

# Greater Altoona Career & Technology Center

## CONTINUING EDUCATION & PRACTICAL NURSING

### FINANCIAL AID POLICIES

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#### **Financial Aid Application Process:**

The Greater Altoona Career and Technology Center participates in U.S. Department of Education (DOE) Title IV funding programs. Our participation is in compliance with the latest Higher Education Reauthorization Act for Title IV eligibility and certification requirements. Students in long-term programs are eligible for funding. Students in programs consisting of less than 900 hours may be eligible to apply for a reduced amount of financial aid.

Free *Application for Federal Student Aid* (FAFSA) forms are available through the Financial Aid Office. The FAFSA may be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Completion of this form is the first step in the application process to apply for financial aid. Students will be notified of any approved funding.

A financial aid officer will be available to meet with students and parents during day and evening hours by appointment. The telephone number of the financial aid officer is 814-505-1257 and by e-mail at [mschaufl@gactc.com](mailto:mschaufl@gactc.com)

#### **Financial Aid Eligibility:**

To be eligible to receive federal financial aid available through the Greater Altoona Career and Technology Center, a student must:

- Have financial need
- Be enrolled in an approved course of study
- Have a high school diploma or a G.E.D. certificate
- Be a U.S. citizen or eligible non-citizen
- Meet drug conviction eligibility if applicable
- Make satisfactory academic progress and have satisfactory attendance
- Register with Selective Service if required
- Not be in default on a Title IV loan
- Not owe a refund on a Title IV grant

#### **Financial Aid:**

Federal law requires that students may apply for federal aid without paying a fee. Title IV Federal aid programs, for which qualified students at Greater Altoona Career and Technology Center are eligible to apply, include the Federal Pell Grant and Stafford (student) Loan Program.

#### **Free Application for Federal Student Aid (FAFSA):**

To apply for a Federal Pell Grant, the student must complete and submit a Free Application for Federal Student Aid (FAFSA Application), which requests information such as current family size and financial information from the last tax year. The FAFSA is completed on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students who wish to sign their on-line FAFSA electronically must have a pin number which may be requested at the web-site [www.pin.ed.gov](http://www.pin.ed.gov). Students who do not have a pin number

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must print and sign the signature page and send it immediately to the address provided. Allow several weeks for processing. After the U.S. Department of Education processes the FAFSA application, the

student will receive a Student Aid Report, which will indicate whether the student may be eligible for a grant. The Financial Aid Officer will issue an award letter which provides more specific aid information to the student.

#### **Federal Family Education Loan (FFEL) Programs:**

Federal Stafford Loan is a low-interest loan program serviced by guarantor made available to students attending post-secondary schools to help finance their education. This loan must be paid back, and repayment of Stafford loans usually begins after a one-line six-month grace period following graduation. Stafford or Parent PLUS Loans may be obtained from lenders (banks, credit unions). A Parent PLUS Loan may be available for qualifying parents who want to borrow to help pay for their child's education. This also is a low-interest loan program that provides additional funds for educational expenses, and like Stafford Loans, must be paid back. Stafford and Parent PLUS Loan applications (along with PLUS pre-approvals) may also be completed on-line at [www.aessuccess.org](http://www.aessuccess.org).

#### **Student Lending – Code of Conduct:**

Greater Altoona Career and Technology Center is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between Greater Altoona Career and Technology Center officers, employees or agents and education loan lenders, Greater Altoona Career and Technology Center has adopted the following:

- Greater Altoona Career and Technology Center does not participate in any revenue-sharing arrangements with any lender.
- Greater Altoona Career and Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- Greater Altoona Career and Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- Greater Altoona Career and Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any thing of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. Greater Altoona Career and Technology Center does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.

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- Greater Altoona Career and Technology Center does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- Greater Altoona Career and Technology Center recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. Greater Altoona Career and Technology Center will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- Greater Altoona Career and Technology Center will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- Greater Altoona Career and Technology Center will not request or accept any assistance with call center or financial aid office staffing.

#### **Entrance Interviews for Loan Recipients:**

Prior to receiving Stafford loan disbursements, students will be given information instructing them to complete an on-line entrance interview session if they are interested in participating in the Stafford Loan Program.

If not completed on-line, students will be required to meet with the Financial Aid Officer to review Entrance Interview Information and sign a *Federal Stafford Loan Entrance Interview Form*.

