suspicious strangers in or around school property to staff members, parents, or law enforcement officials.
15. **Confidentiality:** Do not disclose student information, except for Directory information, to unauthorized individuals. This includes information about assessments, ability scores, grades, behavior, mental or physical health, and family background.
16. **Lab Inspections:** Ensure that labs are inspected annually to detect and remedy any health and safety issues.

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

Procedures and Specific Guidelines

Sickness
In the event of illness, students, staff, and guests should report to the adult office. The office staff and/or Adult Director will take appropriate action based on the individual's symptoms and provide proper care or contact emergency personnel if necessary.

Accidents
In the event of an accident, the school employee should take the individual to the adult office or contact the office to have them come to the student if the student cannot be moved. If the accident is life-threatening, immediately call 911 before contacting the office. The office will then call the emergency contacts for the individual. The school employees involved and any witnesses to the accident will complete an Accident Report form and submit it to the adult office. The administrative office will conduct a follow-up on the accident.

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

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

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

Each program is equipped with appropriate first aid and safety devices in classrooms and shop areas. The center also has an emergency defibrillator. Students in select programs undergo CPR training annually to earn their CPR certification. Several staff members in the building are certified in CPR.

Emergency Drills and Emergency Response

Emergency drills, including fire, tornado, and lockdown drills, will be held regularly. The route to follow is posted in each room. The instructor in each class will give proper instructions on procedures. All classrooms are equipped with telephones, an intercom system, and emergency lighting. Phones can be directly dialed to 911. The hallways are also equipped with emergency lighting.

Tornados
Unannounced tornado drills are conducted annually. The alarm for the tornado warning is different from the regular fire/evacuation system. It is a long "whooping" sound. When the tornado warning alarm sounds, students should respond in an orderly manner and move to designated sheltered areas. Remain inside the building and listen to instructions.

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

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

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

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

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

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

Campus Security and Crime Report

Under the Higher Education Act, as amended, and the Jeanne Clery Act, the school is required to inform its students and employees about the policies and procedures it follows for reporting crimes and emergencies, as well as the actions to be taken in response to these reports. The school is also required to compile and report specific crime-related statistics, which are gathered from data provided by the Nelsonville Police Department.

The following procedures should be adhered to regarding criminal or suspected criminal activity:

- Anyone observing criminal or suspected criminal activity, or who is a victim of such activity, should report this activity to the TCCC - Adult Office. Reports may be made on a voluntary and confidential basis. When such activity is reported to the TCCC - Adult Office as it occurs, the Adult Director, or another person designated by the Adult Director, shall immediately inform the appropriate law enforcement authority.
- A timely warning informational bulletin will be prepared and distributed to all students and employees whenever such activity is reported that could pose a general threat to any or all students and/or employees.
- If law enforcement officials are notified and an incident report is filed, a copy must be submitted to the Adult Center office. When an emergency is reported to the adult office, the personnel shall determine the appropriate response to take.

The school prioritizes the security of its students and employees. Generally, the campus buildings, individual classrooms, and offices are securely locked when not in use to restrict access to unauthorized personnel.

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

The Nelsonville Police Department is the law enforcement agency responsible for patrolling the campus and its surrounding area. Any reported or suspected criminal activity that requires forwarding to a law enforcement agency should be referred to the Nelsonville Police Department or reported by calling 911. New students and employees receive information about security procedures during their orientation session. The school provides lockers with combination locks for students to secure their personal belongings.

Call 911 in the event of a fire or medical emergency. Portable Automated External Defibrillators (AEDs) are in the main offices of each building. Basic first aid kits are available in every room throughout the building. Telephones are installed in every classroom, lab, and office. Dialing eight will connect you to an outside line, but it is not necessary when calling 911.

Crime Definitions

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

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

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

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

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

Aggravated Assault: an unlawful attack by one person intended to inflict severe or aggravated bodily injury. This type of assault is typically accompanied by a weapon or by means likely to cause death or significant physical harm.

