

**PIKE-LINCOLN TECHNICAL  
CENTER**

**FINANCIAL AID OFFICE**

**POLICY AND PROCEDURES  
MANUAL**

**2018-2019**



Accredited by the Department of Elementary and Secondary Education,

The Practical Nursing Program is Approved by the Missouri State Board of Nursing

*Pike-Lincoln Technical Center is accredited by the Commission of the Council on Occupational Education.*

*Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350*

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*The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession*

*Commission on Accreditation of Allied Health Education Programs*

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## Introduction

The mission of Pike-Lincoln Technical Center's Adult Education/Financial Aid Office is to assist students and their families in funding educational costs at Pike-Lincoln Technical Center. We are committed to removing financial barriers that would otherwise prevent students from achieving their educational goals. In addition, we strive to deliver high quality services with professional competence and concern. Respect for the dignity of students and the privacy of confidential information is central to our mission and we are dedicated to the equitable treatment of all applicants.

State and federal regulations allow community colleges participating in financial aid programs discretion when establishing college specific policies and procedures. This manual represents PLTC's current practices whenever state and federal regulations determine that policy decision-making is the responsibility of the college.

It is the goal of the Adult Education/Financial Aid Office to provide students with the most current policy information affecting their financial aid while at PLTC. Accordingly, as new state or federal regulations take effect or college practices evolve, this manual will be updated.

For further information, comments, or questions please contact Michelle Noah, Pike-Lincoln Technical Center, Adult Education Coordinator.

## Academic Year

Academic programs offered at PLTC are calculated in units and measured by semesters. PLTC offers two semester (Fall and Spring). The length of these semesters is determined annually by the Pike County R-III

Board of Education when it establishes the calendar for the school district. Please remember that unless otherwise stated, all PLTC programs are built upon the secondary programs offered by the school and are 900 clock hours each. The following day-time programs follow a different calendar with only adults: Practical Nursing and Paramedic. The Practical Nursing program is two semesters plus a shortened summer session with a total of 1490 clock hours. The Paramedic program is two semesters plus a shortened summer session with a total of 1200 clock hours.

For financial aid purposes, this definition is important because it affects how payment periods are calculated. PLTC makes financial aid payments based on the school's semester. A student's financial aid is calculated by hours and number of weeks offered.

## **Admissions/Ability to Benefit**

### **Admissions Policy**

Admission to Pike-Lincoln Technical Center is open to anyone who:

- Holds a high school diploma or equivalent
- Is 18 years old or older;
- Is able to pass a background check
- Is able to meet any program specific admission requirements

Adult applicants with felony convictions may be denied admission to programs. The specifics of the felony such as background, charges filed and date of occurrence will be reviewed by the administration. Any convictions in violation of the Safe Schools Act may be cause to deny admission. Examples of such convictions include assault, use or distribution of controlled substances, or weapons offenses. The administration must consider any potential risks to the safety or welfare of students and staff when making admission decisions. The administration may deny admission, admit the applicant, or admit the applicant with certain conditions.

### **Ability to Benefit**

The PLTC Adult Education Office ensures that students are beyond the age of compulsory attendance when admitting them as regularly enrolled students.

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies

if she:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate;
- has completed homeschooling at the secondary level as defined by state law; or
- has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education.

## **Transfer of Credit**

PLTC does not accept any transfer credit from outside institutions. PLTC also does not guarantee any other institution will accept credit from PLTC. PLTC does not allow any transfer of credit between programs.

PLTC will allow the transfer of student credit in a program if a portion of the program was completed as a High School Student at PLTC.

## **Advanced Placement**

PLTC does not provide any opportunities for advanced placement in any program based upon previous education. All students will start with the beginning of their select program.

## **Experiential Learning**

PLTC does not offer any opportunities for placement in a program based upon life experience. All students will start with the beginning of their selected program.

## **Readmission**

Students who have been dismissed or withdraw from a program may reapply the following program year. Previous enrollment in a Pike-Lincoln Technical Center program does not ensure acceptance nor does it preclude acceptance. Reasons for dismissal and exiting the program will be evaluated on a case-by-case basis.

# **Eligible Institution/Accreditation**

Pike-Lincoln Technical Center (PLTC) participates in the Title IV programs as an institution of higher education.

Pike-Lincoln Technical Center is a Candidate for Accreditation by the Commission of the Council on

Occupational Education.

## Academic Programs Offered

| <b>COURSE NAME</b>                 | <b>CLOCK HOURS</b> | <b>MONTHS TO COMPLETE</b> | <b>COST</b> |
|------------------------------------|--------------------|---------------------------|-------------|
| 3D Modeling & Animation            | 900                | 9                         | \$7,700.00  |
| Auto Collision Technology          | 900                | 9                         | \$7,700.00  |
| Automotive Services Technology     | 900                | 9                         | \$7,700.00  |
| Computer and Networking Technology | 900                | 9                         | \$7,700.00  |
| Diesel Technology                  | 900                | 9                         | \$7,700.00  |
| Digital Design                     | 900                | 9                         | \$7,700.00  |
| Paramedic                          | 1200               | 12                        | \$8,500.00  |
| Welding Technology                 | 900                | 9                         | \$7,700.00  |
| Administrative Fee                 |                    |                           | \$100.00    |

The Practical Nursing program is a credit hour program. There are 67 credit hours to that program. It will take 11 months to complete. The cost of this program is \$16,700.

### Course Descriptions

#### 3D Modeling and Animation

In the 3D modeling and animation course at Pike-Lincoln students will explore the different career opportunities in the wide field of 3D animation and design. In the class, students will learn the basics of animation tools, animation techniques and basic animation programming. Students will be able to apply these skills in advertising, movie and video production, game development and many other industrial applications.

