TulsaTech
.edu

Consumer Information Guide | 2017-2018

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Availability of Institutional and Financial Aid Information

Financial Aid Consumer Information Frequently Asked Questions

For quick reference, a list of FAQs is listed online here: https://tulsatech.edu/wp-content/uploads/2017/11/Financial-Aid-Consumer-Information.pdf

Contact Information for Assistance in Obtaining Institutional Information

Chris Johnson, Director of Student Services is responsible for disbursing general institutional information about Tulsa Tech. He is available Monday through Friday from 7:30 am to 4:30 pm via phone and/or email. His contact information is listed below.

Chris Johnson
Director of Student Services
918-828-5249
christopher.johnson@tulsatech.edu

Student Services includes the areas of career information and planning, assessment, academic advisement, financial aid and scholarship counseling, community referrals, and job readiness assistance. Student Assistance is available from 7:30 am – 4:30 pm, Monday – Friday.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Frankie Adair, Coordinator of Financial Assistance is located in Student Services, she is responsible for disbursing information to current and prospective students concerning financial assistance at Tulsa Tech. She is available Monday through Friday from 7:30 am to 4:30 pm via phone and/or email. Her contact information is listed below.

Frankie Adair
Coordinator, Financial Assistance
918-828-5215
frankie.adair@tulsatech.edu

Additional information in regards to financial aid offered at Tulsa Tech   is also available in the financial aid office or online at https://tulsatech.edu/admissions/financial-aid/

Additional Financial Aid personnel are available Monday through Friday from 7:30 am to 4:30 pm in person and or email at financialassistance@tulsatech.edu

General Institutional Information

Nondiscrimination/Equal Opportunity Statement
Tulsa Tech adheres to the equal opportunity provisions of Federal Civil Rights Laws and Regulations that are applicable to this institution. Therefore, no person shall on the grounds of race, color, religion, national origin, gender, age, marital or veteran status, or qualified disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or in recruitment, consideration, selection or employment whether full-time or part-time, or any other activity for which the Board is responsible. Pam Winterscheidt, Chief Human Capital Officer, is designated to act

as Director of Equal Opportunity and to coordinate Title VI, Title VII, Title IX, Section 504 and the Americans with Disabilities Act compliance activities. Ms. Winterscheidt can be contacted at 6111 E. Skelly Drive, P.O. Box 477200, Tulsa, OK 74147-7200, telephone number (918) 828-5081, or pam.winterscheidt@tulsatech.edu The Superintendent is also authorized to designate an acting Director of Equal Opportunity if the above-named individual is unable to perform the function.

Prior to filing a complaint, the student, the employee or person is encouraged to visit with the respondent and each should make a reasonable effort to resolve the problem or complaint (see Complaint/ Grievance Procedure).

Facilities
Tulsa Tech has seven campuses that serve the Tulsa area across seven area counties.   With seven campuses in the Tulsa metro area, a Tulsa Tech campus is never too far away.

Additional campus information (program offerings, location and contact information) can be found online here: https://tulsatech.edu/about/locations/

Facilities and Services for Students with Disabilities
There are two legal mandates that protect students with disabilities from discrimination and ensure that they have equal access to all aspects of Tulsa Tech. These laws include Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. In our efforts to provide appropriate service, Tulsa Tech works to make sure services are in compliance with the law.

Additional information and request forms can be found online here: https://tulsatech.edu/student-resources/office-of-disability-services/

Tulsa Tech facilities meet ADA (Americans with Disabilities Act) compliance.

FERPA - Privacy of Student Records-Family Educational Rights & Privacy Act
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents of minor students and "eligible students" over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the technology center receives a request for access.

Parents of minor students or eligible students must submit a written request to the Director of Student Services or   appropriate technology center official that identifies the record(s) they wish to inspect. This administrator will make arrangements for access to the education records and will notify the parent of a minor student or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent of a minor student or eligible student believes inaccurate, misleading or otherwise in violation of the student's privacy rights.

Parents of minor students or eligible students may ask the technology center to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the Director of Student Services or appropriate technology center official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the technology center decides not make changes in the record as requested, the technology center must notify the minor student's parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the minor student's parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

Technology center officials with legitimate educational interests are permitted disclosure without consent. An official is a person employed by the technology center as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the Board of Education; a person or company with whom the technology center has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another official in performing his or her tasks.

An official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the technology center will disclose education records without consent to officials of another technology center in which a student seeks or intends to enroll.

Technology centers may disclose, without consent, "directory" information; however, the technology center must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the technology center not disclose directory information about that student.

Technology centers must notify parents of minor students and eligible students annually of their rights under FERPA by means of a special letter, bulletin, student handbook and/or other means left to the discretion of each technology center.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the technology center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW,
Washington, D.C. 20202-5901

Directory Information
The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the technology center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your or your minor child's education records. However, the technology center may disclose appropriately designated "directory information" without written consent, unless you have advised the technology center to the contrary in accordance with technology center procedures. The primary purpose of directory information is to allow the technology center to include this type of information from education records in certain school publications. Examples include:

- Recognition lists
- Graduation programs
- Press releases

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories (names, addresses and telephone listings) unless parents have

advised the LEA that they do not want their minor child's information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the technology center to disclose directory information from your or your minor child's education records without your prior written consent, you must notify the Superintendent in writing. The technology center has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name
2. The student's grade level
3. Course enrolled
4. The student's participation in officially recognized activities
5. The student's honors and awards received
6. The student's photograph

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number.