The Financial Aid Officer will explain the student's responsibilities of loan repayment and answer any questions students may have regarding their future loan payments, as well as, the loan disbursement process-refunds, application to account, etc.

The student will be informed that an Exit Counseling session shall be required when the student leaves the institution.

#### **Exit Interviews:**

Prior to the end of the enrollment period, students will be given the option of completing an Exit Interview with the Financial Aid Officer, either individually, as a group, or on-line. The student shall be required to complete the entire Exit Interview form.

The Exit Interview will review the information in the *Exit Interview* brochure, reminding students of their repayment responsibilities, and inform the student of what to do should they not be able to make their payment. A discussion is conducted on some of the undesirable consequences that students may encounter if the loan goes into default for non-payment. The Financial Aid Officer or representative from the Default Prevention group will remind students that payment will begin within 6 months after the withdrawal date and/or graduation or when a student drops below half-time attendance. Students will be informed of their right to pursue problem resolution via the ombudsman procedure.

Brochures such as *Providing Solutions for Student Loan Repayment* and the Exit Counseling guide will be provided to all students.

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The Financial Aid Officer will answer all questions presented at that time by the students.

**Verification Policy:**

Verification documentation will be governed by the annually-published Verification Guide. It may be necessary for students who apply for PELL grants and/or Stafford Loans to complete a verification process as stipulated by the U.S. Department of Education. Verification requires documentation to be submitted to the school to check the accuracy of the information provided on the financial aid application. Applications selected by the Central Processing System are those used for the verification process. The school does, however, reserve the right to verify information on other applicants as needed to resolve conflicts.

Documentation may include submitting a required verification worksheet, signed copies of the student's and/or parent's tax returns, W-2 forms, current bank statements, Social Security benefits statements, child support payment records, welfare assistance statements, veterans benefits, records of investments, and statements from other agencies.

The Financial Aid Officer will request students to produce all required documentation prior to final certification of Pell grant or Stafford loan eligibility. Information must be obtained and presented to the Financial Aid Officer in a timely manner after it is requested. Although the school does not set a specific deadline for the applicant to supply the information, the school reserves the right to ask for a tuition payment if paperwork is not completed by the start of school. Generally the student is asked to correct information in the same manner in which it was originally submitted; however, in some instances the financial aid office will submit the corrections electronically. The Greater Altoona Career & Technology Center reserves the right to reduce or cancel an award in cases where there is conflicting or missing information. Should an award change between preliminary verification and final verification, the student would receive a corrected award notification. If an overpayment occurred, the excess amount would be returned to the lender or Department of Education (Pell) by the school, and the student would be notified of amounts owed to the school as a result of the return of the overpayment.

Additional information and verification worksheets are available in the Financial Aid Office.

The annually published *Verification Guide* will govern verification documentation.

Although the process of determining a student's eligibility for Federal aid is basically the same for all applicants, there is some flexibility. If a student feels that he/she has unusual circumstances, which may affect aid eligibility, he/she should consult the Financial Aid Officer at the Greater Altoona Career and Technology Center. There must be very good reasons for the Financial Aid Officer to make any adjustments. Adjustments may be made only after adequate proof is presented to support those adjustments.

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#### **Professional Judgment:**

Authorized financial aid officers, due to unusual circumstances of financial aid applicants, may implement professional judgment at this institution.

Professional judgment will be applied on an individual case-by-case basis and will be considered for applicants who may:

1. Be dislocated workers.
2. Have incurred unusually high medical and/or dental expenses and can provide proof of expenses includes documentation on insurance reimbursement received which did not cover entire costs.
3. Have suffered a loss of a substantial portion of their base year income.
4. Veterans who can provide a valid DD-214 to prove honorable discharge.  
(Dishonorable discharges are excluded from professional judgment.)

After careful review of documentation, adjustments will be made when warranted by adjusting particular data elements used in the Estimated Family Contribution (EFC) calculation and then submitting the corrections to the Central Processor System (CPS) for recalculation.

The dependency override adjustment will be used only when unusual circumstances make it unreasonable to expect parents to contribute to educational costs.

Documentation used in all adjustments will be maintained in the applicant's financial aid file.