#### Auto Collision Technology

The Auto Collision course at Pike-Lincoln is designed to prepare you for an entry-level position in the Auto Body field. The fundamentals and related information are covered in the classroom, and the remainder of the class time is spent working and perfecting skills in the shop. Much time is spent on surface preparation and painting. Paint mixing and tinting is also included. Classroom equipment includes spot and MIG welding, hand tools, and frame-straightening equipment and smaller tools and equipment. A spray booth with exhaust is utilized for most painting. An Auto Collision Technician repairs and refinishes vehicle bodies, removes dents, and replaces crumpled parts, tightens brackets and loose bolts, and makes other minor repairs. They use a variety of equipment and tools, including drills,

riveters, welders, hammers, files, screwdrivers, sanders, measuring tools and power machinery. Some install customized equipment.

## **Automotive Services Technology**

Automotive Services is a highly technical program designed to prepare you with an extensive knowledge of automotive parts and their application, and entry into mechanically related occupations. High school students receive 3 credits per year, while adult students attend five hours per day and complete the curriculum in one year. In addition to training in shop skills, written and oral communications, internal services, and administrative procedures, you will learn how to operate various shop machines including the electronic analyzers, precision measuring devices, brake lathe, wheel alignment equipment, hydraulic press, and hand tools. You may also receive individualized specialized training in areas of special interest, such as diesel engines, service department, air conditioning specialist, small engine technician, and other related areas of interest.

## **Computer and Networking Technology**

The Computer and Networking Technology course is designed as a study of computer hardware, operating system software, and networking technologies. The course is two years for secondary students and one year for full-time adult students. Students will learn how to install and perform repairs on computer hardware, software, and peripheral equipment during the first year of the course and will have the opportunity to master competencies required for CompTIA A+ Certification. During the second year, students will learn how to design, install, and troubleshoot computer networks and will have the opportunity to master competencies required for CompTIA N+ Certification.

## **Diesel Technology**

Diesel Technology is a highly technical program designed to prepare students to use critical thinking skills to explore basic diesel technology and apply these skills in the service and maintenance of medium and heavy-duty trucks and similar equipment, including farm and construction equipment. Articulation with Linn State Technical College is planned so students can earn up to 15 credit hours toward an associate degree. Students will learn how to operate various equipment including electronic diagnostic analyzers, precision measuring devices, wheel alignment equipment, hydraulic presses, and cranes in our diesel lab.

## **Digital Design**

Digital Design is designed to offer training in the areas of desktop publishing, web page design, presentations, and digital video. High school students receive 3 credits per year, while adult students may attend five hours per day. The course is designed to teach you the elements of design, which will allow you to create marketing/advertising materials, such as brochures, flyers, booklets, etc. You will

also create web pages, and a digital video using a state-of-the-art iMac computer.

## **Paramedic**

The Paramedic Education Program runs approximately twelve months in duration, consisting of a didactic (classroom and lab) phase, a clinical phase, and a field internship. Students are provided with a challenging, comprehensive education with true field and hospital experience. Students will complete a total of 1,200 clock hours for all three phases.

## **Practical Nursing**

The Practical Nursing program is an 11 month program, including holidays and vacation time. Classes meet 4-5 days a week, 6-8 hours a day. The purpose of practical nurse education is to help the student acquire those attitudes, skills and knowledge essential to the role of a competent practical nurse. The scope of practice for the Licensed Practical Nurse focuses on meeting the health care needs of patients/clients in hospitals, long term care facilities, clinics, doctor's offices and in the home. Licensed Practical Nurses work under the direction of the professional registered nurse and/or a licensed physician. The program is conditionally approved by the Missouri State Board of Nursing and approved by the State Department of Education. After successful completion of the program, the graduate is eligible to apply to write the State of Missouri Licensure for Practical Nurses (NCLEX\_PN).

## **Welding Technology**

The Welding course is designed to cover the theory, fundamentals, and basic processes, along with the practical application that builds skills and techniques for welders. Students are prepared to enter entry-level employment, or to continue their education leading toward journeyman level. A welding technologist uses hand-held or stand-alone welding equipment and torches to join or cut metal or plastics. They may fuse together plastic sheets, weld metal parts, or trim metal from objects as well as follow blueprints and work orders. Specialized training is also available for the skilled welder who wants specialized training in the area of MIG, TIG, and plasma cutting. The welding training is geared to the realities of the job market in the surrounding area. Students interested in related careers can learn the foundations in this program. The curriculum is designed to be taught as a two-year program for high school students or as a one-year program for adults who attend as full-time students.

# **Cost of Attendance**

The Cost of Attendance refers to the average amount a full-time student enrolled in classes at PLTC can expect to spend during the semester. It is different for students living independently or at home.

The cost of education is an estimated amount that a student will need to cover costs related to college attendance. Nine month student budgets are constructed using surveyed costs of Missouri students

based on their living and enrollment status as follows:

|                                 | Away From Home  | At Home         | PN Away from Home | PN At Home    | Paramedic Away from Home | Paramedic At Home |
|---------------------------------|-----------------|-----------------|-------------------|---------------|--------------------------|-------------------|
| <b>Tuition</b>                  | \$7000          | \$7000          | \$12,500          | \$12,500      | \$7000                   | \$7000            |
| <b>Books, Fees and Supplies</b> | \$700           | \$700           | \$4,200           | \$4,200       | \$1500                   | \$1500            |
| <b>Living Expenses</b>          | \$9,000         | \$3,600         | \$11,000          | \$4,400       | \$11,000                 | \$4,400           |
| <b>Transportation</b>           | \$1,800         | \$1,800         | \$2,200           | \$2,200       | \$2,200                  | \$2,200           |
| <b>Miscellaneous</b>            | \$1,800         | \$1,800         | \$2,200           | \$2,200       | \$2,200                  | \$2,200           |
| <b>Total</b>                    | <b>\$20,300</b> | <b>\$14,900</b> | <b>32,100</b>     | <b>25,500</b> | <b>\$23,900</b>          | <b>\$17,300</b>   |

Reasonable Dependent/Child Care expenses must be documented for each requesting student. Budgets will be adjusted accordingly.