Student Diversity & Student Outcomes (Graduation/Retention/Job Placement Rates)

Tulsa Tech's Oklahoma CareerTech profile is available online and can be viewed online here:

https://tulsatech.edu/wp-content/uploads/2016/10/Tulsa_2015.pdf

Career Placement Services
Tulsa Tech's Career Placement Services team assists students and alumni with all stages of the job search and provides a variety of resources — including job leads, career events, employment and salary information, resume guidance, interview tips and practice, business cards for networking and more.

Partnerships with our employers are key to Tulsa Tech's mission: Educating people for success in the workplace. Employers are invited to partner with us in several ways. The **HireTulsaTechGrads** system is our free, easy-to-use job board allowing you to share your openings with Tulsa Tech students and alumni. Employers may register and post jobs for students and alumni to view at any time.

Students and Alumni also have life-time access to the **HireTulsaTechGrads** system. Employers reach out to the Career Placement team looking to hire Tulsa Tech students and alumni. These job opportunities are listed at www.hiretulsatechgrads.com.

Tulsa Tech also conducts career events throughout the year allowing employers to connect directly with students. Events include job fairs, mock interviews and more. Being in our **HireTulsaTechGrads** system enables you to view upcoming events at any time, and allows us to notify you of events relevant to you and your company.

GED Programs
If an enrolled student does not have a high school diploma or equivalent, the student is provided a list of available locations for GED classes and testing through the Student Services office.

Tuition Cost
Tuition is free for public, private and home-schooled high school students with low-cost tuition for adult

learners. Morning, afternoon, evening and all-day classes are available to fit any student's schedule. Additional program costs (textbooks, supplies, exam fees, background checks, etc.) are outlined on the Program Fact Sheet.   For more information regarding specific program costs/fees Program Fact Sheets can be found online here: https://tulsatech.edu/classes/fulltime/

Textbook Information

Tulsa Tech lists estimated textbook and supply costs for Tulsa Tech programs on Program Fact Sheets: https://tulsatech.edu/classes/fulltime/ Estimated costs are listed due availability of information. Students who inquire about textbook and supply costs are forwarded to the Campus Bookstore for pricing.

Refund Policy

It is the policy of the Board of Education of Tulsa Tech that students who have paid tuition for adult programs be given refunds under conditions stated in established guidelines. This policy applies when a student is dropped from a course/career major. Refunds will be based on the timeliness of notification, the length of the course, the amount the student has spent in the course/career major (consumption), and the expense to the District. Non-attendance of classes does not constitute official withdrawal. The student must complete an official withdrawal in order to be eligible for a refund.

Additional information can be located on-line here: https://tulsatech.edu/student-resources/refund-guidelines/

Unpaid Leave Of Absence (ULOA)

Extended leaves of absence may be granted for justifiable purposes including professional reasons, further study and to serve in a public office. The Superintendent or his/her designee shall approve or disapprove in writing the request for a leave of absence. Approvals shall include the period of the leave, the rights of reinstatement and other benefits associated with the leave.

Regular full-time employees who have exhausted all paid leave, and cannot return to work will be placed on unpaid leave of absence. This unpaid leave expires upon any of the following: 1) return to work, 2) employment termination, or 3) the end of the fiscal year.
The employee will not earn the dependent insurance benefit-in-lieu-of coverage while on extended leave of absence. The employee does not earn or accrue any additional leave benefits while on ULOA.

There are extenuating circumstances that are not counted toward the ninety percent policies for continued enrollment. Students may have one day that will not count toward the ninety percent when there is a death of an immediate family member. In addition, students may have two or three days when there is a death of a family member living out of state. For the purposes of this attendance policy, an immediate family member shall be defined as parent, grandparent, spouse, child, brother, sister, grandchild, mother-in-law, and father-in-law. Other extenuating circumstances that are not counted toward the ninety percent policy are as follows: illnesses that require hospitalization, medical conditions addressed through IDEA and/or Section 504, surgery, vehicle accidents requiring emergency medical care, being subpoenaed as a witness to a crime, testing (ACT), interviewing/training for   a job that is related to a student's program of study, and jury or military duty.

Program Offerings

Tulsa Tech offers programs in the following careers: Architecture & Construction; Arts, A/V & Communications; Business, Management & Administration; Finance; Health Science; Hospitality; Human Services; Information Technology; Law, Public Safety, Corrections & Security; Manufacturing, Marketing

Sales & Service; Science, Technology, Engineering & Mathematics and Transportation, Distribution & Logistics.

Please visit https://tulsatech.edu/classes/fulltime/ for detailed program information.

Instructional Staff Directory
Tulsa Tech does not publish an external Instructional directory. Inquiries regarding Instructional Staff may be directed to Tulsa Tech's Info Center at 918-828-5000. Messages will be directed to the appropriate staff member and returned in a timely manner.

Post Military and Advanced Standing
The board of education recognizes that service members acquire knowledge and skills during military duty and, as a consequence, the board has established procedures which permit veterans and others to attain advanced academic standing linked to military service or other education, training or experience. In accord with the Post-Military Service Occupation, Education and Credentialing Act ("Act") [Okla. Stat. tit. 59, § 4100.2], the technology center will award appropriate academic credit in its education programs consistent with the experience, education and training of military personnel. Tulsa Tech's award of advanced standing in accordance with the Act will supplement its existing procedures for advanced standing for career majors.