#### **Tuition Policy:**

Tuition is determined annually based on the operational cost of each program and on state reimbursement and guidelines.

A \$100 non-refundable registration fee is due at the time of enrollment for all students in all programs of study. The fee is not credited to the tuition.

The Intergenerational and Adult program of study consists of a full program year divided into two (2) payment periods. Each payment period is equal to 50% of the scheduled program year. Fees applicable to the first half of the program will also be due. The balance of the tuition and fees will be due when 50% of the program has been completed. (\*Note: In circumstances where the student is a self-pay, we will work with them to determine an appropriate payment plan, where tuition is divided into four (4) payment periods. Payments are still due two weeks prior to the beginning of the next quarter. The Practical Nursing and Medical Assisting program of studies consist of a full program year and a prorated program year that is divided into three (3) payment periods. Each payment period is equal to 1/3 of the scheduled program year. Fees applicable to the payment period are also due. Full tuition payment for each payment period is due by or before two weeks prior the first day of class for that payment period. If desired, student may prepay for the entire school year prior to the beginning of the fall term. Tuition is adjusted accordingly for half-time and advanced placement students.

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Students receiving Title IV aid may deduct the amount of aid from the tuition and fees owed. Remaining tuition and fees, after aid has been received and applied to the student's account, are the responsibility of the student.

Full tuition payment for each payment period is due by or before two weeks prior to the first day of class for that payment period. If desired, students may prepay for the entire school year prior to beginning the Fall term. Tuition is adjusted accordingly for half-time and advanced placement students.

Students with delinquent accounts over 10 days are subject to suspension from school until the account is paid. For any current or former student, if an account remains delinquent, the school reserves the right to withhold services along with the diploma, transcript of grades or other records of achievement. Any delinquent accounts (unpaid balances) are subject to the collection procedures established by school policy.

A minimum of six to eight weeks processing time is needed for most types of financial aid. Financial assistance is accepted for tuition payments and fees, upon receipt of appropriate written notification of such approval. This must be submitted to the school according to the payment schedule. Students are responsible for paying the difference between what is owed and what is expected to be received in aid when the first half of tuition and fees are due. Students with delinquent accounts over ten days are subject to suspension from school until the account is paid. For any current or former student, if an account remains delinquent, the school reserves the right to withhold services along with the diploma/certificate, transcript of grades and other records of achievement. Any delinquent accounts (unpaid balances) are subject to the collection procedures established by school policy.

Students being funded by outside agencies must have a written contract or official letter of approval from the agency prior to beginning classes. Any fees not funded by the agency, must be paid by the student according to the due dates. Students receiving Veterans benefits will be subject to all policies governing self-paying students.

Students will be notified of any outstanding tuition and fees owed and will receive an updated invoice each time charges and/or payments are made to their account.

Tuition refunds due to early withdrawal or termination will be approved based on both the school's tuition refund policy and the current U.S. Department of Education's Federal Refund Policy.

Graduates of the G.A.C.T.C. secondary programs who enroll in the Practical Nursing Program within five years of graduation will receive a 5% tuition scholarship.

**Bad Check Fee:**

A \$15.00 fee will be charged for each bad check or other instrument presented by or on behalf of the student and accepted that is not negotiable. The fee and the amount due must be paid in full to continue in the program.

**Calculation of Withdrawal Refunds:**

Refunds are based on payment period costs and are calculated on a prorata basis. One hundred percent (100%) of tuition shall be refunded if a student withdraws prior to the first day of class. After classes

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begin, refunds will be prorata. Tuition amount retained is rounded up to the nearest 10 percent of completed hours. After greater than 60 percent of the payment period is completed, no refund is given.

The student should officially terminate or withdraw from the program in writing. Upon completion of the withdrawal/termination form, any refund due will be calculated according to the last date of attendance.

NOTE: Students who withdraw before program completion may owe tuition or books cost based on the difference between federal aid required to be returned and the school's refund policy.

**Withdrawal Refund Distribution:**

All refunds will be made within forty-five (45) days of withdrawal or termination. If a refund is due a student under the institution's refund policy and the student has received Title IV aid as a part of the student's aid package, the refund will be distributed in a specified order of priority.

Refunds will be first made to the lender of a Title IV Loan to reduce the loan principal. Second, (if applicable) the refund will be applied to reduce any Title IV grant amounts received. Third (if applicable) the refund will be made to the sponsoring agency, student or parent.