Student loan fees will be added for borrowers

### **Other Budget Adjustments:**

**CHILD CARE:** Students who have child care expenses relating to their attendance may receive an additional budget allowance based on documentation of reasonable expenses for the number and ages of their children.

**OTHER:** If you have other costs (such as the documented purchase of a computer or expenses related to a disability) that are directly related to your ability to attend college, you should contact the Financial Aid Administrator to determine if a budget adjustment can be made to include those costs.

### **Determination of COA**

Each year, PLTC staff review and evaluate regional living costs and required expenses and adjust the total Cost of Attendance accordingly. Books, fees and supply costs will be determined based upon the actual costs of those items. Tuition will be set by the Pike County R-III Board of Education.

## **Professional Judgement Policy and Procedure**

In some situations a student may require a Professional Judgment be made for admission to the program. Students requiring a professional judgement determination must provide documentation to the Financial Aid



office as to why the Professional Judgement should be made. All determinations for professional judgement will be handled by the Financial Aid Administrator.

## Verification

Financial and personal information provided by the students and their parents on the FAFSA and institutional applications is often incomplete and inaccurate. To overcome this situation, certain applicants are required to validate key data elements. This is a process in which the applicant is required to provide documents to support data originally reported. When certain inconsistencies or errors are discovered during verification, the corrected information must be submitted to the processor for recalculation.

The items which need to be verified are the ones which have the greatest impact on the need analysis process. PLTC complies with the current regulations.

CPS (Central Processing System) selects students to be verified. These students are identified on the ISIR. PLTC will verify those students selected by CPS for verification. The following can be verified:

- High School Completion Status
- Identity/Statement of Educational Purpose
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps)
- Child Support Paid
- Adjusted Gross Income
- U.S. Income Tax Paid
- Income earned from work
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits

Documents required for verification of these items are federal tax transcripts, W2s, Verification forms, or others deemed necessary by the Adult Education/Financial Aid Office. PLTC's staff will stay up to date with current verification changes and recommendations set forth by the Dept of Education.

## Eligibility Changes Resulting from Verification

If the verification process results in a change of a student's financial aid eligibility, PLTC repackages the

student for financial aid based on their new eligibility status and notifies the student with a new award notification.

Corrections are made in the Financial Aid System and sent to the Central Processing System through ED Connect. Students are notified of corrections through receipt of an acknowledgment form from the CPS.

## **Verification Deadline**

Students must meet the verification deadline as set by the U.S. Secretary of Education.

The Secretary sets a deadline for the completion of verification each year. This deadline is 120 days after the last day of the student's enrollment.

Additionally students must have all Verification paperwork turned in within 14 working days of the first date of class.

## **Eligibility Issues**

### **Conflicting Data**

If in the process of reviewing a student's financial aid file, PLTC's Adult Education/Financial Aid Office notices conflicting data, the conflict must be resolved before awarding can take place.

### **Resolving Conflicting Data**

The process of resolving the conflicting data is for the Adult Education/Financial Aid Office to:

- send out a form to the student if appropriate
- send an email to the student with a question or a request for additional documents
- send an email to the student with a request that the student contact the Adult Education/Financial Aid Office
- have a phone conversation with the student that is documented in the file

### **Citizenship Documentation and other C Flags**

PLTC accepts any documentation listed in the Federal Student Aid Handbook to prove citizenship status for US citizens or permanent residents. Documentation for all other C-flags (i.e. Selective Service registration, unusual enrollment history, etc.) is collected in the same manner and is based on

requirements taken from the Federal Student Aid Handbook.

## Service to Students Provision

### Hours of Service

The Adult Education/Financial Aid Office is open and available to serve students during normal school hours and other times by appointment.

### Questions

Most questions can be directly addressed at the Adult Education/Financial Aid Office. Students and parents may be required to make an appointment to see the Assistant Director, depending upon the circumstances and length of time needed to address an issue.

Phones are answered promptly by trained Adult Education/Financial Aid Office staff during usual business hours. Students may leave voicemail messages in absence during closed days and hours, and will be contacted by a staff member upon re-opening of the office.

## Fraud

PLTC is required by law to report any evidence of fraud to the U.S. Office of Inspector General and perpetrators will be prosecuted.

Examples of this type of information include, but are not limited to:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statements of income

## Monitoring Mid-Year Transfers

When awarding a student within the academic year, sometimes the Adult Education/Financial Aid Office determines that the student was not enrolled at PLTC during the previous semester, (i.e. awarding for spring and the student was not enrolled in fall). In this case, PLTC checks NSLDS to calculate what the

student was paid in Title IV aid, (Pell Grants, SEOG, and loans), and determines if any of the student's scheduled awards need to be changed. These adjustments are made manually to keep the students awards within the federal limits. This process typically does not happen since students are only admitted mid-year due to extremely extenuating circumstances.

## Leaving the Program

### Leave of Absence

PLTC does not allow leaves of absence. If a student believes they will need to have a leave of absence, they are to speak with the Assistant Director about options. Students needing extended time away from the program will be asked to withdraw from the program and re-apply at a later date.

### Exiting or Early Withdrawal

Students exiting (whether completing, or from early withdrawal) must complete all exit forms. Students exiting prior to completion of a program must notify the Adult Education/Financial Aid Office in writing plus complete the same forms as completers. All fees and tuition must be paid, and all books returned. Students exiting and not completing proper forms will have grades, references and services withheld until such forms are completed. Exit forms and processes include:

1. School and Classroom Exit Forms from the program instructor (this includes payment of all fees within the class) and becomes a part of your permanent file.
2. Financial Aid Exit Form
3. Complete Financial Aid Exit Counseling

**If a student withdraws from a program, some or all of federal financial aid may need to be returned to the US Department of Education. This includes any money paid to the student or the school. It is possible that a student may have to return funds that have been given to them or may have to pay outstanding balances. The exact amounts will be discussed with the student upon receiving notice. Students are encouraged to read the Refunds/Return to Title IV section.**

Adult students who have received Federal Financial Aid and who drop out for unexplained reasons put the school at risk of being noncompliant with federal regulations. Often the school has received Federal funds to cover the cost of attendance. If the student stops attending, the school is not entitled to the money. This money must be returned to the government or the lending agency within 30 days.