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

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

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

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

Categories of bias are:

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

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

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

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

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

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

Crime Statistics

The following are the annual statistics for the reported incidents of certain specified crimes occurring on campus during the calendar years from January 1, 2023, to December 31, 2023, as well as those for 2024 and 2025:

Criminal Offense						
	2023 C	**2023 PP**	**2024 C**	**2024 PP**	**2025 C**	**2025 PP**
Murder/non-neg. manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Criminal Offense						

	2023 C	2023 PP	2024 C	2024 PP	2025 C	2025 PP
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Violence Against Women Reauthorization Act 2013		
2025		
	On-Campus	**Public Property**
Domestic Violence	0	0
Dating Violence	0	0
Stalking	0	0

Arrest						
	2023 C	**2023 PP**	**2024 C**	**2024 PP**	**2025 C**	**2025 PP**
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Disciplinary Actions						
	2023 C	**2023 PP**	**2024 C**	**2024 PP**	**2025 C**	**2025 PP**
Weapons: carrying, possessing, etc.	0	0	0	0	0	0

Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

Unfounded Crimes – On and Off Campus			
	2023	**2024**	**2025**
Total Unfounded Crimes	0	0	0

C – campus; PP – public property

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

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

The school currently has no off-campus locations for any student organizations recognized by the school. Any occurrence or suspected occurrence of criminal activity or emergencies while a recognized student organization participates in an off-campus activity should be reported and addressed in the same way as if the incident occurred on campus. Such incidents will be reported for statistical purposes along with the on-campus figures.

Given the significant health risks linked to illicit drug and alcohol use, the school expresses concern for any student or employee who may be struggling with substance abuse. The school is committed to helping these individuals connect with community programs and services for support. Students are encouraged to contact the Student Services Supervisor. Employees should contact their Director, Supervisor, or the Superintendent's office for assistance.

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

1. When a sexually related offense is reported, the adult office personnel will first attempt to ascertain the physical well-being of the survivor and determine whether the survivor needs immediate medical assistance. If so, the office personnel will call the Southeastern Ohio Emergency Medical Services.

2. After calling for the appropriate emergency services, the adult office personnel shall provide the survivor with a quiet and private location and, if there is anyone that he/she would like to be present. The number of people should be kept to a minimum. After determining the well-being of the survivor, the adult office personnel shall contact **Crisis**

Services at (740) 593-3344. These are trained specialists in sexual assault and crisis intervention. Teams are available to aid the adult staff upon the survivor's request to intervene directly. The staff members to whom the offense is reported should contact Crisis Services, while maintaining the survivor's confidentiality, to receive assistance in advising the survivor.

3. Call appropriate law enforcement officials if deemed necessary. Staff are legally obligated to report to law enforcement any report of “date rape” or rape even if the incident occurred off campus.

Registered sex offenders are not allowed to attend classes on this campus. At the time of applying to any Adult Center training program, it is the responsibility of prospective students to report any personal arrest or conviction for a sexual offense and any designation as a sexual offender. Such an arrest or conviction may prevent attendance in programming at the Adult Center. Registered sex offenders must inform the State of Ohio under the “Campus Sex Crimes Prevention Act” of 2000.

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

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

Tri-County CAREER CENTER

High School & Adult Education

BUILDING AND GROUNDS

School Buildings, Grounds, and Property

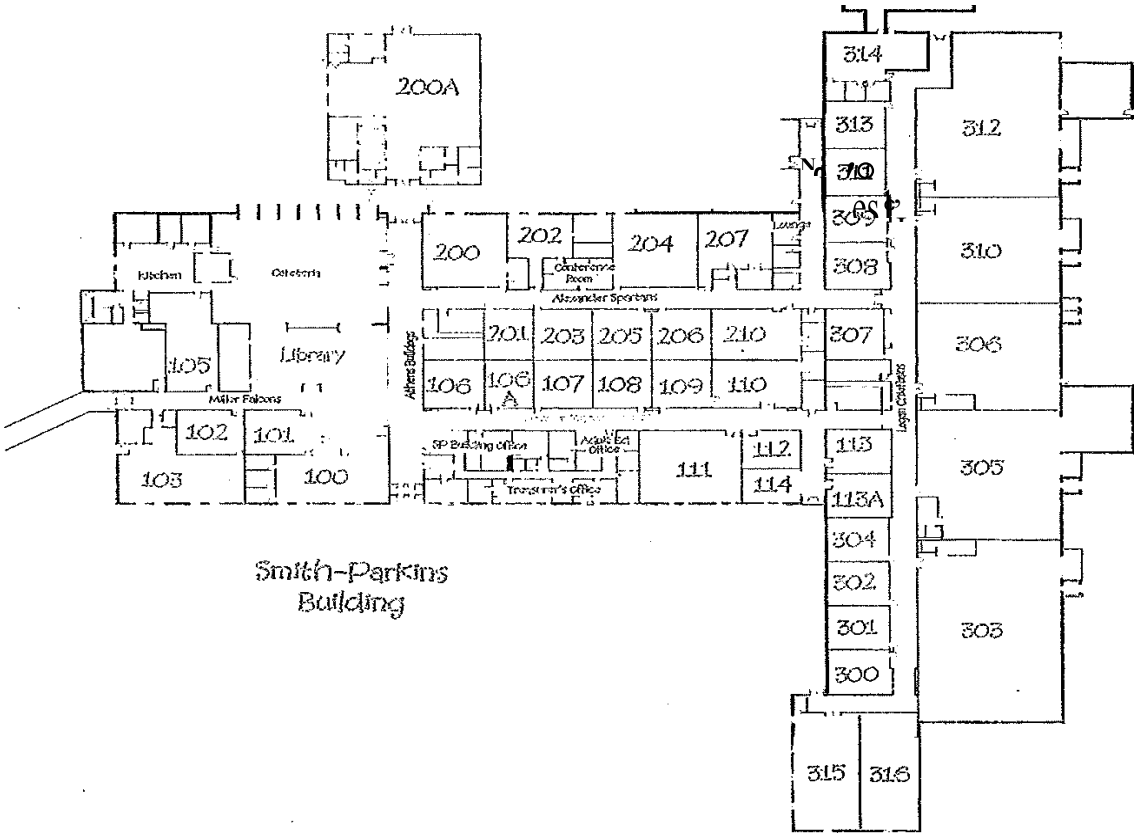
The cooperation of students is essential for maintaining the facilities for future students. Taking care of school property is everyone's responsibility. Students who lose or damage school-owned items such as textbooks, library books, locks, instructional aids, materials, or equipment will be required to replace the items or reimburse them for loss or damage.

