



Financial Aid & Consumer Information Guide



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Section I: Introduction

Federal regulations mandate that institutions have written policies and procedures. The purpose of this document is to record policies and procedures surrounding the delivery of financial aid at Pioneer Technology Center (PTC). If no policy or procedure addresses a given issue, the financial aid administrator is expected to use professional judgment based upon the intent of all financial aid programs and practices.

This manual is intended to:

- Set forth the institution's policies in regard to student aid and describe the procedures which must be taken to implement these policies.
- Provide general procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations will be handled in a uniform manner.
- Provide quick reference to various practices.
- Facilitate the orientation and training of personnel when changes occur.
- Inform the consumer.

1.1 Pioneer Technology Center Vision, Mission, Values

Who we are...

Since 1973, Pioneer Technology Center has been serving Kay County, and parts of Osage and Pawnee Counties by providing high-tech educational opportunities for adults, high school students and area businesses. Our students' achievements measure our success. At Pioneer Technology Center we want you to prosper! Enrolling in a career major that is appropriate for you in aptitude and interest is an important step on the road to securing your future.

Our Mission is clear...

We are dedicated to **Enhancing Lives & Securing Futures** by creating an educational environment that inspires individuals to develop the knowledge, technical skills, and character traits needed for success in the workplace and in life.

PTC's Vision...

To be the preferred and most trusted resource for workforce and business development.

At Pioneer Technology Center we value...

- People
- Character
- Learning
- Innovation
- Economic Development

Benefits for you...

- Personal Attention
- Realistic Job Simulations
- Improved Learning Retention

1.2 Pioneer Technology Center Facilities & Services

Pioneer Technology Center is situated on 46 acres. It is constructed on one level making the entire facility wheelchair accessible. Although Pioneer Tech is in compliance with the Americans with Disabilities Act, a self-study has been completed and the school is in an ongoing transition of making the facility more accommodating to individuals with disabilities. TDD has been installed, as well as fire alarms that are both strobe and sound, automatic wheelchair doors have been installed at the two main entrances, and lever doorknobs will be installed as necessary. A well-planned safety program is conducted at Pioneer Tech and each area of instruction follows safety practices appropriate to that program and in compliance with the Occupational Safety and Health Act (OSHA). Any handicapped person requiring specific information regarding special services or facilities should contact the Disabilities Specialist or Counselor between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Pioneer Technology Center School District #13 • 2101 North Ash • Ponca City, Oklahoma 74601

Pioneer Technology Center not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status. For inquiries concerning the application of this policy contact either Wendy Burg, WendyB@pioneertech.edu (580) 718-4308 or Kellie Johnson, Kelliej@pioneertech.edu (580) 718-4224, Compliance Officers/Title IX Coordinators, or Carol Lynes, Caroll@pioneertech.edu (580) 718-4298, 504/ADA Coordinator.

1.3 Pioneer Technology Center Faculty

BOARD OF EDUCATION

Laurence Beliel
Member
Ponca City, Oklahoma

JD Soulek
Vice President
Nardin, Oklahoma

Debbie Leaming
President
Newkirk Oklahoma

Gay Norris
Clerk
Ponca City, Oklahoma

Dr. Rachel Shuey-Bunney
Deputy Clerk
Tonkawa, Oklahoma

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ADMINISTRATIVE STAFF

Traci Thorpe
Superintendent/CEO

Molly Kyler
Executive Director, BIS

Kahle Goff
Executive Director, Full-Time Programs

Stacey Rush
Chief Financial Officer

Ryan Burkett
Instructional Director

Kendra Knight
Instructional Director

BUSINESS & INDUSTRY SERVICES STAFF

Adult Training & Development Coordinator..... Markesha Dugan
Adult Training & Development Registrar..... Marcie Close
Adult Training & Development Secretary..... Dolor Assidio
BIS Assistance Coordinator Dawn Brakey
BIS Solutions Coordinator Brook Lindsay
BIS Coordinator..... Sylvia Urioste
Entrepreneurial Services Coordinator Ben Evans
Industrial Coordinator..... Johnny Thornburgh
Innovation and Incubator Manager..... Janet Schwabe
Leadership Development Coordinator Jen Miller
Program Development Coordinator Heather Smith
Safety Registrar..... Shelly Emmel
BIS Admin. Asst. / Registrar Gail Boswell
Safety Instructor Kyle Batson
Safety Instructor Braden Fields
Safety Instructor/Coordinator Carl Storm

FACULTY

Academic Lab Instructor	John Munger
Adult Basic Education Coordinator/Instructor	Jennifer Wehrenberg
Automotive Service Technology Instructor	Brett Haas
Basic Peace Officer Certification Coordinator	Tucker Hodgson
Biomedical Sciences Instructor	Cara Bodick
Construction Technology Instructor	Cody Tabor
Cosmetology Instructor	Kayla Randol
Criminal Justice Instructor	Tom Burg
Culinary Arts Instructor	Brenda Pollak
Firefighter/EMT Instructor	Gary Vap
Health Careers Certification Instructor	Mary Bathurst
Information Technology Instructor	Zac Ladner
Mechatronics Instructor	Chuck Rector
Medical Services Instructor	Rebekah Koch
Practical Nursing Coordinator	Michelle Tripp
Practical Nursing Instructor	Alisa McCleary
Practical Nursing Instructor	Shanda Garrison
Practical Nursing Instructor	Tessa Cramer
Practical Nursing (Select) Instructor	Ashley Eddinger
Precision Machining Instructor	Morgan Lesemann
SHARE Instructor/Coordinator	Karl Lynes
Teacher Preparation Instructor	Hanna Day
Visual Communications Instructor	Troy Buller
Welding Technology Instructor	Tyler Foster

STUDENT SERVICES STAFF

Counselor/Student Services Coordinator	Lori Evans
Counselor/Student Services Coordinator	Audra Mason
Career Development Facilitator	Courtney Horne
Career & Guidance Counselor	Jayne Evans
Disabilities Specialist/Placement Facilitator	Carol Lynes
Administrative Assistant	Karen Ware
Learning Consultant – Career Center	Lacey Smith
Learning Consultant – Career Center	Pam Keeler
Testing Specialist	Laura Fields

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STAFF

Assistant Financial Officer.....	Katy Mayer
Assistant Plant/Facilities Manager.....	Jason Kubik
Bursar/Activity Fund Clerk.....	Carol Cales
Bus Driver/Custodian.....	Connie Steele
Bus Driver/Custodian.....	John Maupin
Bus Driver/Custodian/Fleet Maintenance.....	Random Massey
Bus Driver/Custodian/Inventory.....	Debbie Johnstone
Bus Driver/Maintenance.....	Keith Burge
Bus Driver/Maintenance Technician.....	Jeff Robbins
Communications & Marketing Coordinator.....	Terri Busch
Graphic Designer/Marketing Specialist.....	Angie Ogden
Culinary Services Coordinator.....	Mandy Farmer
Culinary Services Cook.....	Dwayne Bass
Culinary Services Kitchen Assistant/ Bus Driver.....	Nolan Overman
Custodian (Evening).....	Jon Young
Custodian (Evening).....	Lori Copeland
Custodian (Evening).....	Darlene Anderson
Custodian (Evening).....	Michael Assidio
Children's Lab & Preschool Coordinator.....	Kalia Carlson
Children's Lab & Preschool Kitchen Assistant.....	Cheyenne Herring
Children's Lab & Preschool Teacher.....	Kaitlynn Clark
Children's Lab & Preschool Teacher.....	Tianna Tattershall
Children's Lab & Preschool Teacher.....	Heather Golay
Children's Lab & Preschool Teacher.....	Laynee Johnstone
Financial Aid Officer.....	Lisa Jackson
Full-Time Programs Registrar.....	Holly Farmer
Grounds/Maintenance (Part-Time).....	Clay Massey
Human Resources Manager/Administrative Assistant.....	Kellie Johnson
Network Administrator.....	Kevin Bell
Network Administrator.....	Scott Overman
New Beginning Coordinator.....	Wendy Burg
New Beginning Employment Specialist.....	Katie Holman
Payroll Clerk/Administrative Assistant, Finance.....	Amanda Perez-Vargas
Payroll Clerk/Administrative Assistant, Finance.....	Erin Mercer
Plant/Facilities Manager.....	Michael Orr
Receptionist.....	Chelsea Todd
Teaching Assistant— Health Programs.....	Kindal Eller
Teaching Assistant— Cosmetology.....	Kari Officer
Teaching Assistant— BITE/Teacher Prep.....	Heather Underwood
Teaching Assistant—Practical Nursing.....	LaRhonda Rudd
Teaching Assistant—SHARE.....	Celestine Hardiman
Teaching Assistant—Trade & Industry.....	Tyler Evans
Teaching Assistant—Trade & Industry.....	Phlisha Kimbrel
Teaching Assistant—Trade & Industry.....	Melinda Phillips
Work Ready Ponca City Coordinator.....	Dondi Rowe
Work Ready Ponca City Manager.....	Cena O'Driscoll