In order to be considered for an award of academic credit under the Act, an applicant must have been honorably discharged from the United States Armed Forces within three (3) years from the date of enrollment at Tulsa Tech. The registrar or other employee designated by the superintendent is authorized to meet with the applicant and compare the applicant's education, training and experience with the requirements of the applicant's proposed program of study. The applicant is responsible for supplying the requisite information and records essential to any award of credit. For purposes of the Act, TulsaTech shall utilize the Guide to the Evaluation of Educational Experiences in the Armed Services (published by the American Council on Education) to make this analysis and determine appropriate credit to be awarded. The process of awarding credit for military education, training and experience shall be conducted in a manner similar to the review process for transfer of education credits earned at another institution. The decision of TulsaTech regarding an award of credit is a final decision that is not subject to appeal.

Applicants may also meet requirements for advanced academic standing as provided for in *Procedures for Granting Advanced Standing in Tulsa Tech Career Majors.*

Accreditation, Approval, and Licensure of Institution and Programs
Tulsa Tech is accredited by the Oklahoma Department of Education, and the Oklahoma State Board of Career and Technology Education. Also, where available, our programs are accredited by the specific industry standards associated with their industry.

Additional information regarding industry specific accreditation is listed on our Campus Information Sheets. To view additional program accreditations, click on the Campus where the program is offered. Campus Information Sheets are listed here: https://tulsatech.edu/about/locations/

Procedure to Review Tulsa Tech's Accreditation, Approval, Licensing
Requests to review Accreditation, Approval and/or Licensing should be requested using the Records Request procedures listed here: https://tulsatech.edu/wp-content/uploads/2015/07/GEN-09-Release-of-Public-Records.pdf

Student Complaint to State Accrediting Agency (ODCTE)
House Concurrent Resolution 1081, passed by the 1998 Oklahoma Legislature, directs each state agency with a website to provide an online form so the public can register comments or complaints relating to the performance of persons, businesses, or other entities regulated by the state agency."
Comments and or Complaints may be submitted to Paula Bowles, Chief Communications and Marketing Officer at: paula.bowles@careertech.ok.gov Comments and Complaints may be submitted via this form. Save the form to your computer or device, then email, mail or fax.

Copyright Infringement
It is the policy of the Tulsa Tech Board of Education that Copyright Law will govern the use of material accessed through technology resources. Individual users assume a personal responsibility for understanding and complying with copyright law.

Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading material. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District's approved software list.

Teachers will assist their students in developing the skills to use the technology resources effectively and in a manner that conforms with all District policies and procedures.

The use of District technology resources is a privilege, not a right. Violation of District Policies and Procedures may result in cancellation of computer-use privileges and/or other disciplinary action up to and including termination of employment. If Federal and/or State laws are violated, the offender is subject to being reported to proper authorities.

Complaints & Grievances
By policy the Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the school is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the school to do its tasks more effectively. However, the Board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a concern is voiced or a complaint is made directly to the Board as a whole or to a Board member as an individual, it will promptly be referred to the school administration for study and possible solution.   Tulsa Tech's Public Concerns and Complaint policy can be accessed online here: https://tulsatech.edu/wp-content/uploads/2015/07/GEN-21-Public-Concerns-and-Complaints.pdf

Tulsa Tech's Non-Discrimination Policy & Grievance Procedures for filing, processing and resolving complaints alleging Discrimination may be viewed online here: https://tulsatech.edu/wp-content/uploads/2015/07/GEN-01-Nondiscrimination.pdf

Drug Reporting and Testing

It is the policy of the Tulsa Tech Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school-sponsored event, in school vehicles or going to or from a school-sponsored event. This policy applies to secondary and adult students. Tulsa Tech's Testing Students with Regard to the use of Alcohol & Illegal Chemical Substances policy may be viewed online here: https://tulsatech.edu/wp-content/uploads/2015/07/STU-25-Testing-Students-with-Regard-to-the-Use-of-Alcohol-and-Illegal-Chemical-Substances.pdf

Drug and Alcohol Free Prevention Program

It is the policy of the Board of Education of Tulsa Technology Center to adhere to the requirements of the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F and any amendments thereto, and to insure, as much as is reasonably possible, that the work environment of the District's employees is free from alcohol, controlled substances and the influence of both. It is also the policy of the Board of Education that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Districts' property or by an employee conducting school business elsewhere is absolutely prohibited. Controlled substances are defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C.812) and as further defined in Regulation 21 CFR 1308.11 – 1308.15.

Disciplinary Sanctions

Student violations of this Policy will subject the student to disciplinary action, including out-of-school suspension from school for secondary students and removal from school for adult students.

Employee violations of this policy will result in disciplinary action, up to and including dismissal or termination, and may bring about criminal charges.

Vaccination/Immunization Policies

Oklahoma law states that no minor/high school child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations. There are exemptions to the required immunizations for medical, personal, or religious reasons. However, according to law the   State Commissioner of Health can exclude exempted students from school or school functions should a disease outbreak   occur. To receive an exemption from the required immunizations, a parent must fill out an exemption certificate obtained from the school. After completing the form and providing any additional required materials, the exemption certificate is returned to the school and then sent to the state where it is reviewed and then approved or disapproved.

Students enrolled in Health related programs may be required to provide immunization records to meet enrollment and/or clinical facilities guidelines. Upon enrollment in the program each student will be given the opportunity to accept or decline drug testing and vaccinations. If the student declines to participate in vaccinations or drug testing, the student will be advised that this choice may eliminate the opportunity to complete the work based experience clinical or internship component. Failure to complete this curriculum component will result in an inability to complete the career major.