Classroom and lab capacities typically accommodate 20 students; this number may vary based on the program.

Facilities Description and Equipment

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

TCCC is located at 15676 State Route 691 in Nelsonville. The facility was built in 1967 and has undergone numerous renovations in the past couple of years. This training facility is equipped with state-of-the-art labs and classrooms that feature the latest technology and equipment, catering to today's workforce.



Asbestos Management

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

Tri-County CAREER CENTER

High School & Adult Education

FINICIAL AID AND VETERAN BENEFITS

Financial Assistance

TCCC's Financial Aid Office assists students who, without this aid, would be unable to enroll in TCCC programs. No student interested in attending TCCC should hesitate to apply due to an inability to cover the expenses. The Financial Aid Office strives to support students who's personal and family resources are insufficient.

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

When serious financial problems arise, the individual may schedule an appointment with the Financial Aid Coordinator to present information for further consideration.

General Eligibility Requirements

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

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

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

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

education. In that case, the financial aid office will evaluate the validity of the student's high school completion.

Financial Aid Programs

Pell Grant

Description:
The Pell Grant is an award from the federal government designed to help students finance their post-secondary education. It is often regarded as free money, as it does not require repayment. To qualify for a financial aid offer, a student must be enrolled in a Pell-approved program that consists of 600 hours or more.

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

Opportunities for Ohioans with Disabilities (OOD)

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

Application Procedure and Eligibility Requirements:
A student's assigned case manager determines eligibility for financial aid through the Office of Opportunity and Development (OOD). For the OOD office in Athens, call (740) 592-4411. To find the OOD office nearest to you, call 1-800-282-4536.

Training Readjustment ACT (TRA/TAA)

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

Application Procedure and Eligibility Requirements:
To determine eligibility, students should contact their county's Ohio Means Jobs Office.

Ohio Bureau of Workers' Compensation (BWCR)

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

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

Workforce Investment Opportunity Act (WIOA)

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

OhioMeansJobs Offices

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

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

Self-Pay

Any full-time student who is ineligible for financial aid, or who does not receive enough financial aid to cover tuition, books, supplies, and lab fees, can make payments to cover the costs of tuition, books, supplies, and lab fees. The school requires students to sign a payment agreement that outlines the amounts due and their respective due dates. Students will be responsible for making all payments on time.

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

Veterans Administration

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

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

VA Payments for all chapters, except Chapter 33, Post-9/11 GI Bill, are typically paid directly to the student. Therefore, students not using Title IV funding to pay for their tuition must complete regular payments to maintain their status in the program. See Financial Aid Obligations/Payment Agreement.

Bureau of Vocational Rehabilitation (BVR)

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

Financial Aid Confidentiality Policy

Student financial aid records are confidential and, therefore, accessible only to authorized personnel for the purpose of making and maintaining financial aid awards.

Students transferring from this institution to another postsecondary institution may need to have a financial aid transcript sent to their new school. Those applying for other sources of aid might be required to authorize, in writing, the release of financial aid information, depending on the agency involved, before the financial aid office can disclose it.