To make sure the school stays in compliance, the following internal operating policy will be put into effect:

- The Instructor, Attendance Counselor, the Counselor, and Assistant Director will monitor adult student attendance and will discuss the status of any adult student who is absent for a week without contacting the school.
- A determination of the student’s status will be made. If it is determined that the student will not return, an exit form will be initiated by the Attendance Counselor.
- The Attendance Counselor and the Instructor will complete the exit form.
- This will be returned to the Assistant Director within 10 days of the student’s last date of attendance.

The Assistant Director is accountable for making sure the Federal deadlines are met.

## Deadlines

PLTC lists deadlines for documentation on the PLTC website. This information is also available when requested from the Adult Education/Financial Aid Office.

## Late Documents

PLTC does not accept documents that are submitted late. If there are extenuating circumstances, the student should talk to the Assistant Director. Decisions will be made on a case by case basis by the Assistant Director.

## Maximum Timeframe

It is the policy of PLTC that students complete the program in the offered program hours:

|                           | <b>LPN Program</b> | <b>Paramedic Program</b> | <b>All Others</b> |
|---------------------------|--------------------|--------------------------|-------------------|
| <b>Maximum Completion</b> | 48 weeks           | 50 weeks                 | 36 weeks          |

Students cannot extend the time to complete past the offered attendance hours. PLTC does not allow leaves of absence. Instead, the student must withdraw from the program. If a student withdraws from the program, they are eligible to reapply for the next year.

## Satisfactory Academic Progress Policy

See Appendix A

# Return to Title IV Funds/ Refunds

The following procedure applies to all programs and all students. If a student has not received any federal financial aid, the policy will still be followed with the exception of no funds will be returned to the Department of Education. These policies apply to students who voluntarily withdraw or are dismissed due to a failure to meet SAP or for disciplinary reasons. The payment period is roughly each semester. For exact timing on the payment periods, see the table on page 18.

PLTC will determine the amount of federal financial aid a student has earned in accordance with federal law. Federal financial aid (“Title IV funds”) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from the program prior to completing more than 60% of the payment period will have their financial aid eligibility recalculated based on the percentage of the payment period completed and will be required to repay any unearned financial aid they have received. After the 60% mark of the payment period, no refunds will be given. For example, if a student withdraws after attending 50% of the payment period, they will be required to pay for any books or fees incurred to that point plus 50% of annual supplies and 50% of the tuition. Any monies they have received above those amounts will need to be refunded to the Department of Education.

## Order of return

PLTC follows the federal regulation 34 CFR 668.22(i). It is as follows:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants

## Timeframe

PLTC follows the federal regulation 34 CFR 668.22 (j)(i). It is as follows:

PLTC returns the unearned funds no later than 45 days from the determination of a student’s withdrawal. This is done electronically using the “Refunds” function in G5.

At PLTC, a student's withdrawal date is:

1. The date the student officially withdraws in person in the Adult Education/Financial Aid Office or
2. The date the Adult Education/Financial Aid Office officially withdraws the student for failure to adhere to attendance requirements.

## Example Calculations

Dependent Student A in the Auto Collision Repair program notifies the school that they are withdrawing from the program after 220 hours. A disbursement has been already made of financial aid of \$2908 in Pell Grant and \$500 in subsidized loans. After the fees have been taken out, the student will have received 477.75 from the subsidized loan. At this point, the Return To Title IV process starts. The Financial Aid director will calculate the percentage of the program that they have completed based upon hours offered and not hours attended. In this example, 225 hours were offered. The student may have only attended 200, but 225 hours will be used. This will be compared to the hours in the payment period (450 for this program). This means that 50% of the payment period has been completed. The student would be eligible for \$1,692.86 in Title IV aid. This means that \$1,692.86 will need to be returned by the school. The amount returned to the loans will be based upon the net loan amount after the origination fees are paid. This would break down to \$477.75 to subsidized loans. The total charge to the student for the payment period would be \$3850. Since they completed only 50% of the payment period, the student would owe \$1925.00. After taking out the \$1692.86 in eligible aid, the student would then owe the school \$232.14 for the unpaid tuition, books, fees and supplies.

### Example Calculation 2

Dependent Student B in our PN program notifies the school that they are withdrawing from the program after 50 days. A disbursement has been already made of financial aid of \$2,908 in Pell Grant, \$1,000 in unsubsidized loans and \$ 1,750 in subsidized loans. After the fees have been taken out, the student will have received 955.00 from the subsidized loan and \$1671.21 from the unsubsidized loan. At this point, the Return To Title IV process starts. The Financial Aid director will calculate the percentage of the program that they have completed based upon hours offered and not hours attended. In this example, 55 days were offered. The student may have only attended 50, but 55 days will be used. This will be compared to the days in the payment period (94 for the PN program). This means that 58.5% of the payment period has been completed. The student would be eligible for \$3,237.54 in Title IV aid. This means that \$2,296.71 will need to be returned by the school. The amount returned to the loans will be based upon the net loan amount after the origination fees are paid. This would break down to \$955.00 to Unsubsidized loan, and \$1,341.71 to subsidized loans. The total charge to the student for the payment period would be \$7850. Since they completed only 58.5% of the payment period, the student would owe \$4,592.25. After taking out the \$3,237.54 in eligible aid, the student would then owe the school \$1354.71 for the unpaid tuition, books, fees and supplies.