All information on Program Costs and Refund Policies is made available to all applicants and is distributed prior to day one (1) of enrollment.

**\*Loans are not dispersed until the students complete at least 30 calendar days of class.**

**School policy not reg. (unless default rate goes above 10% - we would have to hold; we wouldn't have a choice.) *Currently the 30 day rule is not a govt. regulation but a school preference, since we lose a number of students in this time period.***

**Stafford Loan Disbursement:**

When loan disbursements arrive via Electronic Funds Transfer (EFT) from the lenders, the Financial Aid Office will:

1. Notify the students the amount being disbursed and have the students sign an authorization that they still want the money. Monies for each loan period are disbursed in two payments.
2. EFT deposit amount shall be verified with the bank.
3. The Financial Aid Officer will give the Business Office a list of the students who received disbursements by program and a voucher to move the funds from the general bank account into the appropriate program accounts.
4. Post the students loan disbursement to their student accounts within three (3) business days of receiving the disbursement funds through EFT.
5. The Financial Aid Office will check the printout provided by the Business Office of the EFT account activity to be sure amounts are correct.

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**Stafford/Alternative Loan Refunds** (check):

When Stafford and Alternative Loans are received, they need to be credited to the students account within three (3) business days after the student endorses them. If the student's balance is paid in full and a refund is due, it must be issued within fourteen (14) calendar days after the student signs the check.

We can hold an unsigned Stafford loan check for up to 30 days (with an additional 10 days if they are going to improve within those 10 days) –due to poor attendance and or grades. Check will be given to student once improvement is shown.

**Stafford Loan Refunds (EFT):**

Stafford loan money received from EFT Disbursement must be credited to the account within (3) business days after it is received. If the student's balance is paid in full and a refund is due, it must be issued within fourteen (14) calendar days after the funds were credited to the student's account.

**Student Refunds:**

When students receive Stafford loan monies for living expenses beyond what is credited toward their tuition/books, the Business Office will prepare individual checks.

1. Students will be notified to pick up their checks in the Continuing Education Office and/or Practical Nursing Office.
2. Students will sign a "sign-off" sheet to indicate they have received their refund check, and the amount will be shown.
3. The check number will be recorded on the Disbursement Sheet and a copy of the check may be made for the student's folder.

**Excess Funds (Credit Balances) From Student Aid:**

If a student has excess funds remaining in his/her account, after applying student aid to his/her balance, the excess funds (credit balance) will be refunded to the student. A student may authorize the Greater Altoona Career and Technology Center, in writing, to hold the excess funds on their account to reduce the balance due on the next scheduled due date. This policy is in compliance with the rules and regulations of Federal Aid.

**Pell Refunds:**

When Pell monies are received, they need to be credited to the students account within three (3) days. If the student's balance is paid in full and a refund is due, it must be issued within fourteen (14) days after the money has been disbursed.



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**Academic Year Definitions:**

The Greater Altoona Career and Technology Center defines its academic year for each Title IV eligible programs as stated below:

All borrowers in all programs are considered Level I for financial aid purposes, with the exception of LPN and Medical Assistant students who move into Level II for their 2nd academic year as indicated below.

Administrative Assistant/Software Specialist: One academic year - equal to 1080 hours (36weeks)

Full-time Intergenerational Programs: One academic year – equal to 900 hours (36 weeks)

HVAC/Plumbing (Adult): One academic year – equal to 990 hours (36 weeks)

Welding (Adult): One academic year – equal to 1080 hours (36 weeks)

Medical Administrative Specialist: One academic year – equal to 1110 hours (36 weeks)

Medical Assistant Program: - Length 1395 hours (50) weeks

1<sup>st</sup> academic year – equal to 900 hours (34 weeks)

2<sup>nd</sup> academic year – equal to 495 hours (prorated grant) (16 weeks)

Practical Nursing Program:

Full-Time Program – Length 1564 hours (51 weeks)

1<sup>st</sup> academic year - equal to 900 hours (30 weeks)

2<sup>nd</sup> academic year - equal to 664 hours (prorated grant) (21 weeks)

Part-Time Program – Length 1564 hours (102 weeks)

1<sup>st</sup> academic year - equal to 900 hours (58 weeks)

2<sup>nd</sup> academic year - equal to 664 hours (prorated grant) (44 weeks)

**Withdrawal From School:**

Students considering withdrawing from a program should schedule an appointment with the Coordinator of Continuing Education and/or Practical Nursing. The student shall be instructed of the options available. If the student decides to withdraw, a written letter needs to be submitted from the student stating the date they will no longer be attending. This letter of intent will be placed in the student file. Students withdrawing from a program may be considered for re-entry. Tuition shall be prorated as of the date of the official notification of withdrawal from the program, or the last day of attendance.