Student Financial Aid Rights and Responsibilities

A student who receives a Pell Grant (Title IV Federal Financial Aid funds) has certain rights that should be exercised, along with responsibilities that must be met. Understanding these rights and responsibilities will help the student make better decisions about their educational goals.

A Student has the Right to Know.

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

A Student is Responsible for

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

Applying for Aid

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

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

Confirmation of Citizenship

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

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

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

Students required to undergo secondary confirmation will receive information in writing. An explanation of the documentation to be submitted: The submission deadline is 30 days. Please note that students may not receive aid for the payment period if the deadline is missed. Eligibility determination is made only after the student has the opportunity to submit the required documentation. Any citizenship issues must be resolved before any Title IV aid can be disbursed.

U.S. Diploma Requirements

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

If there are any concerns about the validity of the high school's credentials, the school will first check the "Unacceptable Proof of Graduation" list. If the high school is on the list, it will be deemed unacceptable. If it is not on the list but the school still has questions about the validity of the high school credential, we will request a transcript from the high school that shows the courses completed and passed. If we are still not satisfied regarding the validity of the credential, we may contact the state's Department of Education in which the school is located to ensure the state approves the high school. If this cannot be confirmed, the transcript will not be accepted. We will also not accept any transcript that has been altered in any way.

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

Diploma Mills

A diploma mill is defined as an entity that:

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

Verification Policy and Procedures

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

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

Acceptable Documentation

In most cases, completed Verification Worksheets, an IRS Tax Return Transcript (if the IRS Data Retrieval Tool was not used during the completion of the FAFSA), and W-2 forms or other sources of income can satisfy the verification requirement. Alternative documentation may be accepted in some instances. The Student Services Coordinator or Financial Aid Advisor can inform the student about what documentation is needed and acceptable for each item that requires verification.

Deadline

If verification is not completed within the first week (4 days) of class, the student will not be allowed to continue in the class. No funds will be disbursed until verification is complete. If a student's award changes due to verification or correction, a revised financial aid notification will be signed within two weeks of completing the verification or correction process.

IRS Data Retrieval Tool (DRT)

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

Unusual Enrollment History (UEH)

The U.S. Department of Education may flag a student for Unusual Enrollment History. This typically indicates that a student has attended multiple schools within the past four years of enrollment without completing any of them. If flagged, the student may need to provide additional information to the Student Services Coordinator or Financial Aid Advisor to demonstrate that credit was earned at all previous schools. Failing to provide sufficient information may result in the denial of Title IV funding. A student may appeal in writing to the Student Services Coordinator, Financial Aid Advisor, and Tri-County Career Center- Adult Center Supervisor if funding is denied. An evaluation will occur, and the determination will be final.

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

Special Circumstances and Professional Judgement

The EFC formula is essentially the same for all applicants, and the prior-prior year's income is used in the calculation. The Student Services Coordinator/Financial Aid Advisor has the authority to adjust certain data elements on a case-by-case basis for students with special or unusual circumstances. Examples include layoffs, marriage or divorce, and unusually high medical or tuition bills. If you believe you have special circumstances, please get in touch with the Student Services Coordinator or Financial Aid Advisor to discuss your situation and determine the required documentation. After reviewing all documentation, the Student Services Coordinator/Financial Aid Advisor will decide whether to approve or deny your request. The decision is final and cannot be appealed to the Federal Department of Education. Please note that the use of professional judgment is allowed but not mandatory.

Dependency Status & Override Policy

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

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

- You have reached the age of 24 before January 1st of the upcoming year.
- You are married as of the date you submitted to FAFSA.
- You are enrolled in a graduate or professional educational program beyond a bachelor's degree.
- You have children who receive more than half of their support from you.
  NOTE: Having a child does not automatically make you independent. The student must be providing over half of the child's support from July 1, 2024, to June 30, 2025.
- You have dependents (other than your children or spouse) who live with you and receive more than half of their support from you, now and through the end of the year.
- Both parents are deceased, or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
- You are currently serving on active duty in the U.S. Armed Forces (other than training).
- You are a Veteran of the U.S. Armed Forces.
- You are an emancipated minor.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

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

Dependency Override

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

To obtain a Dependency Override, the student must request it from the Student Services Coordinator or Financial Aid Advisor and provide the necessary documentation. The Student Services Coordinator or Financial Aid Advisor will determine what type of documentation is suitable for the situation.

Disbursement of Pell Grant Funds

The following procedure details how Pell Grant funds are received and disbursed. Other types of financial aid are sent to the school and applied directly to the student's bill. Pell funds are distributed to the student only when the total financial aid received surpasses the student's bill for tuition and books/supplies for that term.