State Statue 70-3243 requires public/private postsecondary educational institutions to provide information on the risks associated with meningococcal disease and the benefits of the vaccination. Meningitis is

an inflammation of the membrane that surrounds the brain. Left untreated, it can cause seizures, coma, lasting disability and even death. Health professionals are recommending that students receive the meningitis vaccine. The Tulsa County Health Department, 918-582-9355, can answer any questions regarding the disease or the immunization.

Emergency Response and Evacuation Procedures

Crisis Response Policy
It is the policy of Tulsa Tech's Board of Education to have and maintain a Crisis Response Plan that will consist of Crisis Response Teams that will advise and assist the administration, staff, students, guests and Local, State and Federal agencies in the event of a potential or actual crisis. This plan is necessary to minimize the danger to students, employees and visitors; to help protect property; and to help in the efficient return to normal operations. Although this plan establishes a general framework of action that should be followed when possible, the exact nature of the situation may necessitate response differing from that contained in the Crisis Response Plan. Response actions may also differ in conjunction with city, state or federal emergency response plan implementation. Where applicable, the Crisis Response Team (CRT) will work closely with community agencies and groups to develop coordinated responses to mutual concerns**.**

The Crisis Response plan will be reviewed and updated annually by the Superintendent and/or his designee(s) and, as necessary, if regulations are revised, if the plan functions less than well during an emergency, if facility operations are changed in a way that affects the plan, if the roster of emergency personnel changes, or if the emergency equipment listed is altered.

Campus Safety and Security
Tulsa Tech is committed to providing a safe and secure environment for our students, faculty, staff and visitors. This report is comprised of information concerning emergency procedures, crime reporting and crime data to help inform the community, our students and staff and prospective students and staff. In compliance with The Campus Security Act (Jeanne Clery Act) of 1990 and the Student- Right-To-Know Act, Tulsa Tech compiles annual campus crime statistics. The report can be viewed online here: https://tulsatech.edu/wp-content/uploads/2017/08/Campus-Crime-Statistics.pdf

The data is also available at: https://ope.ed.gov/campussafety/

Reporting Crime and Emergencies on Campus
The Crisis Response Team (CRT) was developed to assist with the prevention of crises, the management of crises and the provision of follow-up activities to crises. Types of crises which the CRT deals with include natural disasters, injury, serious illness, death of a student or faculty member, potential or actual suicide, medical emergencies, Standard Response Protocol (SRP) and any other event which could potentially cause serious disruption or harm to the students and staff. The CRT provides support for the students and staff during a crisis, is the liaison with community resources and media and helps all involved persons deal with a crisis. The CRT on each campus is composed of trained staff, counselors, safety and emergency response specialists and administrators. The names of the CRT will be posted on each campus. A student may contact any member of this team if he or she feels a situation could detrimentally affect other students and/or faculty on campus.

Campus Deputies
Campus deputies are provided on all Tulsa Tech campuses to:
• Provide traffic control

• Issue motor vehicle citations
• Monitor student and visitor activity
• Assist with all emergencies
• Provide first responder medical care

Campus deputies report all emergencies, injuries and crimes to the Campus Director or facility administrator and the District EHS Office. Campus deputies maintain written reports on all emergencies, crimes and relevant Tulsa Tech policy violations.

Emergency Phone Numbers

Campus Location Security Number Campus Number
Broken Arrow Campus 918.828.3091 & 918.828.3000
Health Sciences Center 918.828.1091 & 918.828.1200
Lemley Memorial Campus 918.828.1091 & 918.828.1000
Owasso Campus 918.828.1409 & 918.828.1400
Peoria Campus 918.828.2091 & 918.828.2000
Riverside Campus 918.828.4091 & 918.828.4000
Sand Springs Campus 918.828.1307 & 918.828.1300
STEM Academy 918.828.1091 & 918.828.1364

Outside Emergency Agencies
Department of Human Services...........................918.426.6304
Domestic Violence Intervention Services........... 918.585.3143
Rape Hotline…………………….........................918.744.7273
Suicide Hotline…………………………………...800.273.8255
Police, Sheriff, Fire, Ambulance..........................911

Emergency Notification System
At Tulsa Tech each campus has an alert system to warn students of emergency situations (in case of fire, severe weather, or in other emergencies). Emergency instructions will be posted in each instructional area. Instructions will be given and a drill conducted in each class within the first 15 days of each semester and periodically throughout the year. When an emergency signal is sounded, students must follow the instructions posted in each instructional area. Students must remain in the assigned area until the all clear signal is given.

In addition, state law requires a minimum of two tornado, lockdown and intruder drills 10 safety drills per year. SchoolMessenger is also utilized in emergency situations to contact staff, students and parents.

Policies for Preparing the Disclosure of Crime Statistics
Tulsa Tech posts the Disclosure of Crime Statistics online so that it is visible to students and employees.

Sex Offender Registry
Oklahoma Title 57, Sections 581-590.2 and Title 21, Section 1125 of the Oklahoma State Statutes, requires the Department of Corrections to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses. Information provided by the State concerning registered sex offenders may be obtained through the https://sors.doc.state.ok.us/svor/f?p=119:1 or by calling (405)   425-2607.

Student Financial Assistance

Purpose of Financial Assistance
The primary purpose of financial assistance programs at Tulsa Tech is to provide assistance to students who without such assistance would be unable to pursue their education.