Work Ready Ponca City Employment and Job Specialist.....	Fae Rabb
Work Ready Ponca City Employment and Job Specialist.....	Katie Holman
Work Ready Ponca City Administrative Assistant.....	Becca Hodgson

1.4 Entities That License & Accredite

Accrediting Agencies

Oklahoma Department of Career & Technology Education

Pioneer Technology Center District No. 13 is fully accredited by the Oklahoma State Department of Education (SDE) and the Oklahoma State Board of Career and Technology Education (ODCTE Board). Additional accreditations are listed below:

- United States Department of Education
- Oklahoma Department of Education
- National Association for the Education of Young Children
- Oklahoma Accrediting Agency
- National Automotive Technicians Education Foundation
- Oklahoma Board of Cosmetology
- Southern Region Education Board (Technology Centers That Work)
- Oklahoma Board of Nursing
- Project Lead the Way
- Oklahoma Dept. of Human Services

Any student wishing to review documents describing the institutions accreditation, approval or licensing should submit a written request to do so to the Superintendent's Office. Within ten (10) working days of submission of the request, documentation will be made available.

1.5 Financial Aid Purpose & Philosophy

Purpose

The primary purpose of financial aid programs at Pioneer Technology Center is to provide assistance to students who, without such assistance, would be unable to pursue their education.

Philosophy

Pioneer Technology Center believes the primary responsibility for financing education lies first with the student and his/her family (parents/guardian or spouse). When the family's resources do not meet expenses, PTC, as a third partner, will assist with financial aid possibilities so the student will not be denied an education.

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

Confidentiality

PTC complies with the Family Education Rights and Privacy Act of 1974-revised.

All information, written or verbal, that an aid applicant and/or the applicant's family reveals in the process of obtaining assistance is confidential. This information is restricted to access by financial aid personnel only. All information required for applicant becomes the property of the District upon submission and is maintained in the student's file. Any applicant is entitled to examine his/her file within (10) working days after a written request to do so is filed with the financial aid office.

Responsible Personnel

The Executive Director and the Instructional Directors are responsible for updating student policies. The Financial Aid Officer is the employee responsible in ensuring that the PTC district is aware of changes to existing Financial Aid policies and procedures or the development of new Financial Aid policies. The Financial Aid Officer is also responsible for disseminating information as it relates to Title IV regulations, and consumer information.

Financial Aid Reference Documents

The Financial Aid Office uses the following reference documents and websites published by the U.S. Department of Education and professional organizations:

- Federal Student Aid (FSA) Handbook
- FSA Dear Colleague Letters
- FSA Electronic Announcements
- Weekly list-serve emails from FSA Partner Connect & FSA Tech
- Common Origination and Disbursement (COD) Technical Reference
- Electronic Data Exchange (EDE) Technical Reference
- Institutional Student Information Record (ISIR) Guide
- National Student Loan Data System (NSLDS)

The Financial Aid Office maintains membership in the following professional associations:

- Oklahoma Association of Student Financial Aid Administrators (OASFAA)
- Southwestern Association of Student Financial Aid Administrators (SWASFAA)
- National Association of Student Financial Aid Administrators (NASFAA)

1.6 Rights & Responsibilities' of Financial Aid Recipients

Right-to-know

- Institution's annual campus security report
- Information on financial aid
- Information on the school
- Student completion, graduation, placement, retention
- Information about students' rights under FERPA
- Drug and alcohol policies and programs available
- Copyright Infringement Policy
- Textbook Information
- Constitution Day
- Net-Price Calculator

Responsibilities

- Use of financial aid funds for school related expenses
- Report all outside aid to the financial aid office
- Maintain Satisfactory Academic Progress (SAP)
- Report changes in enrollment to the registrar and financial aid office
- Notify the financial aid office before withdrawing
- Complete required paperwork requested by the financial aid office
- If you don't understand the financial aid process, ask questions

Section 2: Guidance and Academics & Transition Services

2.1 Services to Students with Disabilities

DEFINITIONS:

Section 504 of the Rehabilitation Act of 1973 states that:

"No otherwise qualified handicapped individual in the United States . . . shall, solely by reason of . . . 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."

A "handicapped person" means "any person who

- i. has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- ii. has a record of such an impairment; or
- iii. is regarded as having such impairment."

A "qualified handicapped person" is defined as

"one who meets the requisite academic and technical standards required for admission or participation in the postsecondary institution's programs and activities."

INFORMING

It is the adult student's responsibility to identify himself/herself as having a disability and needing an academic adjustment. This disclosure is always voluntary. Upon disclosure, PTC will request supporting documentation to begin the process for a 504 Accommodation Plan.

DOCUMENTATION

The student must provide (to the enrollment counselor) current documentation (within the last five years) that shows a current disability and need for an academic adjustment. The student should provide:

- 1) Documentation prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnostician.
 - a) documentation should include the following:
 - i) a diagnosis of the current disability;
 - ii) the date of the diagnosis;
 - iii) how the diagnosis was reached;
 - iv) the credentials of the professional;
 - v) how the disability affects a major life activity;
 - vi) and how the disability affects academic performance.

A previous Individualized Education Program (IEP) or Section 504 plan without other supporting evidence is not sufficient documentation. The student will provide a list of academic adjustments s/he is requesting for the review committee.

REVIEW COMMITTEE

The review committee (Administrator, Counselor, Disabilities Services Facilitator, and Instructor) considers each student's request for academic adjustment. The student will be notified of the committee's decision regarding his/her Section 504 eligibility. If Section 504 eligibility is verified by the committee, an appropriate plan will be developed with the student.

For more information please contact Carol Lynes, Caroll@pioneertech.edu (580) 718-4298, 504/ADA Coordinator.

GRIEVANCE

Grievance procedures are outlined in the Pioneer Technology Student Handbook and Board Policy.

2.2 Testing and Assessment

Purpose

PTC Testing Center provides testing services to potential students and school enrollment personnel to assist them in making informed decisions related to program enrollment.

Pioneer Technology Center's Testing Center administers the WorkKeys Exam. PTC accepts ACT scores if taken within the last three years. Please let Student Services know if you have assessment from another educational institution that may be used. A complete assessment will take approximately 2 – 3 hours. Please allow ample time to complete your assessment.

Areas of Assessment

Students are assessed in the subject areas of Workplace Documents, Applied Mathematics, and Graphic Literacy.

Assessment Results

You must see the PTC Counselor to receive assessment results. Enrollment or remediation options will be discussed at this meeting.

Re-testing

There is a \$12.00 fee to re-test.

Students may register for assessment testing at <https://www.registerblast.com/pioneer/Exam/List>, or go to Pioneer Tech's website and click on *Services and Assessment Testing*. Seating is first come, first serve - Arrive Early!

PHOTO ID REQUIRED

Lockers are available in the Testing Center for your personal belongings.

TESTING LOCATION: RM B111

2.3 Career Center

The Career Center is an extension of all Pioneer Technology full-time programs. The center is designed to support students in CareerTech education by providing assistance in basic as well as advanced skills for their specified training program.

This includes:

- Providing extra help in math and reading
- Providing one-on-one assistance for program skills
- Providing employability/soft skills training

Job Readiness training is offered to PTC students. Each student will participate in soft skills training as well as fill out a job application, create a job-ready resume, have a mock interview with an industry partner, and write a thank you e-mail.

Pioneer Technology Center believes in taking a personal interest in each student. At PTC we have high expectations for our students and we strive to provide the support to help them achieve.

2.4 Counseling

Let Pioneer Tech's counselor help you discover your career potential. Students can schedule a time that fits into their schedule. Call Student Services at 580-718-4234.