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

subsequent disbursements occur at the end of each payment period and after the student has attended the required hours within that period.

The following procedure is used:

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

NOTE: *Any student who has not received a valid SAR/ISIR will not be issued a Pell Grant payment and will not receive a disbursement until the Student Services Supervisor receives the SAR/ISIR.*

Return of Title IV and HEA Policy

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

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

The calculated amount of Title IV, HEA (R2T4) funds required for students affected by this policy is determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the time a student spends in academic attendance and the total aid received; it has no relationship to the student's incurred institutional charges. Since

these requirements pertain only to Title IV, HEA funds, the order of returning unearned funds does not include funds from sources other than the Title IV, HEA programs. Tri-County Career Center- Adult Center participates solely in the Federal Pell Grant Program.

Title IV, HEA funds are awarded to students under the assumption that they will attend school for the entire period for which the aid is provided. When a student withdraws, they may no longer be eligible for the full amount of Title IV, HEA funds that were initially scheduled to be received.

Thus, the total amount of Federal funds earned must be established. If the disbursed amount exceeds the amount earned, any unearned funds must be returned. If the disbursed amount is less than the amount earned, the student might qualify for a post-withdrawal disbursement.

The institution has 45 days from the date it determines that the student withdrew to return all unearned funds for which it is responsible. The school must notify the students in writing if they owe a repayment.

Tri-County Career Center-Adult Center is permitted to disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew. A student will be advised that they have a post-withdrawal disbursement. If the disbursement results in a Title IV credit balance, that credit balance will be disbursed to the student within 14 days. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to Title IV, HEA programs.

Earned Aid

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the payment period. Title IV, HEA aid, is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be obtained from the Student Services Supervisor or Financial Aid Advisor.

Withdraw Before 60%

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

Withdraw After 60%

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

The Calculation Formula

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

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

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

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

Satisfactory Academic Progress

The Tri-County Career Center-Adult Center must ensure that all students are making adequate progress toward completing their programs. This policy is as strict or stricter than the satisfactory academic progress policies of other schools.

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

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

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

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

Qualitative

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

Quantitative

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

Grading Scale

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

Maximum Timeframe to Complete

A student must complete a program within 150% of the normal program length to remain eligible for aid. For example, if a program takes 900 hours and 30 weeks to complete, the maximum timeframe would be 1350 hours and 45 weeks at the same pace as the regular program hours.

Special Grading Circumstances

To retain financial aid awards, students must maintain a pace of progression toward completion within a maximum time frame. This maximum time frame for any program is 150% (one and one-half times the number of clock hours) of the program's published length. Certain special grading circumstances will affect SAP and this completion timeline.

Transfer Credit Hours

Clock hours that transfer into and count toward a student's program of study will affect Satisfactory Academic Progress (SAP) by reducing the total number of clock hours and weeks in the student's overall program and maximum timeframe. For example, if 450 clock hours are transferred into a 1,350-hour, 45-week program, the student's program for Title IV purposes becomes 900 hours and 30 weeks long. Consequently, the student's maximum timeframe remains 1350 hours and 45 weeks long (30 weeks x 150% = 45 weeks).

Withdrawal Status Upon Return

Title IV payment periods vary based on the number of days between a student's withdrawal and re-entry into a program. If a student re-enters before 180 days have elapsed, they return within the same

Title IV payment period, and Satisfactory Academic Progress (SAP) evaluations align with the original Title IV payment periods. However, if the student re-enters after 180 days have elapsed, the Title IV payment periods are established similarly to how transfer credit hours are determined.

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

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

Incompletes
Incomplete grades are not accepted and are not calculated in the GPA. If the student fails to complete the coursework within the required timeframe, they will receive an "F" for that course. A grade of "F" will count toward the maximum timeframe and may affect a student's ability to complete the program within the maximum timeframe.

Transfer of Credit

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

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

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

Clock hours that apply to the student's program of study will affect Satisfactory Academic Progress (SAP) by decreasing the total number of clock hours and weeks in the student's overall program and subsequent maximum timeframe.

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

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

Transfer Credit for Military
All students receiving financial aid benefits from the United States Veterans Administration (VA) must submit copies of all prior transcripts for review. Transcripts will be assessed to determine the successful completion of courses at other post-secondary schools, colleges, or universities and to evaluate the equivalency of content and potential acceptance of transfer credits for clock hours for one or more courses. Skills and other training will also be assessed for equivalency to one or more courses. If equivalency is established, the student may be required to take and pass the final exam(s) successfully, ensuring that the veteran has a solid foundation for progressing successfully through the program. Additionally, skills testing may be conducted to ensure accurate and safe performance of these skills.