## **Impact of Leave of Absence**

Since PLTC does not allow for leaves of absence, students who desire a leave of absence will speak to the Adult Education office to determine if the student will stay with the program or withdraw from the program and reapply at a later date. If the student chooses to withdraw, the student will follow the withdrawal procedures.

## **Financial Consequences for Withdrawing**

If a student withdraws from a program, some or all of federal financial aid may need to be returned to the US Department of Education. This includes any money paid to the student or the school. It is possible that a student may have to return funds that have been given to them or may have to pay outstanding balances. The exact amounts will be discussed with the student upon receiving notice.

## **PLTC Class Cancellation**

In the event that PLTC cancels a class for whatever reason, any fees that have been collected less any registration fees will be returned to the student.

## **Post-Withdrawal Disbursement**

When a student withdraws from PLTC, he or she generally becomes ineligible for future disbursements of federal financial aid. In some cases, however, funds earned prior to withdrawal can be offered to the student through a post-withdrawal disbursement (PWD).

A PWD is offered to you — or your parent in the case of a Parent PLUS loan — if, prior to withdrawing, you earned more federal financial aid than was disbursed. The amount earned is determined as part of the required federal Return of Title IV Funds calculation.

Items that prevent PWD:

- Second or subsequent disbursements of Direct Loan funds unless you've successfully completed your loan period.
- A PWD of Pell, Iraq and Afghanistan Service Grant (IASG), and TEACH funds for a subsequent payment period if you have not completed the earlier payment period.
- It is a second or subsequent disbursement of loan funds, unless you have graduated or successfully completed the payment period.
- You are a first-year, first-time borrower and withdraw prior to completing 30 days of your degree program.
- It is a disbursement of grant funds and you did not have a valid FAFSA on file prior to the



processing deadline.

PLTC will contact you before making any disbursements. You have the opportunity to accept or decline federal financial aid as part of a PWD.

We will contact you by letter, and that letter must be completed and returned within 14 days for federal financial aid to be processed.

if a loan is part of a PWD, you can choose to accept only an amount for the balance due to PLTC or, if eligible, to accept a larger amount that will result in excess funds being returned to you.

A PWD of federal grant funds for open charges only does not require your acceptance. PLTC is required, however, to obtain your permission to credit your account with federal grant funds in excess of open charges.

PLTC must disburse a PWD of federal financial aid loan funds within 180 days after the date of PLTC's determination of the withdrawal.

It is important to understand that accepting a PWD of student loan funds will increase your overall student loan debt that must be repaid under the terms of your Master Promissory Note. Additionally, accepting a PWD of grant funds will reduce the remaining amount of grant funds available to you should you continue your education later.

## **Refunds To Students**

During the disbursement process, any excess federal aid funds will be distributed to the student at that time. In the case that a student has overpaid and funds are owed to the student, the school will follow the Pike County R-III accounts payable process and the student will receive a check after the next Board of Education meeting.

## **Consumer Information**

Pike-Lincoln Technical Center complies with all of the disclosure requirements as outlined in the Summary of HEA Institutional Disclosure Requirements and this information can be found at <http://pltc.k12.mo.us/gainful-employment-disclaimer/>

# Awarding (Packaging) General Packaging Guidelines

Every eligible applicant should receive a combination of financial aid based on the student's qualifications, financial need, preference, student's academic and family situation, and criteria developed annually by the Financial Aid Office for equitable distribution of grant aid and self-help aid. The Adult Education/Financial Aid Office has the right to modify awards subject to the availability of funds.

Financial aid will be awarded based on the following hierarchy until need/cost is met:

- A. Federal Pell Grant
- B. Missouri A+
- C. Institutional Scholarships
- D. Direct Subsidized/Unsubsidized Loans

The student's cost (see Cost of Attendance section) and need will be calculated (cost of attendance minus EFC minus other resources equals need). Each aid type and amount in which the student is eligible will be subtracted from the need/cost as outlined in the awarding hierarchy. Awards are coordinated with other offices and agencies who give monetary awards or assistance.

## EFC Calculations

The EFC that is used by default is provided on the ISIR to the school and on the SAR to the student. This EFC is used in all programs. In the event that a program and/or student is eligible to use a different/secondary EFC and that secondary EFC is not provided on the ISIR, appropriate Department of Education forms will be used to determine a secondary EFC.

## Repeat Coursework

A student who fails or withdraws from a program may be eligible to apply for readmission to the program. Each instance will be handled on a case-by-case basis.

## Professional Judgement Policy and Procedure

In some situations a student may require a Professional Judgment be made for admission to the program. Students requiring a professional judgement determination must provide documentation to the Financial Aid office as to why the Professional Judgement should be made. All determinations for professional judgement will be handled by the Financial Aid Administrator.

## **Financial Eligibility**

In cases of extenuating circumstances affecting a student's financial eligibility, the student or the student's parent can request special consideration by submitting the appropriate request to the Adult Education/Financial Aid Office. Supporting documentation such as unemployment compensation notification, divorce decree, etc. must be supplied to substantiate the student or parent's situation.

Student or a student's parent should consider requesting review of the student's eligibility if either experience:

1. Loss of employment
2. Loss of income due to divorce or legal separation
3. Loss of income due to death of a spouse
4. One-time income
5. Loss or hardship due to natural disaster.

## **Dependency Override/Estranged Relationship Policy and Procedure**

A student can request to be considered independent if the student does not meet the federal requirement by submitting the Dependency Override Request form. The form is available from the Adult Education/Financial Aid Office. The required documentation is listed on the Dependency Override Request form.

Dependent students must provide the financial aid office with one of the following.

1. Letter from student outlining a detailed relationship with the parent
2. Letter from Professional which could be a clergy, High School Counselor etc..
3. Letter from family member, excluding parent describing the estranged relationship. (Could be a Grandparent, Aunt, Uncle etc..)

# Federal Aid

## Federal Pell Grants

PLTC awards Federal Pell Grants to eligible undergraduate students based on their COA, EFC and total percentage of Pell already received.