- Lori Evans, PTC Counselor
lorie@pioneertech.edu

2.5 College Services

Training received at Pioneer Tech may be accepted at Cowley College, Arkansas City, Kansas; Northern Oklahoma College, Tonkawa, Oklahoma; Oklahoma State University Institute of Technology (OSU IT) Okmulgee, Oklahoma; Northwestern OSU, Alva, Oklahoma; or Oklahoma Wesleyan University, Bartlesville, Oklahoma. College credit is earned for the work you complete in your career tech classes. Students earn credit at the post-secondary institutions upon completion of PTC. The number of hours a student can earn for college credit is determined by the career major and higher educational institution attending.

Cowley College Cooperative Alliance

Cowley College offers an Associate of General Studies Degree in Applied Technologies for students who want to transfer in technical elective coursework they completed at an approved Vocational-Technical school. The degree plan allows students who transfer in at least 600 contact hours of technical program coursework from the technical school to obtain 32 technical credit hours on the Cowley transcript. Students can earn an Associate of General Studies (AGS) degree upon successful completion of 30 College credits in specified general education courses. Students with less than 32 technical credit hours would need to complete additional general education courses to earn the degree.

If students already have transferable general education credit from another accredited post-secondary institution, those hours can be evaluated for transfer into Cowley College. A minimum of 15 credit hours of the general education requirement, however, must be completed at Cowley College in order for a degree to be granted.

This degree is most beneficial to students who plan to immediately utilize their technical work skills in the workplace and do not plan to transfer to a four-year university to obtain a Bachelor's degree. Students whose educational goal is to obtain a Bachelor's degree or higher, should be advised to follow a program of study to earn a transferable Associate of Arts (AA) or Associate of Science (AS) degree.

Northern Oklahoma College Cooperative Alliance

In this degree option, the students take their general education courses and business courses from NOC and may use their occupational specialty coursework from PTC.

The Business Management-Entrepreneurship option prepares the graduate with skills to create innovative features, recognize opportunities, evaluate alternative courses of action, and formulate a plan to successfully achieve organizational objectives. Entrepreneurial skills can be utilized in business development and within existing organizations to effect changes necessary to the success and survival of the organization. This specialty area equips students with current technological skills in their respective field, while the business core requirements provide the essential foundation in entrepreneurial skills, general business, accounting and management.

In this degree option, the students take their general education courses and business courses from NOC and may use their occupational specialty coursework from PTC. Northern grants 12 hours of college credit for PTC student's technical occupational specialty. Students have to complete 50 college credits at NOC to earn the degree.

OSU IT Cooperative Alliance

Pioneer Technology Center's career and technical training programs provide avenues that lead to further educational opportunities at OSU IT. The knowledge and skills that you gained through our technology center programs may have prepared you to earn prior learning credit toward a college degree. Visit OSU IT's prior learning credit web page for specific information on each program and the available hours.

OSU Institute of Technology offers degrees in advanced technological education programs that prepare individuals for the new and emerging workforce. The university's programs of study are listed on their web site at www.osuit.edu. Employers endorse OSU Institute of Technology programs of study for preparing outstanding and job-ready graduates for quality and rewarding jobs.

Section 3: Administrative Organization & Institution Eligibility Information

3.1 Divisions & Responsibilities

The Administration of Pioneer Technology Center recognizes that there must be separation of duties to correctly oversee the administration of financial aid and has outlined what each office's primary responsibility should be.

Enrollment/Admissions

Personnel

Counselor/Student Services Coordinator, Administrative Assistant, Student Services, and Registrar

Duties

Points-of-contact for new student enrollment; assist prospective students in identifying a course of interest; guide students through the application process; form committees for admission interviews; perform student enrollment maintenance activities (i.e. enrollment status changes, course adds/drops, withdrawals/completions, etc.) – under the supervision of the Instructional Director and the Executive Director.

Interoffice Communications

Information concerning adult students is communicated between offices by many means such as telephone, email, and interoffice mail. These types of interoffice communications are used district wide and will be assumed for the rest of the following offices.

Financial Aid Office

Duties

Service the student financial aid programs of the PTC District; evaluate/track student financial aid eligibility; package, award, & process student ISIRs (Institutional Student Information Record); maintain student financial aid records; Evaluate/track/implement requirements for institutional eligibility for student financial aid programs (Title IV and others) – under the supervision of the Chief Financial Officer.

Bursars Office/Student Billing

Duties

(only in relation to student financial accounts). Maintain records of student financial accounts; receipt student payments; report student account charges to the Business Office; Disburse credit balance/reimbursement checks to students - under the supervision of Finance Director.

Business Office Personnel

Chief Financial Officer, Assistant Financial Officer, and Payroll Clerk/Administrative Assistant, Finance

Duties

Maintain/Allocate all school financial accounts; draw down &/or repay Title IV funding; issue student disbursement, credit balance, reimbursement, & refunds checks; maintain district fiscal records; ensure district compliance with federal/state fiscal regulations.

3.2 Fiscal Records Compliance Audits

PTC's annual financial audit is completed by the independently contracted firm S & B CPA's & Associates PLLC, Enid, OK. The financial audit covers all financial transactions, including Title IV programs, which have occurred since the last annual audit. Annual financial audits are generally completed in late winter/early spring. Notifications and reminders are in place so all procedures will meet the necessary deadlines. Fiscal year financial statements, as well as any other requested documentation, are made available upon request to the required entities.

3.3 PTC Title IV Certification & Application Updates

PTC's current Program Participation Agreement was reapproved effective September 11, 2024 and is set to expire on June 30, 2030.

State Authorization for our next recertification process will begin in January of 2030 and be submitted by March 31, 2030. This will allow adequate time for review by the U.S. Department of Education and response by PTC as necessary.

General Requirements

Definitions

- NSLDS National Student Loan Data System
- ECAR Eligibility and Certification Approval Report
- PPA Program Participation Agreement
- E-APP Electronic Application for Approval to Participate

The Financial Aid Officer is responsible for submitting timely and complete ECAR to the Dept. of Ed. Copies of the E-APP and supporting documentation are maintained in the Financial Aid Office. The Financial Aid Office also maintains copies of the ECAR and the signed PPA.

Information collected and reported on the ECAR includes: Accrediting Body, State Authorizing Agency, Names and Titles of Key School Officials, School Additional Locations, Educational Program Offerings, and Title IV Approval Status.

Updating Application Information

Information reported on the ECAR is updated on at least an annual basis. Any changes in curriculum and course offerings are first approved by our State Accrediting body, the Oklahoma Board of Career and Technology Education, and our State Authorizing Agency, the Oklahoma Department of Career and Technology Education. Changes to program offerings or key officials are then submitted to the Department using the E-APP. The E-APP is usually submitted annually in May or June. If mid-year changes are required, the E-APP may be updated at that time.

Section 4: Types of Student Financial Aid

The following programs of assistance are available at Pioneer Technology Center:

Need Based Aid

- Federal Pell Grant
- FSEOG
- Ok CareerTech Foundation
- Oklahoma's Promise
- Oklahoma Tuition Aid Grant (OTAG)
- Workforce Innovation and Opportunity Act (WIOA)
- Bureau of Indian Affairs

Non-Need Based Aid

- Vocational Rehabilitation
- PTC Foundation Scholarships
- Otha Grimes/Francis Tuttle Scholarships
- 1st Time Student Waiver
- 13th Year Waiver

PIONEER TECHNOLOGY CENTER DOES **NOT** PARTICIPATE IN STUDENT LOAN PROGRAMS.

PTC will administer its aid programs in conformity to federal regulations. Applicable regulations will be communicated to aid applicants. Regulations may be reviewed in the Financial Aid Office for interested students and/or parents at their request.

4.1 How to Apply for Federal Student Assistance

To apply for assistance from the following Title IV Programs, a student must complete the Free Application for Federal Student Aid (FAFSA) on line at fafsa.gov. Computers are available for students who do not have access to a computer. Contact the Financial Aid office to schedule an appointment.

Students who apply may qualify for:

- Federal Pell Grant
- FSEOG
- Oklahoma Tuition Aid Grant (OTAG)

Items needed to complete the FAFSA: Income information, (i.e. federal tax forms, w-2's) driver's license number, social security number, balance of checking account, cash, savings and asset information.

Students and parents (if student is dependent) are required to sign the FAFSA so each will need their own FSA ID. The FSA ID number is a unique identification number and should not be shared or disclosed to anyone. Keep your FSA ID in a safe place. You will need it at a later date.

If selected for verification you must provide information to verify the accuracy of your FAFSA. This information may include Tax Return Transcript &/or Federal Tax Returns, and Verification forms as well as other forms of documentation. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both. You cannot receive a Federal Pell Grant from more than one college for the same period of time.