Hours transferred from another institution will be included in the students' attempted hours and reduce the maximum timeframe for program completion.

Failure to Meet SAP Requirements

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

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

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

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

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

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

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

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

The student's progress will be evaluated at the end of the payment period to determine if they are meeting the requirements of the academic plan. A student is eligible to receive Title IV funds as long as they continue to meet the SAP standards and the academic plan. Should the student fail to meet these requirements, their Title IV eligibility will be terminated, and they may also face potential dismissal from the school. The Instructor and Student Services Coordinator will notify the student by letter regarding their probation, suspension status, or dismissal from school.

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

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

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

Professional Judgement

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

Constitution Day

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

Ability to Benefit

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

Tri-County CAREER CENTER

High School & Adult Education

Veteran Benefits

Veteran Benefits and Transitions Act of 2018

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

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

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

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

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

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

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

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

If the student is found to be NOT making satisfactory academic progress, they will be placed on academic warning, academic probation, or dismissed from TCCC - Adult Center based on the following guidelines:

Academic Warning

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

Academic Probation

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

Dismissal

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

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

Special Grading Circumstances

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

Transfer Credit Hours

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

Withdrawal Status Upon Return

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

Repetition

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

Re-Admission Requirements for Service Members

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

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

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

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

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

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

Service in the Uniformed Services

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

Readmission Procedures

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

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

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

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

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

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

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

Notification of Intent to Reenroll

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

Documentation

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

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

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

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

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

Termination of Readmission Eligibility

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

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

Tri-County CAREER CENTER

High School & Adult Education

PROGRAMS

PROGRAMS

These programs are measured in clock hours. A clock hour is defined as 60 minutes ofclass, lab, or externship participation by a student.

Cosmetology

The Cosmetology Certificate program is a 1,500-hour training program that provides supervised hands-on experience with real clients and offers a professional internship opportunity. This comprehensive certificate course of study meets all the requirements for graduates to sit for the licensing examination.

Students can file a complaint with the **Ohio State Cosmetology and Barber Board** at any time.

Ohio State Cosmetology and Barber Board
5025 Bradenton Ave. Suite 130
Dublin, Ohio 43017
Tel: (614) 466-3834
Fax: (614) 644-6880

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

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

Program of Study

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

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

Welding Technology

This 660-hour program will equip you with the skills and knowledge required for entry-level positions in the welding profession. Areas of concentration will include safety, oxyfuel cutting procedures, base metal preparation, and applicable welding processes. The course will prepare students for tests for both D.1.1 AWS and D.1.5 AWS certifications, ASHI First Aid and CPR, and OSHA 10

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

Fiber Optic Technician

This 40-hour course, which includes both lectures and labs, prepares students for the Fiber Optic Association Certification.

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

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

Practical Nursing

The **Practical Nurse (PN) Program** at Tri-County Career Center is a **1,000-hour, Ohio Board of Nursing-approved program** designed to prepare compassionate, skilled healthcare professionals for rewarding careers as Licensed Practical Nurses (LPNs). Through a combination of classroom instruction, hands-on laboratory training, high-fidelity simulation, and supervised clinical experiences, students gain the knowledge, confidence, and clinical judgment needed to provide safe, quality patient care.

Students enter the program with a strong foundation, having already completed **Certified Nurse Aide (CNA) training** and **CPR certification**. Throughout the program, students complete **108 hours of hands-on laboratory instruction**, including realistic high-fidelity simulation experiences, and **102 hours of supervised clinical training** in a variety of healthcare settings. Clinical rotations include long-term care, medical-surgical nursing, obstetrics, maternal-child nursing, mental health, and adolescent care, providing students with valuable real-world experience caring for patients across the lifespan.