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Students are informed that according to current U.S. DOE Return of Funds policy, financial aid eligibility may be reduced for the portion of time attended based on absentee time. Also, depending on re-entry date, a student may or may not be entitled to financial aid for re-entry period.

Students may be terminated from a program involuntarily for violations of school policies. Students who are terminated will be responsible for any account balance owed. Tuition will be pro-rated as of the official date of the termination in accordance with the institution's Withdrawal/Termination and Refund policies.

The student should officially terminate or withdraw from the program in writing. Upon completion of the withdrawal/termination form, any refund due will be calculated according to the last date of attendance.

NOTE: Students who withdraw before program completion may owe tuition or books cost based on the difference between federal aid required to be returned and the school's refund policy.

#### **Withdrawal From School: (continued)**

The following Refund Policy applies to all post-secondary education programs offered at Greater Altoona Career and Technology Center:

1. If a student leaves the institution during the program, the Financial Aid Officer recalculates the tuition due for the amount of time attended. Total clock hours attended is divided by the total clock hours for the payment period of the program. This will give the percentage of time attended. The Return of Title IV money will be calculated and the amount of Title IV aid earned, if any, that will be applied to the student's account. If a credit balance does occur, the refund will be sent to the student after all refunds to Title IV have been satisfied. If a balance due on the account remains, it will be the student's responsibility to satisfy the balance.
2. Students who have already received Federal Pell grant money may be required to pay a portion of this grant back to the U.S. Department of Education when they withdraw from a program early, if based on the actual hours attended, it is determined that they received more aid than entitled to for that period.

\*Student withdrawal may be voluntary or involuntary.

#### **Title IV Return of Funds Policy:**

When a student who has received federal Title IV aid funds withdraws early from their program, sometimes aid already received must be returned to its' source depending on the student's eligibility (based on attendance, payment period, number of hours completed, etc.).

The amount of repayment will be determined by using the U.S. Department of Education Return of Refunds calculation worksheet and/or R2T4 Return of Funds software.

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60%

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of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. The school will return any unearned Title IV funds within 45 days of the date the school determined the student withdrew, and offer any Post-withdrawal disbursement of loan funds within 30 days of that date. The school will disburse any Title IV grant funds a student is due as part of a Post-withdrawal within 45 days of the date the school determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date. If the student's withdrawal creates a situation where the student has received more Title IV aid than eligible for, due to early withdrawal, the appropriate amount of overawarded funds will be returned within 45 days to the appropriate federal aid source according to federal guidelines in this order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent (PLUS) Loans
- Federal Pell Grants for which a Return of funds is required

The student will be notified of any remaining funds left on account at that point, and if FFEL loan money had been received, the student will be given the option of having these excess funds returned to their lender to reduce original loan debt or to have refund of excess funds returned to the student (the funds would then be repaid to the lender as agreed in original loan terms on student's Master Promissory Note).

All information on Program Costs and Refund Policies is made available to all applicants and is distributed prior to day one (1) of enrollment.

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**Grading Policy – Practical Nursing Program:**