4.2 Federal Pell Grant Program

Definition

The Pell Grant Program is a federally funded grant program, which provides from \$740.00 up to \$7,395.00 for the 2025-2026 award year to post-secondary students enrolled full time. Grant is adjusted for less than full time.

Application Procedures

The application process for Federal Title IV aid programs is as follows: Students must complete their *Free Application for Federal Student Aid*, (FAFSA) online at www.studentaid.gov. Students are directed to read the instructions carefully when completing the FAFSA. After submitting the FAFSA, the student will receive a FAFSA Submission Summary (FSS) stating eligibility. These reports include a summary of application information and the determination of an eligibility index. This index, known as Student Aid Index (SAI), is the result of computations involving the financial and non-financial data submitted on the application.

PTC will also receive the electronic transmission of the Student Aid Report. The electronic record is known as the Institutional Student Information Record (ISIR). Transmissions are usually received within 3 to 5 days of the date the FAFSA is processed by the Central Processing System. PTC only receives ISIR's for students who indicate PTC's school code of **011206**.

The SAI is used to calculate the scheduled Pell Award. Depending on the career major enrolled and number of clock hours, typically two payment periods are scheduled per Academic Year. The student is notified of their payment amounts thru an award notification accompanied by Financial Aid Fast Facts.

General Qualifications of Students Seeking Assistance and Procedures

To receive federal student financial aid a student must:

- Have a valid ISIR
- Is a regular student enrolled in a program of at least 600 clock hours that has been approved for Title IV funding
- U.S. citizen or national
- U.S. permanent resident or other eligible noncitizen
- Be in good standing and maintain satisfactory academic progress in the course of study he/she is pursuing according to the standards of PTC.
- Not owe a refund on any grant, is not in default on any student loan, and has not borrowed in excess of loan limits under Title IV programs at any institution.
- Agree to use all Title IV money received only for cost of attendance related to study at PTC.
- 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.
- Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); Have 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.; or Has completed homeschooling at the secondary level as defined by state law.
- Not simultaneously enrolled in an elementary or secondary school.
- Have financial need, if applicable

To be eligible for a Federal Pell Grant, a student must have an eligible SAI. This number is an index of the student's ability to contribute to the cost of education. A SAI of -1500 up to 0 indicates the student may be eligible for a maximum Pell award. A student will not be entitled to receive a Federal Pell Grant payment from more than one school concurrently. A student must be enrolled in an eligible program and be maintaining satisfactory progress to receive payment. To be eligible to receive payments a student must not be in default on any loan and must not owe a refund on any Pell, Supplemental, or State Grant.

In addition, a student's eligibility for Title IV aid could be affected by such factors: Prior degrees, enrollment status, remedial course work, correspondence study, and study by telecommunications.

Pioneer Tech does not participate in any Title IV loan programs.

Default

If the ISIR shows a student in loan default status, the student will receive notification through the mail.

Procedures to insure that general eligibility criteria are met: Individual Student Information Records (ISIRs)

ISIR's are drawn down using EDConnect software accessed through a password used solely by the Financial Aid Office. Corrections are made on an individual basis as necessary.

Determination of Eligibility of Federal Pell Grants are based on:

- Cost of Attendance for a full academic year
- Enrollment Status of the student

- Length of the career major and length of time the student is enrolled

PTC has set various academic year profiles. Typically, 960 clock hours and 32 weeks of instruction or 900 clock hours and 26 weeks of instruction. This is not an all-inclusive list of PTC's academic year profiles.

Method and Frequency of Disbursement

The Financial Aid Office will calculate the total grant and payments after all documentation has been submitted and verified. An award letter is mailed to the student, a copy is sent to the Bursar, and a copy is put in the student's file in the Financial Aid Office. Each month the Financial Aid Officer sends a spreadsheet to the Bursar that includes disbursements for that month. The spreadsheet includes student name, program and amount of disbursement. The Bursar notifies the business office, which in turn, draws down funds and checks are processed. Pioneer Tech processes Pell disbursements once a month and checks are disbursed on the 15th of the month. If the 15th falls on a day when PTC is not in session, the disbursement date will be the following business day. The Bursar/Activity Fund Clerk notifies students as to the dates and times they may pick up their checks.

Payment dates vary depending on the career major enrolled and the full-time or half-time status of the student. Full time students are paid two disbursements based on the academic year and their payment periods. Half time students will receive their disbursement in two payments in order to assist student with tuition charges in the second semester. PTC's grant approved Career Majors range from 600 to 1500 hours.

Students withdrawing from school prior to PTC receiving a valid ISIR, and all required documentation provided, are not eligible to receive Pell Disbursements. However, eligible students who have a valid ISIR and have provided all required documentation, that have not been paid prior to withdrawal may be eligible for a post-withdrawal disbursement for the period enrolled as an eligible student.

Students give Pioneer Technology Center permission to withhold tuition, fees, books & supplies from their Pell disbursement by completing the Financial Aid & Student Account Agreement. A check is issued to the student for any remaining Pell funds.

4.3 FSEOG (Federal Supplemental Educational Opportunity Grant)

Purpose

FSEOG provides limited funds for undergraduate students with exceptional financial need. To establish eligibility, the Free Application for Federal Student Aid (FAFSA) must be completed. These funds are only awarded until all the money is gone and not every student will receive an award from this fund.

Award Amounts

The maximum Federal Supplemental Educational Opportunity Grant (FSEOG) that PTC will award is \$1,000.00 for a full academic year. The minimum FSEOG amount that PTC will award is \$100 for a full academic year.

FSEOG Recipients

Funds are awarded to students with the greatest need (SAI) who will also receive Pell Grants in that award year. A student who receives a Pell Grant at any time in the award year may be awarded an FSEOG for that award year; the student does not have to receive a Pell Grant in the same payment period as the FSEOG. For example, in the case of

a student who receives a Pell Grant for the fall semester only due to reaching his Lifetime Eligibility Used (LEU), the student may be awarded an FSEOG for both the fall semester and subsequent spring semester. If the student loses Pell Grant Eligibility prior to disbursement of the FSEOG, PTC must cancel the FSEOG award.

Frequency of FSEOG Disbursements

FSEOG awards are based on the academic year. PTC will pay a portion of the grant during each payment period during the academic year awarded. However, PTC is allowed to pay an FSEOG in unequal amounts if the student has costs or resources that are different for different payment periods. PTC can make payments within a payment period in whatever installments will best meet the student's needs.

4.4 Oklahoma Tuition Aid Grant Program (OTAG)

Definition

The Oklahoma Tuition Aid Grant (OTAG) is made available by the Oklahoma State Legislature through the Oklahoma State Regents. This program assists schools in providing grants to eligible students who have substantial need. Part-time students may receive OTAG at a prorated amount. Funds are limited, therefore, not all students will receive OTAG.

Application Procedures

Students may apply for Oklahoma Tuition Aid Grant (OTAG) by completing the Oklahoma Residency section of the FAFSA at studentaid.gov. Students are encouraged to complete the FAFSA as soon as possible each year.

Eligibility Requirements

Students must be legal residents of the State of Oklahoma as determined by the current Policy on Resident Status of Enrolled Students in the Oklahoma State System of Higher Education. Students must complete a form verifying their domicile. They must also present an unexpired state ID, usually a driver's license. A copy will be kept with the OTAG verification form. Students must maintain satisfactory progress (SAP) in their program of study to receive OTAG.

Method and Frequency of Disbursement

Funds for OTAG are sent to the Institution. Pioneer Tech will collect applicable tuition, fees, book, and supply charges from the OTAG disbursement before a refund is issued to the student with appropriate authorization from the student. OTAG is a need-based grant.

Awards may be prorated based on available funds and hours in the payment period. The Bursar/ Activity Fund Clerk disburses the checks to students. Once all the checks have been distributed, a Disbursement and Accounting of Funds Report is sent to OTAG confirming all funds have been issued.

4.5 Oklahoma's Promise

Oklahoma's Promise is a state incentive grant that is awarded by the Oklahoma State Regents for Higher Education. The grant application must have been completed by the student between the 8th and 11th grade of their

secondary education. OK Promise is meant to provide assistance to students from lower income families in pursuit of a post-secondary educational degree. The student is responsible to notify the financial aid office that they are eligible for this award. The financial aid office will verify eligibility through the Oklahoma State Regents for Higher Education website.