Types of Federal Assistance Offered and Students Served
The following federally funded Title IV Programs of financial assistance are available at Tulsa Tech: Federal Pell Grant and Federal Supplemental Education Opportunity Grant.

Post-secondary students enrolled in eligible programs of at least 600 clock hours which has been approved by the Oklahoma Board of Career and Technology Education may be eligible for assistance. Assistance is awarded on the basis of financial need.

Statement of Purpose
Tulsa Tech believes the primary responsibility for financing education lies first with the student and his/her family (parents or spouse). When the total resources they can provide do not meet expenses, Tulsa Tech, as a third partner, will provide all assistance possible so the student will not be denied an education.

The family should be accepted in its present financial condition. A needs analysis system must evaluate families in a consistent and equitable manner while recognizing that special circumstances can and do alter a family's ability to contribute.

The total amount of financial assistance for a student shall not exceed his/her need for financial assistance after considering all other resources available to him/her.

All information (whether written or oral) that assistance applicant and/or applicant's family reveals in the process of seeking assistance is confidential. Access is restricted to financial assistance personnel. Application materials become the property of the institution upon submission and are maintained in student files.

Tulsa Tech operates its financial assistance programs in compliance with the Civil Rights Act of 1964 whereby no person in the United States, shall, on the grounds of sex, race, religion, age, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, or activity receiving federal financial assistance.

Any student who feels his/her application for financial assistance has not been treated properly may appeal to the Director of Student Services who will take proper steps to review the case. If the student is still not satisfied, he/she may appeal to the Superintendent. If at this point, the student feels they haven't received a satisfactory resolution, they may appeal to the Oklahoma Department of Career and Technology Education. Procedures and an appeal form can be obtained from the Student Services Director.

Tulsa Tech will administer its assistance programs in conformity to federal regulations. Applicable regulations will be communicated to assistance applicants. Regulations may be reviewed in the Financial

Assistance Office for interested students and/or parents at their request.

General Qualification Requirements for Federal Financial Aid
The student must have financial need as determined by the US Department of Education FAFSA results and must meet the following requirements:
- Be qualified to study at the postsecondary level, which includes one of the following:
- 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 or other state-sanctioned test or diploma-equivalency certificate;
- Has completed homeschooling at the secondary level as defined by state law; or
- Has completed one of the ability-to-benefit (ATB) alternatives and first enrolled in an eligible postsecondary program prior to July 1, 2012.
- Be a U.S. citizen or national; or U.S. permanent resident or other eligible noncitizen; or citizen of the Freely Associated States: the Federated States of Micronesia and the Republics of Palau and the Marshall Islands to be eligible to receive funds under the Federal Pell Grant and FSEOG programs.
- Have a valid Social Security Number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
- Be registered for the Selective Service (males only, at least 18 years of age and born after December 31, 1959).
- Does not have an undergraduate degree.
- Has not exceeded 600% of the Lifetime Eligibility Used for Pell Grant.
- Must not be in default on any federal student loan or be in overpayment on any federal grant.
- Must be making Satisfactory Academic Progress (SAP).
- Be enrolled in an eligible program, working toward a certificate.

To be eligible for a Federal Pell Grant, a student must have an eligible EFC (Expected Family Contribution). This number is an index of the student's ability to contribute to the cost of education. Thus, the neediest students will have an EFC of 0 and may be eligible for the maximum award if their cost of attendance is high enough. As the EFC increases, the amount of the award decreases and, after a certain point, the award becomes 0. The EFC is on the ISIR (Institutional Student Information Report), which is the official notice of the student's eligibility (or ineligibility) for a Federal Pell Grant. The EFC is computed by the Central Processing System and is based on the information reported by the student on the FAFSA.
ISIR IMPORT PROCESS

ISIR's are drawn down by the Financial Assistance Office daily.

Eligible Programs

Students admitted by Tulsa Tech as a regular student in an eligible program that leads to a certificate and is at least 600 clock hours in length, may be eligible for Title IV aid. See ECAR for the list of eligible programs.

Program Name	Clock Hours	Program Name	Clock Hours
Accounting	600	Legal Professional Assistant	1020
Aerospace Structure Technician	609	Masonry	615
Animation	1125	Mechatronics Systems Technician	1050
Applied Engineering Technology	600	Medical Assisting with Phlebotomy	630
Automotive Collision Repair and Refinishing	1050	Medical Coding	930
Automotive Maintenance Light Repair	600	Medical Health Records Clerk	600
Automotive Service Technician	995	Medium/Heavy Diesel Service Technician	1050
Aviation Generals	700	Mobile App Development	600
Aviation Generals Airframe	1400	Motorcycle Technician	600
Aviation Generals Powerplant	1400	Multimedia Design	1080
Business Management Entrepreneurship	600	Paramedic	1272
Carpentry	600	Pharmacy Technician	600
Certified Machine Operator	600	Powersports/Power Equipment Technology	600
Certified Machine Technician	1050	Practical Nursing	1463
Cisco Network Associate	1050	Production Printing	600
Cisco Network Technician	600	Professional Barbering	1500
Collision Refinishing	600	Professional Truck Driver Training	600
Collision Repair	600	Radiologic Technologist	2196
Computer Repair and Network Support	600	Restaurant and Lodging Management	600
Cosmetologist	1500	Surgical Technologist	1200
Culinary Arts	1050	TV Production Assistant	600
Cyber Security/Forensics	1110	Video Producer	600
Dental Assistant Professional	975	Vision Care Technician	835
Digital Graphics	600	Visual Graphic Design	1200
Drafting	1050	Welding Combination	1050
Electricity	600	Welding Fabricator	600
Event Planning	600	Windows Server Administrator	1020
HVAC Technician	1050		

Tulsa Tech does not have conditional or provisional enrollments. All students are admitted as regular students into full programs.