## Federal Direct Loans

PLTC offers subsidized and unsubsidized Federal Direct Student Loans. All loan applicants must follow the process listed below:

1. Complete loan entrance counseling and Master Promissory Note at <https://studentloans.gov>.
2. Sign/Accept the financial aid offer from the Adult Education/Financial Aid Office.
3. Upon withdrawal or graduation from PLTC, a student must complete loan exit counseling at <https://studentloans.gov>

Please note that students have three (3) business days to cancel the financial aid offer that they have previously signed. The request must be sent in writing or via e-mail to the Adult Education/Financial Aid office. That information is given to the students on their enrollment contract.

## Payment Cycles

The payment cycles for SAP calculations and aid disbursement will be as follows:

|                                   | <b>LPN</b>                                    | <b>Paramedic</b>                                     | <b>All Others</b>  |
|-----------------------------------|---|--|--|
| <b>Start of 1st Payment Cycle</b> | First day of class (date determined annually) | First day of class (date determined annually)        | Start date of 1st Semester as determined by the Pike County R-III Board of Education |
| <b>End of 1st Payment Cycle</b>   | 24 weeks offered after the start              | 25 weeks and 600 clock hours offered after the start | 18 weeks and 450 clock hours offered after the start                                 |
| <b>Start of 2nd Payment Cycle</b> | The next week after the end of the 1st cycle  | The next week after the end of the 1st cycle         | Start date of 2nd Semester as determined by the Pike                                 |

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|                                 |   |  |   |
|---------------------------------|---|--|---|
|                                 |   |  | County R-III Board of Education                                     |
| <b>End of 2nd Payment Cycle</b> | 48 weeks after the start of the first cycle | 50 weeks after the start of the first cycle and 1200 clock hours | 18 weeks and 450 clock hours after the start of the payment period. |

# Disbursement of Title IV Funds to Students

In order to ensure compliance with Department of Education Regulations pertaining to separation of duties for disbursement of financial aid funds the following is established.

The district financial secretary and/or designee, shall be responsible for disbursing financial aid funds as outlined in the Blue Book published by the U.S. Department of Education and other generally accepted accounting procedures.

Federal Pell Grant, and Direct Loan funds are credited to the student through Pike-Lincoln Technical Center Student Account. All enrollment and other fees are deducted first and then the remaining balance is refunded to the student. Pell Grants and student loans are disbursed in two installments, the first one after after 30 days of class and the 2nd one at mid-quarter of the 3rd quarter.

All funds will be handled through the Pike County R-III School District accounts payable process. Any funds due to a student will be paid through a Pike County R-III School District account.

## Complaint Procedure

The District has established a policy for resolving complaints of discrimination or harassment on the basis of a protected category. For more information regarding your rights under this policy, please see the Notice of Nondiscrimination that appears at the beginning of this Handbook and Appendix VII, which contains a copy of the policy.

For challenges relating to the accuracy of educational records, please see the District’s FERPA provisions contained in this Handbook.

For complaints that are unrelated to either of the above categories, the following complaint procedure applies:

1. Complaints are to be handled at the lowest level possible. Where it is reasonable, verbal communication of the problem is to be made with the individual directly involved.
2. Unresolved complaints may be taken to the Director not later than ten (10) days after the alleged problem.
3. The decision of the Director may be appealed in writing to the District’s Superintendent, whose decision shall be final.
4. Financial Aid, WIA, and the Practical Nursing program, each have a program-specific grievance procedure. In all cases, steps one and two of this complaint procedure described immediately above are to be followed before filing any grievance action under the program-specific procedure. However,

The school requires the student to immediately provide the school with a written notice if the student believes that any program-specific training is inappropriate or inadequate.

In matters where the student believes that the school has violated its enrollment agreement or other administrative issues, students may register a final appeal with the:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
[www.council.org](http://www.council.org)

770-396-3898 or 800-917-2081

Students also have the right to file a complaint with the Missouri Department of Higher Education at any time. The contact information is as follows:

Missouri Department of Higher Education  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, MO 65102-1469  
Phone: (573) 751-2361  
Toll-free: (800) 473-6757  
Fax: (573) 751-6635  
Email: [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

Students may also contact the Missouri Department of Elementary and Secondary Education. Their contact information is:

Missouri Department of Elementary and Secondary Education  
P.O. Box 480  
Jefferson City, MO  
65102-0480  
573-751-4212

## Internal Processes and Procedures

### Reconciliation

Pike-Lincoln Technical Center will run the G-5 report on a monthly basis to ensure compliance and

matching statements with the Department of Education. Upon any discrepancies Pike-Lincoln Technical Center will take immediate action to reconcile any debt or credit to maintain compliance.

The following procedures will be followed on a monthly basis.

1. The District financial secretary will generate a report of all checks issued from the financial aid account.
2. The District financial secretary will generate a report of all deposits made to the financial aid account.
3. The two reports will be compared to ensure that they match.
4. The executive administrative assistant will generate a report of all funds disbursed to the students and to the school.
5. That report will be compared with the check report to ensure there is a match.
6. The Assistant Director will generate a month report from the G5 system listing all drawdowns for the month. That report will be compared with the other reports for accuracy.
7. The Adult Education Administrative Assistant will generate a report of all requests entered in the Ed Express and COD systems. These reports will be compared with the vouchers and the other reports to ensure that amounts and dates are accurate.
8. In the event that the end of month reports are mid-disbursement cycle (see procedures below), the report will be delayed until the end of the disbursement cycle.

At the end of the fiscal year, the Adult Education/Financial Aid office will generate a report of all financial aid funds paid out and received. This report will be shared with the Director and the Pike County R-III School District Board of Education.

## **Drawdowns and Excess Cash Procedures**

The following procedures will be followed to ensure that drawdowns are handled appropriately and that PLTC will not be in violation of federal excess cash guidelines.