PTC Eligibility Requirements

Students interested in using their OK Promise benefits must notify the financial aid office of their intent to use the benefit upon initial enrollment. Continued eligibility follows the Satisfactory Academic Progress (SAP) policy in place for Title IV funding.

Method and Frequency of Disbursement

OK Promise funds are requested each payment period. When received, they are applied directly to the students' account to pay for their tuition.

4.6 Workforce Innovation and Opportunity Act

Workforce Innovation and Opportunity Act (WIOA) is a federal program of assistance. Students must be "economically disadvantaged", unemployed or underemployed to qualify for this program. This program also provides job retraining assistance for those unemployed due to industry closings or lay-off (dislocated workers). Job training programs can include occupational training, on-the-job training with private employers, youth employment training (under 21 years of age), literacy training, and others. The Workforce office is located in Ponca City.

Ponca City Workforce Office
400 E. Central
Ponca City, OK
(580) 765-3372 Ext. 16

4.7 Bureau of Indian Affairs

Students may contact their Tribal offices for assistance with costs related to their education. Grants may provide tuition, books, supplies, and living allowances.

4.8 OK CareerTech Scholarships

Scholarship opportunities exist in various forms and sources. The OK Career Technology Education Foundation provides a few different scholarships for which adult students may apply.

Oklahoma CareerTech Foundation Scholarship

The Oklahoma CareerTech Foundation was formed in 1970 for the purpose of administering scholarship monies generated by gifts from individuals who have expressed concern for the continued advancement of career and technical education in Oklahoma. These scholarships are unique in that they are reserved for deserving adult students who may not qualify for other student assistance programs. They are also unique in that they are awarded more on the basis of need and commitment than on good grades alone.

Otha Grimes – Francis Tuttle Memorial Scholarships

This scholarship is available to adult students who are Oklahoma residents enrolled in a program at a Career and Technology Center. The Financial Aid Officer notifies students when the application period is open. **Students apply online through ctYOU.org.**

4.9 PTC Foundation Scholarships

In 1998, a group of Kay county individuals dedicated to helping PTC students formed a foundation to provide scholarships. These scholarships vary in amounts and are awarded by the executive board of the foundation in December. See Student Services for complete details.

4.10 PTC Tuition Waivers

Pioneer Technology Center offers scholarship opportunities, explained below, to its students. Additionally, many PTC students have been successful in securing scholarships from some of the local civic organizations.

13th Year Tuition Waiver

The opportunity now exists for recent high school graduates to complete the training program started as a high school student at PTC by obtaining one of the school's 13th Year Tuition Waivers. These waivers are available, on a limited basis, to high school graduates within the PTC district. There is no application deadline.

First Time Student Tuition Waiver

The Pioneer Technology Center Board of Education has made a commitment to the residents of District #13 by making available, to qualifying graduates from any of PTC's in-district high schools, the opportunity to attend school tuition free. Students may take advantage of this opportunity until the age of 23. There is no application deadline.

4.11 Health Profession Scholarships

Community Health Foundation of Ponca City

The Community Health Foundation awards scholarships to students pursuing degrees in a wide variety of healthcare fields.

4.12 Vocational Rehabilitation

This program of assistance is for individuals who have a disability (physical or mental) that presents an obstacle to employment. Services can include testing, psychological evaluation, medical examination, and training assistance. Training / educational assistance provided can include the cost of tuition, fees, books, supplies, and other supportive services.

Students with disabilities may contact, Oklahoma Department of Rehabilitation Services located in the Oklahoma

PIONEER TECHNOLOGY CENTER
FINANCIAL AID & CONSUMER INFORMATION GUIDE

OK Dept. of Rehab Services/
Ponca City Workforce Office
400 E. Central, suite 103
Ponca City, OK
(580) 765-3372, ext. 7

Section 5: Institutional and Financial Aid Policies & Procedures

Pioneer Technology Center has been approved to participate in the following Title IV Programs;

- Federal Pell Grant
- FSEOG

The following financial aid policies and procedures are in place to properly and accurately award Federal Title IV funding to eligible PTC students.

5.1 Definition of Regular Student and Special Student

Regular Student

A student must meet the following criteria to be designated as a regular student for the purpose of receiving financial aid: (a) have attained a high school diploma or GED/HSE, be beyond the age of compulsory school attendance, or have met the statutory exemptions for compulsory school attendance and (b) complete admission assessments including academic achievement and career interest.

In the case of a questionable high school completion document, Counselors in Student Services will verify completion with the following steps:

1. Direct Contact to school or agency to obtain accreditation status.
2. Ask prospective student to provide additional contact information if needed for the school/agency awarding the transcript or diploma.
3. Have prospective student sign for a records request to be provided directly to school by mail, fax or email secure link.
4. If not able to verify, recommend adult basic education with possible need to complete the HiSet or GED exam.

Special Student

Entering students who do not possess a high school diploma or GED/HSE are classified as provisionally enrolled and are therefore not eligible to receive Title IV Student Financial Assistance.

Adult Basic Education/High School Equivalency preparation is an opportunity for adults who have not graduated from high school to earn the equivalent of a high school degree. The HSE classes are free, and are available at Pioneer Technology Center. A student that is 18 and older can enroll based on class availability. Students can take the HSE test (fees apply) at Pioneer Technology Center.

5.2 Evaluation and Determination of Financial Need

Federal Needs Analysis Methodology

“Need” is determined for Federal Pell Grants by formulas developed and updated annually by the federal government. “Need” is defined as a student’s cost of attendance minus the amount the student and his/her family is expected to pay as determined by a standard formula. To be considered for Title IV, a student must complete the Free Application for Federal Student Aid (FAFSA) on line at studentaid.gov. If students do not have access to a

computer, you may contact the Financial Aid Office to make arrangements to use a computer on PTC's campus.

Cost of Attendance

The cost of attendance (COA) is the total amount it will cost to go to school – usually expressed as an annual figure. The COA covers institutional charges such as tuition, fees, books, and supplies as well as other student expenses not payable to PTC such as housing, food, transportation, and other miscellaneous expenses. Student expenses are estimated using the Consumer Price Index that is updated in January of each year by the U.S. Department of Labor – Bureau of Labor Statistics.

Student Aid Index (SAI)

The Student Aid Index is the amount that indicates how much of a student's family financial resources should be available to help pay for educational costs. The SAI can include a parental contribution in the case of a dependent student; and in the case of an independent student, a student (and spouse, if applicable) contribution.

The available income of the student's household is based on the student and their spouse, or in the case of a dependent student, the student's parent(s). Elements considered in determining the student's SAI are available income, the number of dependents in the family, and the assets of the student and his/her spouse, or in the case of a dependent student, the student's parents' assets.

5.3 Institutional Costs

TUITION AND FEES

Tuition for adult (post-secondary) students is based on the Career Major in which they are enrolled. Career Majors that qualify for financial assistance range from 600 to 1500 hours. A \$25.00 (nonrefundable) enrollment fee is required of all enrolling adult students. This enrollment fee is not applied toward tuition costs. A complete list of Career Majors offered at Pioneer Technology Center can be found in the appendices at the back of this document. You can also request a list from the Counselor or Financial Aid Officer. Tuition for out-of-district high school (secondary) students has been established by the Oklahoma State Board of Career and Technology Education for 2025-2026 at \$21,783.00 (plus books/supplies, if required). Resident secondary students pay NO TUITION; some courses may require the purchase of specified books and/or supplies.

Post-secondary Student Tuition (calculated on number of hours in Career Major of enrollment)

Resident (in PTC District)	Nonresident (out of PTC District; in Oklahoma)	Out-of-State (out of Oklahoma)
\$2.00 per hour	\$4.00 per hour	\$8.00 per hour

TUITION PAYMENTS

A payment agreement will be generated for the purpose of establishing a timeline of tuition payments. Nonpayment may result in the student being dropped from class and/or a HOLD being placed on the student's records

Books, Fees, & Supplies

Costs for books and supplies vary by Career Major. You will find an Estimated Expense sheet that lists books and supplies with estimated costs on each program page. Go to Pioneer Technology Center's website <https://www.pioneertech.edu/page/career-programs>. Bookstore charges funded through a financial assistance plan must be completed within the first two weeks of training.

Living Costs

PTC does not offer institutional housing to board its students. All students live off-campus and commute.

PTC does not participate in student loans.