Academic Year Definition

The academic year definition for all Title IV eligible programs is 900 hours and 26 weeks for all programs.

Verification

All applicants selected by CPS will be verified. No disbursements will be made until all documentation has

been submitted and reviewed.

Data Items to be verified

The Central Processing System (CPS) will set a Verification Tracking Flag on a selected applicant's ISIR indicating that the applicant was selected by the Department for institutional verification. The ISIR will also indicate the Verification Tracking Group for the applicant.

The following is a list of the items that may be verified:
- Adjusted Gross Income for the base year
- U.S. income tax paid for the base year
- Untaxed portions of IRA Distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax exempt interest income
- Other untaxed income
- Education Credits
- Income earned from work
- Confirmation of non-tax filer
- Number of household members
- Number in college
- Child Support Paid
- Child Support Received
- SNAP Benefits
- Documentation of high school completion
- Identity/education purpose

Verification Tracking Groups

Verification for students selected will contain different codes and items to be verified. Below is a list of the codes and items that may be verified.

V1 – Standard Verification Group
Students in this group must verify the following if they are tax filers:
Adjusted gross income
U.S. income tax paid
Untaxed portions of IRA distributions
Untaxed portions of pensions
IRA deductions and payments
Tax-exempt interest income
Education credits
Household size
Number in college
Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
Child support paid

Students who are not tax filers must verify the following:
Income earned from work

Household size
Number in college
SNAP benefits
Child support paid
V2 – Not Currently Used V3 – Child Support Paid
Child support paid by them or their spouse, their parents, or both

V4 – Custom Verification Group
High school completion status Identity/statement of educational purpose
Receipt of SNAP benefits
Payment of child support

V5 – Aggregate Verification Group
High school completion status
Identity/statement of educational purpose
Standard Verification Group

V6 – Household Resources Group
Payments to tax-deferred pension and retirement savings plan
Child Support Paid
Housing, food and other living allowances paid to men of clergy, military and others
Veteran's non-educational benefits
Other untaxed income
Money received or pain on applicants behalf
Resources or benefits not appearing on FAFSA, in-kind support from relative or government agency

Tulsa Tech may also verify any other application items, requiring reasonable documentation, selected by the Financial Assistance Office to resolve conflicting information.

Students selected for verification, will receive a letter from the Financial Aid Office requesting additional information. Students must complete the required verification worksheet and submit a copy of their federal tax transcript from the IRS, if required. Students may also opt to utilize the IRS Data Retrieval Tool when completing their FAFSA application.

NOTE: Students, who use the IRS Data Retrieval Tool when completing their FAFSA, will not be required to submit their tax transcript.

Financial Assistance applicants who are selected for verification, or for whom there is conflicting information or suspected inaccuracies, will be required to submit documentation of data elements specified by the Financial Assistance Office within 30 days of the Financial Assistance Office's request. Exceptions to the 30 day deadline may be made on a case by case basis.

Financial Assistance applicants who do not submit required documentation by the deadline could lose all financial assistance. No financial assistance will be awarded until all documentation has been received and reviewed.

If submitted documents conflict with current year data and prior year information on file, no award will be made until the conflicting information has been resolved.

If conflicting information is brought to the attention of the Financial Assistance Office after verification has been completed and funds have been disbursed the following steps will be taken:
- New information will be reviewed
- Corrections will be made as required

If corrections result in a Return of Funds due to an overpayment made to the student, the following procedures will be followed:
- Over awards due to an error made by the Tulsa Tech Financial Assistance Office, the amount will be paid back to the Federal Financial Assistance Pell Grant account, as soon as the error is discovered according to regulations in Federal regulations 34 CFR 668.22(h), 668.32(g) (4), 668.35(c), (e).
- Over-awards due to an error or false information supplied by the student, the following actions will be taken:
- An adjustment to the student's next award payment
- If a subsequent award payment is not due, the student will be billed and required to make payment for the amount owed
- A hold will be put on the student's account, until the amount owed is paid in full.

If the school and student cannot resolve conflicts that may occur regarding verification, the case will be referred to the U.S. Department of Education, Student Validation Branch. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally.

Awarding & Disbursements
Once verification has been completed and the student's enrollment has been verified in Colleague the Pell award will be calculated. Pell awards, for cross-over students, will be treated as either a header or trailer, on a student by student basis. Award letters will be mailed to students, along with the disbursement information.

Disbursing Funds
Checks are disbursed by a designated official on each campus by campus staff member.

Types of Assistance Available (Pell Grant)
The Federal Pell Grant is a federally funded grant program, which provides funds post-secondary students for educationally related purposes.