1. Final course grades will be distributed to students four times during the year.(at the end of each level). Whenever possible, the report cards will be distributed within 2 weeks of completion of the level.
2. Clinical and classroom achievement will be continuously evaluated. In order to meet minimal requirements, students must achieve a 75% final average for each course and a satisfactory clinical evaluation for each course/level.
3. Satisfactory clinical achievement requires that students be able to correlate theory to clinical assignments. Students not achieving a 75% final average in the theory component of a course will be assigned an unsatisfactory clinical grade.
4. Students are encouraged to seek assistance from individual instructors when difficulties are encountered in either the classroom or clinical areas. It is necessary that all appointments related to occupational enhancement and/or academic support be made in advance with the instructor.
5. Students achieving passing academic and clinical grades will be promoted to the next level. All pre-requisites of each course must be met before advancing to the next level. Pre-requisites are listed on course outlines.
6. Any student who withdraws or does not complete the program for any reason must follow the re-admission policy, which can be obtained upon request.
7. Students not maintaining satisfactory achievement in theory or clinical will receive written notification. (e.g. deficiency report, guidance and counseling report)
8. After all students have taken the exam, the faculty will post grades for students who have signed a “Posting of Grades” release form. Whenever possible the grades will be posted within 48-72 hours. Students need to be aware that the grades posted are preliminary grades and are subject to change based on exam analysis. The faculty is not responsible for any transcription errors that may occur in posting. The grade appearing on the answer sheet is the grade that will be recorded in the grade book.
9. Students are responsible for maintaining a log of their grades that are posted. The faculty may use their discretion in releasing subsequent grade requests.
10. Students with outstanding financial obligations to the school will not receive grade reports nor will transcript requests be honored.
11. Grades with a (0.5) or above will be rounded up to the next whole number. Grades with a (0.4) or below will be rounded down to the next whole number.

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12. All grades are held in confidence and will not be released to anyone other than the student.
13. Students who do not achieve a passing grade in both the clinical and theory component of a course will be required to repeat the entire course to include both the clinical and theory components.
14. Students are required to complete all course assignments. Failure to complete and submit all assignments may result in course failure.

**General Grading Policy – Practical Nursing Program**

1. By the completion of each course, the student must achieve a minimum test average of 75% and a minimum final course grade of 75% in order to pass the course and advance to the next Level.

Test Average: Calculated as 2/3 unit exam average and 1/3 final exam.  
(I.e. test average X 2 + final exam, divided by 3)

Final Course Grade: Calculated as ½ or 50% test average  
¼ or 25% final exam  
¼ or 25% assignment average

**Grading Scale – Practical Nursing Program**

**A = 92 to 100**

**B = 84 to 91**

**C = 75 to 83**

**D = 74 or below (failing)**

2. Clinical grades:  
By completion of the course, each student must have an overall satisfactory clinical rating which will be determined by evaluating attainment of course objectives.  
Graded as **S** – Satisfactory  
**U** – Unsatisfactory  
**P** – Probation
3. Students must adhere to the principles of academic integrity by not participating in acts of academic dishonesty and by reporting violations to the faculty. The following is a list, although not inclusive, of unacceptable behavior:
  - Cheating – using unauthorized assistance, materials, or aids in any academic test or exercise

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- Plagiarism – using the words or ideas of another without appropriate acknowledgment
  - Fabrication – falsifying or inventing information or data
  - Deception – misrepresenting work or academic records; forging signatures
  - Facilitating academic dishonesty – intentionally assisting another student to commit an act of academic misconduct
- Students participating in any acts of academic dishonesty shall be immediately dismissed from the program.

**Course Assignment Grade Determination Guidelines – Practical Nursing Program**

1. All assignments must be submitted by the announced deadline.
2. Assignments submitted past due date will receive a 10% grade deduction for each day late.
3. Completion of all assignments is mandatory.
4. Omission of an assignment will result in a zero for the overall assignment grade. E.g. Four assignments due, only three submitted, student will be assigned a zero as an overall assignment grade. The student would need a 100% exam average and a 100% final exam grade to pass the course.
5. Failure to submit course assignments may result in course failure.
6. Course grades are calculated on a percentage basis. All courses must be completed with a grade of 75% or higher in order to advance to the next level. Clinical performance is evaluated on a satisfactory/unsatisfactory scale. Students must receive a satisfactory clinical evaluation by the end of each level in order to advance to the next level.

**Leave of Absence:**

A leave of absence (LOA) is a temporary interruption in the student's program of study. A LOA may be granted to students for personal and/or medical reasons. Upon return, the student will be required to follow the re-admission policies in effect for their re-entry. Students must adhere to the following guidelines when requesting a LOA:

1. Students must meet with the program administrator to discuss the LOA prior to requesting the LOA—except in unforeseen circumstances.
2. Students must submit a written request to the program administrator in advance except in the case of unforeseen circumstances.