Upon successful completion of the program, graduates are eligible to apply for the **NCLEX-PN® licensing examination**, the national exam required for licensure as a Practical Nurse. Licensed Practical Nurses are in high demand and enjoy diverse career opportunities in hospitals, long-term care facilities, physician offices, home healthcare, schools, rehabilitation centers, and other healthcare settings. The Practical Nurse Program also provides an excellent foundation for students who wish to continue their education through **LPN-to-RN and other advanced nursing pathways.**

Program of Study
Students receive instruction and hands-on clinical experience in:

- Nursing Fundamentals and Patient Care
- Human Anatomy & Physiology
- Pharmacology and Safe Medication Administration
- Adult Medical-Surgical Nursing
- Maternal-Newborn and Pediatric Nursing
- Mental Health Nursing
- Geriatric Nursing
- Nutrition Across the Lifespan
- Clinical Judgment and Critical Thinking
- Infection Prevention and Patient Safety
- High-Fidelity Simulation and Nursing Skills Laboratory
- Professionalism, Communication, and Teamwork
- Supervised Clinical Experiences in Diverse Healthcare Settings
- Career Preparation and Professional Development

Career Opportunities
Graduates of the Practical Nurse Program are prepared for employment in a variety of healthcare settings, including:

- Hospitals
- Long-Term Care and Skilled Nursing Facilities

- Physician Offices
- Home Health Agencies
- Rehabilitation Centers
- Schools
- Assisted Living Facilities
- Community Health Clinics

Phlebotomy Program

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

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

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

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

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

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

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

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

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

Certified Nursing Assistant Certificate Program

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

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

Career Opportunities
This training program will equip students for entry-level positions as nursing assistants or home health aids. To be recognized as a State Tested Nursing Assistant in Ohio, a student must complete 82 hours of approved training and pass both sections of the Ohio Nurse Aide Examination. The Ohio Department of Health approves explicitly our program and its curriculum.

Program of Study- Course Description

- Communication and Interpersonal Skills - The student will learn the responsibilities of a nurse aide, including behaviors, interacting with residents, care planning, and record-keeping.
- Infection Control - The student will learn how to prevent the growth of pathogenic microorganisms and recognize the signs of infection.
- Safety and Emergency Procedures - The student will learn basic safety, oxygen use, ambulation, fire safety, and other disaster preparedness measures.
- Promoting Residents' Independence - The student will learn how to promote a resident's independence.
- Respecting Residents' Rights - The student will learn resident rights and how to respect them professionally.

- Basic Nursing Skills - The student will learn to recognize common diseases, observe vital signs, assess nutritional needs, and administer comfort measures.
- Personal Care Skills -The student will learn how to assist with oral care, bathing, and toileting.
- Mental Health and Social Service Needs - The student will study the emotional needs of residents, rest and sleep, sexuality, depression, and dying.
- Basic Restorative Services - The student will learn about prosthetic devices, bowel and bladder complications, and complications associated with immobility.
- Home Health Care -The student will learn about home care of clients, including housekeeping, personal care, meal preparation, safety, money, and time management.

36-Hour Volunteer Firefighting Class

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

The course includes topics such as:

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

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

Information Technology Courses

Basics
Introduction to Computers

Operating Systems
Windows
Microsoft® Office Programs
Microsoft® Word (Introduction, Intermediate and Advanced)
Microsoft® Excel (Introduction, Intermediate and Advanced)
Microsoft® Access (Introduction and Intermediate)
Microsoft® PowerPoint (Introduction and Intermediate)

We are an authorized testing center for Microsoft® Office Specialist (MOS) and IC^3 certifications. The MOS program is globally recognized as the standard for demonstrating desktop skills with the Microsoft® Office suite.

Internet
Internet
Desktop Publishing
Adobe lnDesign
Adobe Photoshop
Microsoft® Publisher

Customized Training for Business and Industry

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

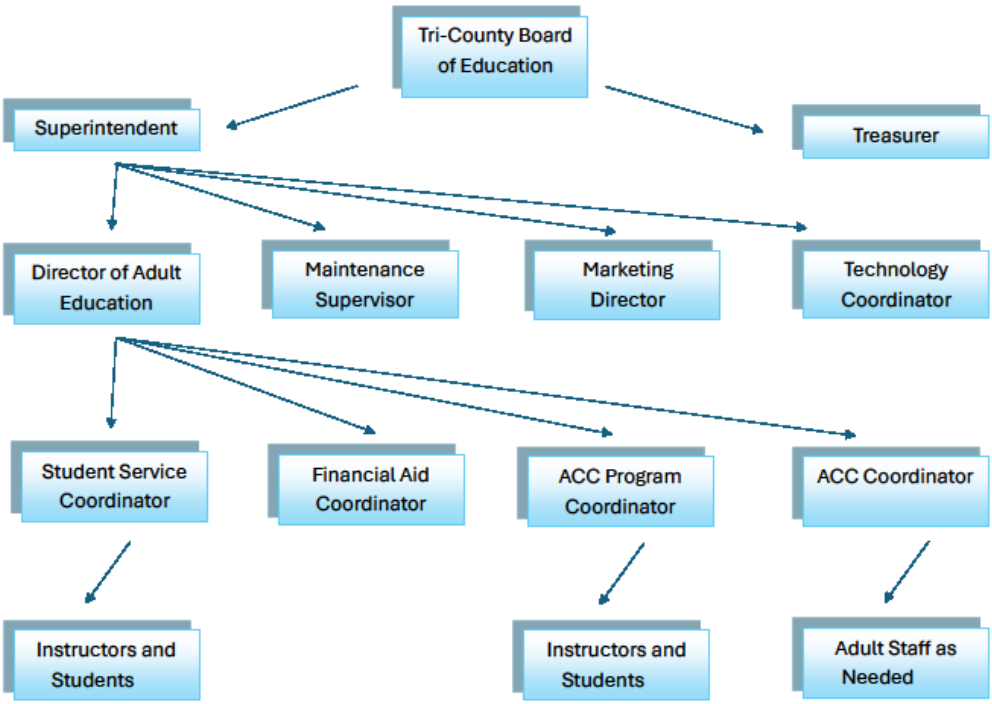
We can deliver:
Microsoft®Office Suite
Introduction to Welding
OSHA
Maintenance Training
CPR and First Aid
...And many more