Federal Pell Grant funds will be applied directly to student accounts for the current school year. The Explanation of Disbursements form, which is sent with the award letter, lists the estimated date(s) of disbursement or disbursements for each corresponding payment period. All charges, including tuition, fees, books, etc., for the current school year must be paid in full for each payment period before any refund will be issued to the student. If there is a credit balance after the funds have been applied, the student will receive a refund check at the campus.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Tulsa Tech has a limited amount of FSEOG funds. FSEOG will be awarded to students as follows:

- Must be receiving a Federal Pell Grant
- Have a zero EFC
- Priority consideration will be based on the original FAFSA processing date
- Priority consideration will be given to students not eligible for institutional scholarships, outside scholarships or other types of financial aid resources at the time the award is made

Qualifying students will be awarded up to $600.00 per year ($300.00 for each payment period)
Funds not awarded and disbursed during the first half of the academic year will be reserved to be awarded in the second half of the academic year.

If there are additional funds after FSEOG has been awarded to eligible students meeting the requirements above, awards may be made to students based on next lowest EFC.

FSEOG will be divided into two disbursements. The first disbursement will be applied to the student account usually at least 60 days after the first day of class. The second disbursement will be applied to the student account once they have successfully completed the hours in the first payment period and met SAP requirements. These funds will be applied to the tuition, fees, books, etc., for the current school year.

Tulsa Tech will mail the student an award letter notifying them when the FSEOG funds will be applied to the student account. If the funds create a credit balance, a refund check will be issued to the student at campus on the date provided in the award letter.

Oklahoma Tuition Assistance Grant (OTAG)
Tulsa Tech requests an Award Claim Form from the Oklahoma State Regents for Higher Education. The claim form lists all students entering Tulsa Tech's school code on their FAFSA. Students ISIR's are checked to verify they answered they were a resident of Oklahoma for at least one year on their FAFSA. If the student has met the requirements for a Federal Pell Grant, the OTAG funds will be requested from the Oklahoma State Regents office. Once the funds have been received an award letter will be mailed to the student.

Satisfactory Academic Progress
For Title IV Federal Financial Aid, Satisfactory Academic Progress (SAP) means that the student is proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. All students are considered to be making SAP when initially starting an educational program. After the first disbursement, SAP means that the student is meeting the minimum grade and pace of progress requirements for the program of study. Both of these measures are cumulative.

Grades
The student is considered to be making SAP if they maintain a cumulative grade of "C" or better. In some cases, SAP may be defined differently in programs or courses for which special grading scales exist to meet state or national certifications or other special requirements. Requirements are defined in the applicable instructors' syllabi.
The student must successfully complete the clock hours in the payment period to be eligible for the second or subsequent federal aid disbursements. "Successfully completed the clock hours" means that the student has passed the coursework associated with the clock hours in the payment period and those hours have been posted on the academic transcript.

Pace of Progress & Changing Programs

The student may take up to 150% of the program's published time frame. However, they may only receive Title IV financial aid through 100% of hours for which the program is accredited. Student's changing programs will have a Prior Credit Evaluation completed to determine if courses will count toward new program. The student will only be awarded for the number of hours enrolled for the new program and be evaluated as a new students.

Example of a student attending at least 24 hours per week and considered to be attending full-time: If the normal time frame to complete a 900 clock hour program is 8 months (26 weeks of instruction). A financial aid student attending full-time would have a maximum time frame of 12 months to complete the program. The time frame is divided into increments of 4 months. The student must "successfully" complete the minimum number of clock hours in each four month increment:

- 1st increment = 300 hours in the first 4 months
- 2nd increment = 600 hours by the end of 8 months
- 3rd increment = 900 hours by the end of 12 months, the maximum time frame if full-time

Example of a student attending 12 to 23 hours per week and considered to be attending part-time: If the normal time frame to complete a 900 clock hour program is 8 months (26 weeks of instruction). A financial aid student attending part-time would have a maximum time frame of 24 months to complete the program. The time frame is divided into increments of 4 months. The student must "successfully" complete the minimum number of clock hours in each four month increment:

- 1st increment = 150 hours in the first 4 months
- 2nd increment = 300 hours by the end of 8 months
- 3rd increment = 450 hours by the end of 12 months
- 4th increment = 600 hours by the end of 16 months
- 5th increment = 750 hours by the end of 20 months
- 6th increment = 900 hours by the end of 24 months, the maximum time frame for part time.

If the student is not progressing at a pace which will fall within the 150% time frame, the student is not making SAP and the financial aid will be terminated, even if the cumulative grade is a "C" or above. The grade and pace of progress measures will be checked after the scheduled clock hours for the payment period have elapsed, regardless of whether the student have attended them. The cumulative period of enrollment, as a regular student, will be evaluated; even periods of enrollment when the student didn't receive financial aid.

Warning: If the grade and pace of progress measures have not been met, the student will be placed on a Financial Aid Warning Status and will be notified in writing that future disbursements will be withheld because the student is not making SAP. The student will be given sixty days, from the date of the letter, or the end of the program (whichever comes first) to re-establish eligibility. If the student re-establishes eligibility within the time frame given in the Financial Aid Warning Status letter, the financial aid disbursement will be reinstated and the student will be eligible for the next disbursement. There is no appeal process available to the student.

If the student has not re-established eligibility within the time frame given in the Financial Aid Warning Status letter, financial aid will be terminated. The student will then be mailed a Letter of Termination, explaining why they failed to meet the requirements along with information on how the financial aid can be

reinstated.

Reinstatement
If the financial aid has been terminated the student is responsible for any remaining tuition and fee charges. The student may ask for the aid to be reinstated after they have earned a grade of "C" or better once they have completed the number of hours in the payment period for which the aid was terminated. The student must notify the Financial Assistance Office in writing once they have met these requirements.