The request must include the following:

- a. The date of the request.
- b. The program in which the student is enrolled.
- c. The reason for LOA.
- d. The beginning and ending date of the leave of absence.
- e. The signature of the student.

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3. Criteria for approval of the LOA are dependent on the student's academic and clinical/laboratory progress in the program, the nature of the reasons for the LOA request, and the reasonable expectation that the student will return from the LOA.
4. The program administrator must approve or deny the request for the LOA. A written response to the LOA request will be sent to the student.
5. Students in all programs except practical nursing must return to the program at the point of the last successfully completed course within the curriculum. Courses within a program that were successfully completed prior to the LOA do not need repeated. Courses that were begun, but not completed, must be repeated from the beginning of the course/s. Students enrolled in the practical nursing program shall be required to audit courses successfully completed in the last level prior to their last day of attendance, before entering the next level.
6. Satisfactory criminal record checks, child abuse history clearance, and urine drug screening, etc. as per admission requirements must be current within one year.
7. Students will only be assessed tuition and fees that apply to the program and will not be charged any additional fees as a result of the LOA. All outstanding obligations for the school must be met prior to return from the LOA to be eligible for return.
8. Students who are receiving funding from outside agencies (WIA, TAA, OVR, etc.) are responsible for notifying the funding agency of their intent to take a LOA.
9. Failure to return from a LOA may have effects on the student's Title IV loan repayment terms including the expiration of the student's grace period.
10. If a student fails to return from a LOA, the start date of the LOA will be the student's withdrawal date or last date of attendance. The withdrawal date will be the date used to determine when the student's loan repayment begins.
11. Since all of the programs operate on independent calendars, the student requesting the LOA must meet with either the career counselor or program administrator to determine how the leave will effect the completion of the course.
12. Students enrolled in all programs shall be permitted to take a LOA not to exceed 70 consecutive hours of instructional time. Students who take a LOA will be responsible for making up all of their assignments. The school shall not incur any additional costs for students who need to complete makeup assignments. Students who require a leave exceeding 70 hours may choose to withdraw from the program and re-enroll the following program year to complete the remaining portion of the program. An exception may be granted to Intergenerational students who wish to return prior to the next academic year. All outstanding financial obligations to the school must be paid when the student withdraws; students who are receiving Title IV financial aid should refer to the information in the Financial Aid Section of their handbook. Students who choose to do this must reenroll during the next program year to be given credit for the programs they already completed. In order to receive credit for time completed the student must send a written notification of intent to return prior to the onset of the next academic year.

*\*Note: When a veteran is granted a leave of absence, The Veteran's Administration will be notified.*

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**Graduation policy – Practical Nursing Program:**

In order to graduate from the Program, the student must:

1. achieve a minimum test average of 75% and a minimum final course grade of 75% in all theory courses.
2. satisfactorily meet all clinical objectives.
3. pay all graduation fees and outstanding debts
4. complete 1,500 program hours

**Grading Policy – Adult Education:**

Each course within the continuing education program has measurement guidelines for the assessment of a student's competence. How well a student demonstrates competence will be indicated on a student's report and transcript by means of a letter grade. A grade below D is considered failing. Grades are issued at the completion of an individual course or quarterly, depending on the program of study.

Grades are determined by the combined results of examinations and class work and are computed as shown below:

Letter	Points	Achievement
A	4.0	Excellent
B	3.0	Above Avg.
C	2.0	Satisfactory
D	1.0	Poor
F	0.0	Failure

P = Pass

F = Fail

S = Satisfactory

U = Unsatisfactory

WP = Withdrew Passing

WF = Withdrew Failing

WX = Withdrew before judgment could be made

**Intergenerational Programs:**

Grades will be measured in period called quarters, equal to two hundred and twenty-five (225) hours. How well a student demonstrates competence will be indicated on a student's grade report by means of a percentage grade. When grades are computed, teachers will consider attitude, skill, and knowledge.

The institution does not offer non-credit remedial programs.



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REPETITIONS – Because the program is competency based, repetition of unsatisfactorily completed tasks will be permitted as often as deemed necessary by individual instructors.

**Satisfactory Progress Policy:**

Satisfactory progress is necessary to continue as a student in good standing. Satisfactory progress is defined as meeting the following minimum requirements:

Students must maintain a quarterly minimum grade point average of 2.0 (on a scale of 4.0), or 70%, or a “C.”