5.4 Satisfactory Academic Progress

Definition

In order to receive Title IV assistance, a student must be enrolled in and attending an approved program at least half-time, be considered a regular student, make satisfactory academic progress, be within the approved attendance policy, be progressing at a rate to complete the program within the allotted time, and be in good standing. Good standing is initially defined as the student being eligible for admission to an educational program, as demonstrated by his/her high school diploma, HSE, or documentation that the student has completed a secondary education in a homeschool setting. Continued eligibility is based on meeting the minimum standards in terms of grades and attendance according to PTC's SAP policy.

PTC's Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is checked at the end of each payment period. A student is in compliance with Federal Student Aid SAP requirements if the curriculum hours completed are equal to or greater than the hours in that payment period (quantitative standard), cumulative grade of "C" or better (qualitative standard) and the student has attended a minimum of 90% of the hours in the payment period. If a student fails to maintain SAP, they will be notified in writing including Appeal rights.

Depending on the Career Major enrolled, a student could have two payment periods or as many as four payment periods. Example: A program that is 900 hours in length would have two payment periods of 450 hours and 13 weeks.

Satisfactory progress is defined by institutional policy as the following:

- a. Qualitative standard - Student must maintain a cumulative grade of "C" or above for each payment period.
- b. Quantitative standard - Student must complete curriculum within 150% of the published length of the program. On average, a student enrolled in a 900-clock hour program attending full-time will complete the program in one school year - 9 months. A student is allowed to take up to an additional 50% longer than the published program length and still be regarded as in good standing. Example- A student enrolled in a 900 hour career major, with payment periods of 450 each, must successfully complete 450 hours of curriculum within the maximum timeframe of 675 hours. (450 x 150% = 675) However, they will not be eligible for Title IV aid for the additional hours over the published length of the program. If at any time a student is not progressing at a pace which is not within the 150% timeframe, the student is NOT making SAP and financial aid will be terminated.

- c. Attendance - Be in attendance a minimum of 90% of the scheduled hours in the payment period. If a student exceeds 10% in absences, they are not making SAP and will no longer qualify to receive Title IV aid. Documented absences are not excused and will count toward time absent.

Should a student have extenuating circumstances that prevent them from achieving these requirements, they may file an appeal.

Appeal

A student may appeal the initial termination of financial aid. An appeal form will be included with the notification of funding termination. The student must answer why s/he failed to meet SAP standards, what has changed in his/her circumstances, and what s/he plan to do differently from the past in order to meet minimum SAP standards.

The following are circumstances that could be considered extenuating circumstances allowing the appeal to be reviewed by the Financial Aid Appeals Committee:

- a. Illness of student
- b. Illness of dependent child
- c. Death of a family member
- d. Other circumstances not listed if there is documentation that the committee considers being circumstances beyond the student's control.

Conditions of any appeal will be considered on a case-by-case basis. The student's appeal form & documentation must explain why the student failed to make SAP. It must also explain what has changed that will allow that student to make SAP at the next evaluation.

The student will have ten (10) business days from the date of notification to respond. All documentation verifying reason for appeal must be received by the deadline. If appeal is not filed or documentation not received in a timely manner the termination of financial aid will stand. The appeal and all documentation will be reviewed by financial aid office. If all is found to be in order the appeal request will go before the appeals committee for review. The committee will make a determination and the Financial Aid Officer will notify the student of the results. The determination of the committee is final. The appeals committee will be determined by the Financial Aid Officer.

Appeal Committee Decision

The Appeal Committee will determine whether 1) the student's financial aid will be reinstated with no action; 2) the student will be placed on an Academic Plan with specified stipulations; or 3) the student's financial aid eligibility will be terminated. The student will be notified of the results of the Committee's decision. All decisions of the committee are final.

Probation Status

Pioneer Technology Center has chosen not to utilize the probation status due to the length of our career majors.

Academic Plan

If the appeal is approved a student may be placed on an academic plan. The approved appeal must specify if an academic plan will be used. The academic plan must describe the actions the student will take to regain SAP and the specified time that the student is given to complete requirements set by the committee. The student's SAP will be

re-evaluated as stipulated in the Academic Plan, or if not specified, it will be re-evaluated at the end of the payment period.

Should the committee decide not to reinstate the student's financial aid, the student remains ineligible for financial aid benefits until they have met the requirements for financial aid to be reinstated.

Financial Aid Reinstatement

For the student's financial aid eligibility to be reinstated, without an approved appeal, they must meet the following requirements:

Attend one payment period on a self-pay (or agency funded) basis meeting SAP standards (see Qualitative and Quantitative), be in attendance 90% during that payment period and complete coursework to the point where they will be able to complete the career major in the allotted time frame.

The student must request reinstatement of federal financial aid in writing. The financial aid officer will review the request and the student will be notified regarding his/her eligibility status.

The student will be responsible for paying any balance owed to PTC for tuition or other expenses.

NOTE: Some career majors require more stringent academic requirements than above. Students must comply with the provisions set forth by the career major he/she is attending.

Advanced Standing Transfer of Credit

It is the policy of the Pioneer Technology Center Board of Education to admit students to the programs on advanced standing basis. Advanced standing shall be based on an evaluation of an individual's previous educational experience and the application of such education to the requirements of specific courses within the program of study.

Advanced standing may be granted to individuals who have had equivalent courses, determined by comparison of course content. Students who feel that they are proficient in an area of study offered at this technology center may apply for advanced standing credit. In order to receive advanced standing credit, a student may be required to successfully complete a comprehensive written and/or skills test. The test will be administered by a qualified representative of Pioneer Technology Center and may include both a written cognitive assessment and a supervised skills demonstration assessment. A student will be charged a \$50.00 advanced standing credit fee, and may be charged the cost for any assessment materials or third-party examination required to determine proficiency, and a \$25.00 per hour assessment fee to cover the cost of test administration. Students may apply for advanced standing through the enrollment counselor.

Transcripts from other schools, colleges, and accredited institutions will be evaluated by the administration and the instructor involved, and credit may be granted for appropriate units of instruction.

Pioneer Technology Center will award educational credits to enrolled students who have been honorably discharged from the Armed Forces of the United States. Students must enroll within three (3) years of initial enrollment for courses that are part of the student's military training or service and meet the standards of the American Council of Education (ACE) or equivalent standards for awarding academic credit if the award of educational credit is based upon the Pioneer Technology Center's admission standards and the role, scope and mission of Pioneer Technology Center.

Withdrawals and Incompletes

Students making SAP at the time of their withdrawal and return to the same program within 180 days are considered to be in the same payment period.

Withdrawal scenarios:

Student did not complete more than 60% of the payment period and a Return of Title IV was made.

- If the student returns, the Title IV funds returned can be disbursed. The student must complete the payment period, then the next payment will begin.

Student completed more than 60% and no Return was made.

- If the student returns, no payment would occur until the student has completed the previous payment period. (In other words, a student cannot be paid twice for completing the same coursework; nor will the student be paid until all of the course work previously paid for has been successfully completed.)

Repeating Coursework

Students are not allowed to repeat the same program in order to achieve a higher grade. However, if a student withdraws and re-enters the same program the instructor may require the student to start at the beginning of the program depending on how much time has lapsed. If the student re-enters the same program within 180 days, the student cannot receive payment for repeating coursework. If the student re-enters the same program after 180 days they will be treated the same as a transfer student. The program hours will be reduced by the number of hours the student receives credit for. In this case, the student can be paid for repeating course work as the student is receiving credit for the repeated course. A student who completes an entire program and re-enrolls to take another program may be paid for the other program no matter how much time has lapsed.

Change in Program or Career Major

A student must be in good standing to change a program or career major. Program changes are only allowed during the first two weeks of school if slots are available. If a student wishes to change programs at a later time, the student would withdraw, a R2T4 completed, and start in the new program the following school year. When a student wishes to change career majors within a program, in most instances, the courses completed will transfer to the new career major. In a situation where the courses completed will not transfer to the new career major, a R2T4 will be completed and a new award would be calculated to reflect the hours/courses in the new career major.

Recalculation

If a student completes the requirements for a program prior to completing all clock hours, a recalculation must be performed. The recalculation is based on the number of clock hours the student attended. The school, not the student, must return the excess Pell Grant fund to the Department of Ed.

5.5 Verification Policies & Procedures

Verification

All applicants selected by CPS will be verified prior to disbursement of Title IV aid. Applicants not selected by CPS but with conflicting information, will not be awarded until conflicting information has been resolved.