30 days after the start of the program, the Adult Education Administrative Assistant will enter the financial aid information in the the Ed Express system. The system will calculate the appropriate drawdown amounts. The following procedures will occur 30 days after the start of the 1st payment cycle and the 2nd payment cycle.

1. Five days prior to a drawdown occurring, the Adult Education Administrative Assistant will send a notification to all students receiving Direct Loans that a loan disbursement will occur in five (5) days. The students will be informed that the funds will be flagged to disburse unless the student notifies the Adult Education/Financial Aid Office in writing that they do not wish to disburse loan funds. The student will be required to provide additional sources of funding if the loans are refused.

2. After the five days, the Adult Education Administrative Assistant will transmit drawdown information to the COD system.
3. The Adult Education Administrative Assistant will do the following:
  - a. Generate a voucher for the portion of funds that are to be paid to the school.
  - b. Generate a voucher for the portion of funds that are to be paid to the student.
  - c. Check SAP following the SAP policy
  - d. Students who fail SAP will be reported to the Assistant Director per the SAP policy.
4. The vouchers will be sent to the district financial secretary who will generate the checks.
5. The vouchers and the checks will be returned to the Adult Education Administrative Assistant.
6. The Adult Education Administrative Assistant will:
  - a. Double check the check numbers on the vouchers
  - b. Enter the check numbers and amounts on the student ledger
  - c. Enter the check numbers and amounts on the drawdown record
7. The vouchers and checks will be given to the Executive Administrative Assistant for future disbursement to the student
8. The drawdown record will be given to the Assistant Director for entry in the G5 System.
9. Upon entry in the G5 systems, the Assistant Director will notify the Executive Administrative Assistant who will monitor the appropriate account.
10. As soon as the funds have been deposited into the account, the Executive Administrative Assistant will disburse the checks to the students.
11. The students will sign the following documents
  - a. Loan disbursement record for proceeds to the school
  - b. Loan disbursement record for proceeds to the student
12. All disbursement records will be stored in the student's file
13. After the disbursement has been made and record on the form, the Adult Education Administrative Assistant will ensure that the COD recorded disbursement date matches the actual disbursement date.
14. The Assistant Director will record the student information and update the NSLDS system as appropriate.

## **Student Records**

All student records are currently stored in fireproof lockable cabinets. This is to ensure that student data remains safe in the event of a fire.

Student transcripts are stored online in a Google Drive folder that is backed up per Google specifications. In addition to these documents, the school is pursuing a document management system to scan all records to electronic format and store them in protected online storage.



## **Staff Training and Federal Guideline Changes**

PLTC Adult Education/Financial Aid Office personnel will follow the training guides on the IFAP web site. In addition to the IFAP training, PLTC will continue with membership in NAFSA and will quarterly review the updates on the IFAP website.

Any updates to the federal guidelines will be implemented in this and any other financial aid manuals used by the school. The updates will be summarized for the Director to share with district administration and the Board of Education.

## **Entrance and Exit Counseling**

All of the PLTC adult education students will meet with the Assistant Director and/or the Adult Education Administrative Assistant who will provide them with a computer and basic instructions on how to go through the entrance counseling provided online. This will happen within the first month of class and prior to any loan disbursements.

All students will do the same process during the last month of their program to complete their exit counseling. In the event that a student withdraws or is dismissed early from the program, they will do their exit counseling with the Assistant Director or be provided with directions for the student to complete the counseling at a later date. Exit counseling will be verified through NSLDS. In this case, copies of the information given to the student will be placed in the student file. Upon completion of the exit counseling (if done at PLTC), the students will be asked to print a copy of the completion certificate for their records.

# **APPENDIX A**

## **Satisfactory Academic Progress Standards**

At Pike-Lincoln Technical Center, this policy applies to federal, state, and need-based institutional aid.

### **Overview of Satisfactory Academic Progress Policy**

There are two parts to the Satisfactory Academic Progress Policy:

1. Grade (qualitative measure of SAP)
2. Attendance (quantitative measure of SAP)

You need to comply with all requirements to remain eligible for aid, as explained in the following:

## 1. Grade

The Satisfactory Academic Progress policy requires that you maintain the following minimum grades:

- Practical Nursing Students - 82%
- Paramedic Students - 80%
- 3D, Auto Collision, Auto Service, Computer Networking, Diesel Technology, Digital Design, and Welding - 70%

If you drop below a the specified grade, you will be placed in financial aid warning. Once you are in financial aid warning, you may continue to receive financial aid, but you will be expected to meet the minimum standards (grade listed above and a minimum 92% attendance) before the next drawdown cycle in order to continue to receive financial aid. Failure to meet the minimum standards after your warning period will result in financial aid suspension.

## 2. Attendance

The Satisfactory Academic Progress policy requires a quantitative measure. This means that you meet at least 92% attendance. If your attendance drops below 92%, you will be placed in financial aid warning. Once you are in financial aid warning, you may continue to receive financial aid, but you will be expected to meet the minimum standards (grade listed above and a minimum 92% attendance) before the next drawdown cycle in order to continue to receive financial aid. Failure to meet the minimum standards after your warning period will result in financial aid suspension. For all programs except LPN, this attendance is measured in hours. For the LPN program, attendance is measured in days.

## Leave of Absence

PLTC does not allow leaves of absence. If a student believes they will need to have a leave of absence, they are to speak with the Assistant Director about withdrawing from the program. See the Withdraw section for impact on SAP.

## Checking SAP

PLTC will check a student's SAP at the following times:

- End of the first payment cycle (see table Federal Aid section above)
- 25 days into the 2nd payment cycle if the student is on financial aid warning status

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- End of the 2nd payment cycle

## What Happens If You Fall Below the Satisfactory Academic Progress Requirements?

You will be notified by email, letter or a meeting with the Assistant Director if you fall below the Satisfactory Academic Progress requirements. You may also check your satisfactory academic progress status at any time by requesting a status from the Adult Education/Financial Aid Office.