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

Tri-County
CAREER CENTER
High School & Adult Education

ADULT CENTER ORGANIZATION AND STAFF

Adult Center Organization Chart



Adult Center Staff

Office Staff		
STAFF	**POSITION**	**CERTIFICATIONS/DEGREE/EXPERIENCE**
Jynelle Cotterill	ACC Coordinator/Financial Aid	
Connie Dugan	Pearson VUE Testing Coordinator	Certified Pearson VUE Proctor
Joe Frazier	Director	BA (Ohio Christian University), multiple years of experience in Ohio's local workforce development system
Amy Shumway	ACC Supervisor	Over 25 years' experience in Adult Education
Andrea Townsend	Superintendent	
Kelly Williams	ACC Program Coordinator	

Full-Time Faculty		
FACULTY	**POSITION**	**CERTIFICATIONS/DEGREE/EXPERIENCE**
Elizabeth Klingler	Cosmetology Instructor	
Randy McCabe	Welding Technology Instructor	
Sherri Smith	Practical Nursing Faculty	RN
Debra Cox	Practical Nursing Program Administrator	MSN, RN, CNE
Monica Ronez	Adult Education Healthcare and Simulation Coordinator, PN Associate Program Administrator	MSN, RN

ADJUNCT STAFF MEMBERS		
ADJUNCT	**POSITION**	**Certification/Degree/Experience**
Dustin Bolin	Electrical Instructor	Tri-County Career Center Graduate
Rebecca Dicken	Customized Training Instructor	Business Management & Technology, (University of Toledo) - Career Technical Education, (Ohio State University), Managing Cosmetology, (Toledo Academy of Beauty)
Heather Chubb	Phlebotomy Instructor	Certified Phlebotomist
Steve Green	36-Hr. Volunteer Firefighting Instructor	Ohio Department of Education Firefighter Instructor with 30+ years of experience
Katie Mosher	ServSafe, Customized Training Instructor	Certified Executive Chef, Culinary Arts and Food Service Management Certification
Kathy Trace	Nursing Assistant, CPR/First Aid Instructor	Masters in HealthCare Administration, (Ohio University), Bachelors of Science in Nursing, Mt. Carmel School of Nursing
Dave North	Fiber Optic Technician Instructor	Experienced IT professional, with multiple years of service in the industry.
Zach Poling	Fiber Optic Technician Training Instructor	Tri-County Career Center technology coordinator. Tri-County Career Center graduate. Graduate of the Fiber Optic Technician Training program.

Tri-County CAREER CENTER

High School & Adult Education

APPENDIX

2026-2027

Adult Center

July '26						
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September '26						
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November '26						
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28						

March '27						
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April '27						
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May '27						
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June '27						
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27	28	29	30			

July 3rd (For July 4th) - Independence Day

September 7th - Labor Day

November 23rd - 30th - Thanksgiving Break

December 21 - January 1st - Christmas/Winter Br

January 18th - Martin Luther King Jr Day

February 15th - Presidents Day

May 31st - Memorial Day

June 18th (June 19th) - Juneteenth

Additional Information

For information about financial aid, please contact:
Jynelle Cotterill
15676 State Route 691
Nelsonville, Ohio 45764
jcotterill@tricounty.cc
(740) 753-5429

For institutional information, please contact:
Joe Frazier, Adult Education Director
15676 State Route 691
Nelsonville, OH 45764
jfrazier@tricounty.cc
(740) 753-5483