Items must be verified by comparing the data items on the ISIR with identical items on the IRS tax return and/or other primary documentation, or any of the following data elements that were used in the computation of the applicant's financial need (SAI).

Any C codes that exist on a student's Title IV Aid application will be resolved before disbursement of funds.

Verification group is specified on the student's ISIR for those selected by CPS.

Verification tracking groups

V1—Standard Verification Group

Students in this group must verify the following if they are tax filers:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Family size

Students who are not tax filers must verify the following:

- Income earned from work
- Family size

V4—Custom Verification Group

Students must verify identity/statement of educational purpose. This information is requested via V4 Verification Worksheet.

V5—Aggregate Verification Group

Students must verify identity/statement of educational purpose in addition to the items in the Standard Verification Group (V1). This information is requested via V5 Verification Worksheet.

Procedures

The Financial Aid Officer will request copies of the documents listed above that relate to the file in question.

Dependency Status

Comment will appear on SAR. Any student who is claiming to be independent on some basis other than age, veteran's status, having legal dependents other than a spouse, marriage and/or orphan status may be asked to provide proof of independence status.

Adjusted Gross Income / Taxes Paid

Student, spouse, &/or contributor must give consent and approval for Federal Tax Information to be imported into the FAFSA, at the time of completing the form. If tax information was imported, the IRS Response Code will be 200. If any other response code is listed, other tax documents may be requested.

IRS forms: TAX RETURN TRANSCRIPT

Transcripts may be requested from <http://www.irs.gov/>, or by calling 1-800-908-9946.

Non-filers: A Verification of Non-Filing letter from the IRS. This may be requested from <http://www.irs.gov>, or by calling 1-800-908-9946.

Number in Household

Signed Verification Worksheet listing all family members in household.

Financial Aid Officer compares verification documents with student's ISIR

If the verification documentation and ISIR match, the aid officer then calculated and the student's award and processes an award letter that is then mailed to the student.

Applicants who are selected for verification and for whom there is conflicting information or suspected inaccuracies, will be required to submit documentation of data elements specified by the Financial Aid Office. Student is required to supply requested documentation within 30 days of the request.

Financial aid applicants who do not submit required documentation by the deadline could lose all financial aid. No financial aid will be awarded until all documentation has been received and verified. If documentation is received after the deadline date, the application will be reviewed and eligible Pell may be awarded. If submitted documents conflict with ISIR data, no award will be made until the questions have been resolved. If there is no documentation to indicate application information is inaccurate, but validity of documentation is questionable, no aid will be awarded until the information has been validated. If a correction is needed, the Financial Aid Officer will make corrections to the FASFA data.

If the Financial Aid Officer deems it appropriate, he/she will refer the case to the Department of Education's Regional Office. The institution will follow any instructions from the Department of Education as a result of the referral.

The Financial Aid Officer will refer to the Department of Education's Regional Office of the Inspector General on any case where there is reason to suspect that information or documents connected with a student's application for aid is fraudulent.

Database Matches, Reject Codes, & “C” Codes Clearance

It is the policy and procedure for PTC to review and resolve database matches, reject codes, and “C” codes before packaging. The financial aid office will refer to the ISIR Guide for “action needed”. The student will be notified by mail or email concerning the conflict and what action is necessary to resolve the matter.

5.6 Citizenship

An applicant must be a citizen or eligible non-citizen to receive Title IV student aid. Students that must provide proof of citizenship or eligible non-citizen status will be notified of the requirement by the financial aid office staff. The student will then have 30 days from the request date to provide documentation of their citizenship status. Proof submitted will become a part of the student’s financial aid file. Failure to provide documentation will result in a delay of any possible eligible Title IV funds. Funds will not be disbursed until proper documentation is provided.

5.7 Conflicting Data

It is the policy of PTC to resolve all conflicting information that the school may receive with respect to a student’s Title IV aid application. Information and documentation collected from a student by the institution are communicated to the Financial Aid Office in various forms.

The following are some examples of conflicting information:

- A student is not selected for verification, the tax return or IRS transcript is on file and information conflicts with items on the FAFSA.
- 1040 shows parent single head of household and the FAFSA/ISIR shows the same person as married.
- Parent or student report on their FAFSA and signed a verification worksheet that they did not file an IRS 1040. You have reason to believe that they would have been required to file a U.S. Income Tax Return, as the amount of reported income is greater than or equal to the minimum amount required to file as indicated in the instructions provided on the 1040.
- The Student Academic Progress or Enrollment Status on file in the Financial Aid Office doesn’t agree with the information from the Registrar’s Office.

Other Applicant Information Received by PTC

Information collected from admissions, enrollments, bookstore, as well as NSLDS will be reviewed if any conflicting data is identified. Each office is required to provide information that could impact the student financial aid status.

5.8 Fraud & Abuse

PTC faculty/staff should report suspected cases of fraud or abuse to the Financial Aid Officer, examples are:

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

If the Financial Aid officer believes there is a valid suspicion of fraud, he/she will consult with PTC's Administration and legal counsel before referring the case to the Office of the Inspector General of the Department of Education's Regional Office for further investigation. PTC will, in turn, follow any instructions from the Department of Education as a result of the referral.

All credible information that indicates that a Title IV applicant may have engaged in fraud or other criminal activity will be provided in the referral. Fraud is intent to deceive, and is not a mistake.

The Financial Aid Office reserves the right to request any additional documentation at any time to resolve conflicting information regarding a student's Title IV aid application.

5.9 Misrepresentation

Pioneer Technology Center prohibits employees from making false and erroneous statements to students, prospective students, and any member of the public, accrediting agencies, or the Department of Education. The U.S. Department of Education takes misrepresentation seriously and if a school engages in any type of misrepresentation regarding its programs, charges, or employability, it may revoke Pioneer Technology Center's participation agreement, impose limitations, deny participation, or initiate a proceeding against the institution.

OIG Contact Information

Regional Office Telephone: Dallas, TX (214) 661-9530
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1510

OIG Referrals

34 CFR 668.16(g)
IRS Publication 17

5.10 Professional Judgement

Changes may be made based on professional judgment for a student when there has been a significant change to the household income. This could be due to death of a family member, divorce, loss of employment or other income that could affect the calculation of the SAI. Use of Professional Judgment is only used for individual students as requested, on a case-by-case basis. A Professional Judgment Request form has been developed for these cases. The application and documentation must be turned into the financial aid office in a timely manner. Changes will only be made to the applicable items if the changes will make the applicant eligible for more aid. If the student's FAFSA has been selected for verification by CPS, verification will be completed before any decision will be made toward the student's professional judgment case.

Dependency Override

The financial aid office may make a dependency override, changing a student's dependency status from dependent to independent on a case by case basis. Situations that warrant such an override must be unusual circumstances

where the expectation of a parental tie is not appropriate. Documentation must be provided. Parent(s) refusing to help a student financially is not a basis for a dependency override.

Homeless or Unaccompanied Youth

Students claiming to be homeless or an unaccompanied youth must provide adequate documentation to support the claim. Documentation must include, a minimum of 2 personal statements from reputable persons well-acquainted with the student. Reputable persons can include: a director or designee of an emergency shelter, transitional housing program, or transitional living program; a high school or school district homeless liaison; PTC counselor; or other specifically defined by the PTC financial aid administrator.

5.11 Award/Disbursement Procedures

When a student's eligibility has been established by having a complete and valid ISIR, the financial aid office is responsible for packaging and awarding the student's financial aid. The SAI is used from the valid ISIR to determine the amount of Pell Grant the student will receive. The student's enrollment status, clock hours in the enrolled career major, Pell scheduled award, and Pell Lifetime eligibility limits are all considered when calculating the student's award package.

The PTC financial aid office uses EdExpress software developed by the U.S. Department of Education for all packaging, awarding, and origination of student Title IV aid. Review of each student's award package is completed to ensure accuracy of the awards.

Disbursement Procedure

- Students' Pell Grant awards are calculated by hand by Financial Aid Office staff using an Award Calculation Worksheet. Disbursement dates are established for each student in regard to the payment periods for the career major in which the student is enrolled. The award information is then entered in EDEExpress software and an origination record is created.
- Award letters for each student are created and a copy is sent to the Bursar's Office. The Business office then creates a P.O. to process payments for each student.
- An Excel spreadsheet is created detailing all students to be disbursed on an established disbursement date. This spreadsheet is populated with the student names, career majors, and total disbursement amount for each student for the current payment period.
- This spreadsheet is sent to the Bursar/Activity Fund Clerk to input the institutional charges for each student's account. The spreadsheet is then sent to the Financial Aid Office for record keeping. The completed spreadsheet is then forwarded on to the Finance Office, where funds will be directed and checks drafted for student disbursement.
- Student checks must be approved by the School Board at monthly board meetings prior to disbursement.
- Once approved by the board, the checks will be disbursed to the students via the Bursar/Activity Fund Clerk.