Refund and Repayment of Title IV Funds
Federal law specifies how a school must determine the amount of federal financial assistance that a student earns if he/she withdraws, drops out, and is dismissed prior to completing more than 60% of a payment period.

The amount of federal financial assistance that the student earns is determined on a pro-rata basis. Once the student has completed 60% or more of the payment period, all financial assistance is considered to be earned.

Percent earned = Number of clock hours scheduled to be completed up to the withdrawal date divided by total clock hours in the payment period or period of enrollment.

Percent unearned: 100% minus the percent earned. When a student receives federal financial assistance in excess of earned assistance, the school returns the lesser of: Institutional charges multiplied by the unearned percentage, or Title IV federal financial assistance disbursed multiplied by the unearned percentage .The student returns any remaining unearned assistance not covered by the school. Any grant amount the student has to return is a grant overpayment, and arrangement must be made with the school or Department of Education to return the funds. The student can be billed for funds the institution is required to pay.

Funds Owed to Student: If a student withdraws from school before a payment of funds have been disbursed the student may have a refund of Title IV assistance owed to him/her.

Example: Student should have completed a total of 200 hours of a 450 hour payment period at time of withdrawal. No funds have been disbursed before student withdrew. The amount the student could receive is calculated as shown below.

> *'200 hours the student should have completed divided by 450 hours number of hours in payment period =44.44% x amount of funds that could have been disbursed minus amount of outstanding charges for educationally related expenses= amount of student refund if any."*

The student will be notified by letter allowing them to accept or reject the refund. If the student accepts the refund, the funds will be made available in a timely manner.

Withdrawal from Program: To withdraw from a program, a student must first visit with his/her instructor and counselor and complete a withdrawal form. If a student does not meet the minimum program or

certification attendance requirements he/she may be withdrawn from a program. The last date of attendance will be noted on the withdrawal form. The Financial Assistance Office will receive automated notification of student withdrawals.

Return of Title IV Funds: The school must determine the amount of refund by completing the Return to Title IV funds calculation. If a refund is due, funds should be returned to the appropriate Title IV program at this time.

Order of Refund to Title IV Programs: All Title IV funds owed will be returned to the Pell Grant program first and then from the SEOG Program.

Professional Judgment Dependency Status: Professional Judgment to override a dependent student's status will be made on an individual basis.

Professional Judgment: Professional Judgment is a discretionary decision or professional opinion reached on the basis of the experience of the financial aid administer. The professional judgment decisions at Tulsa Tech will be made on an individual basis to determine eligibility for Federal Pell Grant only. Professional judgment may be requested for death of a major wage earner, involuntary loss of income by a major wage earner, unusually high medical bills, or other special circumstances that may have led to changes in income. A Request for Professional Judgment form must be submitted to the Financial Assistance Office, along with supporting documentation. This process may take up to 45 days to complete once all required documentation has been received. The student will be notified if the request has been denied. If the request is approved, they will receive an award letter indicating the amount of the Pell Grant award. Verification will be completed before the Financial Assistance Office will make any adjustments for the special circumstances. Data used in professional judgment decisions will be used to re-evaluate the eligibility.

Additional Financial Assistance

Financial Needs Scholarship
CTSO Scholarship
Superintendent Scholarship
Partner School Scholarship
Accelerating Independence Scholarship
Pathways Scholarship
Military Waiver
Oklahoma National Guard Waiver
Gene Haas Scholarship
Oklahoma Promise

Tulsa Tech Education Foundation Scholarship
A scholarship funded by the Tulsa Tech Educational Foundation. Students must submit the completed application to their Campus Counseling Office for processing.

Workforce Investment in Action
A federal program of assistance, which provides tuition and supply expense assistance. Student must be unemployed, underemployed and/or economically disadvantaged. Students must contact their local WIA Office in county of student residence.

Vocational Rehabilitation
A program of assistance for individuals who are physically or mentally handicapped. Services include, testing, psychological examination and counseling services. In some cases, Voc. Rehab will pay tuition, fees, books and supplies. Eligibility is assessed by Vocational Rehabilitation Services. Vocational Rehabilitation Services Office in the county student resides.

Bureau of Indian Affairs
This is Assistance in the form of grants, which may cover tuition, supplies and living expense. Eligibility is assessed by the Bureau of Indian Affairs from the Bureau of Indian Affairs in student's resident area.

Net Price Calculator
The Net Price Calculator is available online here: https://tulsatech.edu/admissions/netpricecalculator/
The Net Price calculator is intended to provide *estimated* net price information (defined as estimated cost of attendance — including tuition and required fees, books and supplies, room and board (meals), and other related expenses — minus estimated grant and scholarship aid) to current and prospective students and their families based on what similar students paid in a previous year.

Misrepresentation
Referral of Fraud Cases: If Tulsa Tech suspects an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, Tulsa Tech will report the suspected activities to the Department of Education's Office of the Inspector General (OIG).

To file a complaint, or for free information, students or parents should call 1-877-FTC-HELP (1-877-382-4357) or visit http://www.ftc.gov/scholarshipscams.

Voter Registration
Tulsa Tech may provide information regarding voter registration to current students. Additional information also can be found online at the Voter Registration in Oklahoma website: https://www.ok.gov/elections/Voter_Info/Register_to_Vote/

Constitution Day
Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

Tulsa Tech holds an educational program on the United States Constitution on September 17 of each year for the students served by the district in observation of Constitution Day and Citizenship Day. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after

September 17. The manner in which the day shall be commemorated shall be within the Superintendent's discretion.