### Financial Aid Warning

You are considered to be in financial aid warning if you fail to meet the minimum Satisfactory Academic Progress requirements for one or more of the following reasons:

1. You are below the grade requirement ; and/or
2. You are below the 92% attendance requirement.

Once you are in financial aid warning, you may continue to receive financial aid, but you will be expected to meet the minimum standards (grade defined for your program and 92% attendance) before the next drawdown cycle. Failure to meet the minimum standards after your warning period will result in financial aid suspension.

### Financial Aid Suspension

Your financial aid is suspended when you fail to meet the minimum Satisfactory Academic Progress requirements for one or more the following reasons:

1. You have been assigned a warning status, a probation status, or you are in a monitoring term after your probation (see “Probation/Academic Plan” below), and you fail to meet the requirements of your warning status or academic plan.
2. You have been assigned a warning status, a probation status, or you are in a monitoring term after your probation (see “Probation/Academic Plan” below), and you fail to meet the requirements of your warning status or academic plan.

If a student’s financial aid is suspended, they may, at the discretion of the PLTC administration, be allowed to complete the program if they make other payment arrangements.

## Appealing Financial Aid Suspension

If you have been suspended from financial aid because of failure to meet the minimum SAP requirements, and you feel that severe or unusual circumstances have kept you from making progress toward your degree, you may appeal.

To appeal, you must submit an online written appeal to the Adult Education/Financial Aid Office. A verbal request is not acceptable. Your appeal should include all of the items below. Additional

documentation may be requested by the committee in the review process. Appeals must be submitted within ten (10) days of notification of financial aid suspension. Exceptions are made only on an appeal basis and not retroactive once the program has ended.

1. You must explain the circumstances that kept you from meeting the satisfactory academic progress standards in the past.
2. You must explain what has changed that will allow you to be successful in the future. Include as many specifics as possible.
3. You must meet with your instructor to discuss your plan of action. You and your instructor will need to complete a plan of action and submit that plan.

Please contact the Adult Education/Financial Aid Office staff for assistance.

## The Satisfactory Academic Progress Appeal Process

Satisfactory Academic Progress appeals are reviewed within fourteen days, provided that all necessary documentation is received. You should receive an email or letter with the outcome of your appeal within fourteen days of your submission of a complete appeal.

### Financial Aid Probation/Academic Plan: Months Following Suspension

A successful appeal for reinstatement after a financial aid suspension will result in the student being in probation status with a time limit defined by the review committee. At the end of this time limit, the student must be meeting SAP.

## Special Situations

### Readmitted Students

If you have previously attended Pike-Lincoln Technical Center and withdrew or were dismissed from the program, you will be considered on Financial Aid Warning status until the first drawdown. If you have met all SAP requirements (grade and attendance), you will be removed from warning status after the first drawdown.

### Students Who Withdraw

The Adult Education/Financial Aid Office reserves the right to suspend students who completely withdraw - i.e., student who follow the school's withdrawal process. PLTC will run SAP on the official withdrawal date to determine a student's eligibility to receive federal funds.

## Unofficial Withdrawal

Students who have missed 5 days with no contact with the school, will be considered to have unofficially withdrawn. On the 5th day, withdrawal procedures will begin and the withdrawal policy will be followed using this 5th date as the official date of withdrawal.

## Repeat Students

Students who have successfully completed a program are not allowed to repeat the program. Students who withdrew or were dismissed are allowed to apply to be readmitted students (see above).

## Transfer Credit

PLTC does not allow for transfer credit from a previous institution, so transfer credit will have no impact on a student's SAP at PLTC.

## Students Who Fail To Complete

A student who will be unable to complete the program will be considered as withdrawing from the program. See information about withdrawing for more details.

## Definitions and Terminology: SAP Policy

### Terminology Related to Academic Performance

#### **Grade**

This is the average of all individual grades in a program. This is calculated by the SIS system used by PLTC for grading and attendance. In the case of the Practical Nursing program, each course is considered a separate grade.

#### **Attendance**

Attendance is calculated by the student's presence in the school or on a school activity. If a student arrives late or leaves early, time will be deducted based upon departure and arrival time.

## Terminology Related to Satisfactory Academic Progress Statuses

### **Financial Aid Warning**

Financial aid “warning” is a status assigned to a student who has fallen below the minimum thresholds of satisfactory academic progress: that is, a student whose grade is below the required level or whose attendance is below 92%. A student is eligible to receive aid in this status.

### **Financial Aid Suspension: Financial Aid Unsatisfactory SAP status**

A “suspension” status means that a student has “unsatisfactory SAP status.” Financial aid suspension is assigned when a student fails to meet his/her progress requirements after a warning, probation, or academic plan status is assigned. Suspension may also be assigned to a readmitted student or first-time applicant whose prior coursework does not meet SAP thresholds (see sections below). As explained above, the Adult Education/Financial Aid Office reserves the right to suspend students who completely withdraw – i.e., students who follow the school’s withdrawal policy.

A student in financial aid suspension is not eligible to receive federal or state financial aid.

### **Academic Progress Appeal**

A financial aid appeal is a written student appeal, required after aid is suspended because of unsatisfactory financial aid academic progress status. In a financial aid appeal, a student petitions for reinstatement of aid, this appeal must be submitted in writing to the Adult Education/Financial Aid Office. An appeal must include, at minimum, an explanation of the circumstances that caused the student to fall below the minimum SAP thresholds, and it must also include a plan for corrective action, as well as an instructor signature certifying that the student has discussed this plan with his/her instructor. Additional documentation may be requested in the appeal review.

### **Financial Aid Probation/Reinstatement**

A suspended student who has successfully appealed for reconsideration is reinstated for aid in a probation status with a time limit defined by the review committee. At the end of this time limit, the student must be meeting SAP.