Any student not achieving the satisfactory level will be advised by their Program Instructional Supervisor or useful techniques in reaching or exceeding the minimum requirements. The Program Instructional Supervisor will remind the student of 2.0, 70%, or “C” graduation requirement. Students not achieving a satisfactory academic level of 2.0, 70%, or “C” average will be placed on academic probation for a period of no longer than forty-five (45) calendar days.

While on academic probation, Title IV Federal Student Aid Funds will not be negotiated by the School or disbursed. The student must demonstrate reasonable progress toward the satisfactory level within the maximum 45 calendar day time frame.

In the event of failure to improve to a satisfactory level within the prescribed time frame, the student may be dismissed. Any unearned portion of funds received by the school will be returned appropriately.

The student may appeal the determination of satisfactory progress and termination of the financial aid to the Director of Continuing Education, based on extenuating circumstances. In such cases, the Director of Continuing Education may determine that the student is making satisfactory progress towards his/her certificate despite the failure to conform within the time frame of the minimum grade averages.

Students are required to maintain satisfactory academic progress in order to remain in a post-secondary program. Satisfactory academic progress is also mandatory for students who are eligible to receive Title IV financial aid funds (Pell Grant and student loan). Grades are based on attendance, class, shop, or lab performance as well as assignments, quizzes, and exams. Financial aid is available for no longer than 150% of the program length.

**Re-admission Policy – Practical Nursing Program:**

Students enrolled in the full-time curriculum must complete program requirements within 2 consecutive years. When progression is interrupted for any reason, the student may request to be readmitted. The student will be considered for readmission having met the following:

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1. A letter of intent must be submitted at least six months prior to return.
2. Complete select admission requirements as determined by the faculty. (See admission requirements in School brochure.)
3. Paid all outstanding financial obligations.
4. Faculty approval (students dismissed from the program related to student code of conduct violations shall not be re-admitted without proof of rehabilitative efforts)

The following criteria must also be met:

\* Students readmitted must complete 1500 program hours. Absent time accumulated the first year of attendance will carry over to the second year. Credit shall be given for any absent time that occurred during a level that is being repeated.

\* Satisfactory clinical experience is an integral part of all courses. Students will be required to concurrently complete the clinical component of repeated courses.

#### **ADDENDUM FOR PART-TIME STUDENTS ONLY:**

Students requesting readmission to the part-time program will be evaluated on an individual basis.

#### **Re-admission Policy – Adult Education:**

Students who have been dismissed may reapply to be readmitted to the institution after a waiting period of at least two quarters. Such students will be enrolled on a probationary status if accepted. With respect to financial aid, a student must complete a period of one quarter with at least a 77 and an attendance rate of 95 percent for the period before financial aid awards will be made. This procedure applies only to dismissals caused by lack of satisfactory progress and will not usually be granted more than once. It does not apply to voluntary withdrawals. Re-entering students will be charged at the current tuition rates for newly entering students.

The student may appeal the determination of satisfactory progress and termination of the financial aid to the Coordinator of Continuing Education/Practical Nursing, based upon extenuating circumstances. In such cases, the Coordinator of Continuing Education/Practical Nursing, may determine that the student is making satisfactory progress towards his/her certificate despite the failure to conform within the timeframe of the minimum grade averages.

#### **Job Placement Services:**

The Greater Altoona Career and Technology Center offers its students personal assistance in locating and securing employment through the services of the career counselor. While the school does not guarantee employment, students may avail themselves of a variety of services to aid them as they look for work. These services include a class in resume preparation, cover letter writing, interviewing skills, follow-up letter writing, and application preparation. Through this class, students develop and complete their personal resumes. On a regular basis, job vacancies

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for the local area and surrounding counties are posted in the Adult Education Office and given to the post-secondary instructors. Recruiters and company representatives contact the school and on occasion meet with the Job Placement Coordinator to discuss employment opportunities. When appropriate, the school's Job Placement Coordinator contacts graduates to inform them of available jobs. Students are urged to pursue employment opportunities given to them. Those accepting employment after leaving school are asked to notify the school for their permanent record. Graduate follow-up surveys are conducted to determine employment status for each class.