Post-Withdrawal Disbursement Procedure

When the Financial Aid Office has been notified that a student has withdrawn, a return of Title IV funds calculation is completed to determine if there are any funds to be disbursed or returned. If a post-withdrawal disbursement is

due to the student it will be scheduled for the next monthly disbursement. It will then go through the process as outlined above. Notification is sent to the student using the most current contact information on hand.

If a student fails to collect a post-withdrawal disbursement within 45 days of disbursement, one additional attempt will be made to notify the student of the availability of funds. If the funds are not collected within 45 days of the second notification they will be returned to the Department of Education.

Provisions for Books & Supplies

PTC does not disburse Title IV funding before the payment period begins. For eligible Title IV recipients, the use of a Bookstore allows students to have necessary books & supplies charged to their student financial account before funding is available. All required documentation must be turned in, the information verified and processed, and an award letter must have been created. Payment for these items will be withheld from their Pell disbursement, if the student has given permission.

Notices & Authorizations

Students are notified of possible financial aid awards by the award notification letter created from the EDEXpress software. Students may agree to allow institutional charges to be withheld by signing a Permission Form with the Bursar/Activity Fund Clerk.

5.12 Title IV Refunds

School Refund Policy

If a student withdraws from school after enrolling in a full-time program, a refund of tuition will be made according to PTC school board policy FDBA. You will find the policy in the Student Handbook. The federally mandated return of Title IV funds calculation will be utilized for students who receive Title IV aid.

Return of Title IV Funds Refund Policy

When a student withdraws, whether officially or unofficially, the Counselor notifies the Financial Aid Office by sending a drop form. Using the last date of attendance, the Financial Aid office will complete a Return to Title IV calculation to determine the percentage of the payment period the student has earned.

If the student completed 60% or less, an overpayment has occurred and funds will be returned according to the calculation. When the student has completed more than 60% of the payment period, all financial aid is considered to be earned.

If a refund is due, funds are returned to the appropriate Title IV program as soon as possible, but no longer than 45 days. Funds are first returned to the Federal Pell Grant program, then Federal Supplemental Educational Opportunity Grant. If the student is to return funds, PTC will notify the student by sending a letter to the student's address on file.

Formula Calculation

The Financial aid office performs the calculation using the R2T4 worksheet provided by the Department of Ed. The

method used is the “payment period”. A payment period is defined according to the hours of the student’s specific career major; typically, 450 or 480 clock hour period for programs. PTC has many programs (career majors) and these are just an example of payment periods. When the financial aid office receives the official withdrawal/drop form, a R2T4 will be calculated on the payment period the student was in at the time of withdrawal.

Institutional charges incurred by the student are charges for which the student was responsible that are assessed by PTC for the payment period and may include tuition, fees, books, and supplies.

Credit Balances

When a student withdraws during a payment period and a credit balance is created, PTC will not release the credit balance until a Return of Title IV Funds calculation has been performed. The credit balance will be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. Remaining credit balance funds will first be used to pay authorized charges at the institution. Any funds remaining will be disbursed to the student as soon as possible, but no later than 14 days after the R2T4 calculation.

Incomplete file

A student’s file is incomplete if requested verification documents are missing. Should a student withdraw prior to all documentation being received, no financial aid funds will be disbursed. PTC does not pay any student until verification is complete. Therefore, the student could owe institutional costs if they withdraw.

Withdrawal from Program

To withdraw from a program, a student must first visit with his/her instructor and PTC 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 instructor or counselor will be responsible for notifying the financial aid office of the withdrawal. The last date of attendance will be noted on the withdrawal form. If a student does not return from an approved leave of absence, he/she will be withdrawn from the program. The first day the leave began will be counted as the last date of attendance. When a student withdraws or is dropped from a program, an Return to Title IV form is completed. See below.

Leave of Absence Policy

A Leave of Absence (LOA) is defined as a period of time which can be granted to students for circumstances which require the student to be absent from school for five (5) or more consecutive class days (not to exceed thirty (30) calendar days). A student can receive one (1) LOA in a twelve- (12) month period. Requests for additional LOAs will be considered (on a case-by-case basis) based on the nature and gravity of the incident prompting the request. Requests for an extension to an approved LOA will also be considered on a case-by-case basis. Application for a LOA must be made in advance. Exceptions may be considered if the student can show, with proper documentation, that it was not possible to make the request in advance. A doctor’s note does not remove the student’s obligation to officially request a leave of absence. If a student fails to return to school at the end of the LOA, the school must treat the LOA as withdrawal. In such an event, the effective date of the withdrawal is the beginning date of the LOA.

The Leave of Absence process should originate with the PTC Counselor. The student and counselor will develop the specific details of the Leave of Absence with input from the student’s instructor and the Financial Aid Officer (as needed). The Instructional Director will approve or deny the LOA request. The student is to report to the Full-time

Programs Registrar upon return to classes; the Full-time Programs Registrar will notify the Instructor, Instructional Director, Counselor and Financial Aid Officer of the date of return. The counselor will monitor the LOA return date, and will process a student drop for failure to return. Attendance hours halt when a student is on an approved LOA and resumes according to the specified date on the LOA form.

NOTE: This Leave of Absence process does not apply to the PTC Practical Nursing program. For information specific to the PN program, contact the Practical Nursing Coordinator.

Early Completion

If a student completes all required coursework prior to completing all established hours in the program, it is required to complete a recalculation based on the seat hours attended. Funds are then returned to the Department of Ed. The student is not responsible to repay these funds.

Overpayments

Any funds that PTC disbursed to a student for a payment period under any Title IV program, may be an overpayment if the student withdraws or is expelled on/or after the first day of class of that payment period. An Overpayment of a grant means that a student's grant payment exceeds the amount s/he is eligible to receive.

If an overpayment does occur, a portion of the award may need to be refunded to the Title IV program, and/or the student may need to repay a portion of the award funds received. PTC is required to return the full amount owed to any Title IV program no later than 45 days after the date the institution determines that the student has withdrawn. Current regulations specify a student does not have to repay a grant overpayment of \$50 or less.

If the student or PTC owes a refund to Title IV for unearned aid received, PTC pays this debt for the student and invoices the students within 30 days of the withdrawal date. The student may make arrangements with the business office to pay the balance due. If the student fails to repay PTC, it is noted on student accounting and a stop enrollment occurs, and the student cannot be admitted to PTC again until this amount has been paid in full.

Post-Withdrawal Disbursements

If a student withdraws and did not receive a disbursement for the "payment period" in which s/he was enrolled, and was making satisfactory progress or was a first time student, a "post-withdrawal disbursement" may occur. The financial aid advisor will notify the student, and the student will have 10 days to accept or decline the award. Title IV funds will credit the student's account for outstanding charges including tuition, books and supplies the student may have charged to their account. Pioneer Tech will disburse any remaining funds to the student within 45 days.

5.13 Student Completion, Graduation, Placement, Retention

PTC is required by the Oklahoma Department of Career and Technology Education to report enrollment, completion, placement and retention rates for all students enrolled. Please see the Executive Director of Full Time Programs for detailed calculations of these rates for the past 5 years.

Section 6: Consumer Information

6.1 Availability of PTC Employees for Information Dissemination

Lisa Jackson, Financial Aid Officer is available Monday through Friday from 8:00 to 4:00. She can also be reached at 718-4228 or by email at Lisaj@pioneertech.edu if you would like to make an appointment.

6.2 College Navigator Website

A variety of PTC District institutional information can be found on the College Navigator website. Information on this website has been transferred from institutional reports to the Integrated Postsecondary Education Data System (IPEDS). Use the following link to find the information on PTC: <http://nces.ed.gov/collegenavigator/> search for the PTC campus by zip code.

6.3 Gainful Employment

Many of the Pioneer Technology Centers career training programs are designed to lead to “gainful employment” in a particular occupation. To help students make an informed decision on whether a career training program is right for them, Pioneer Tech provides students with data on occupations, on time graduation rates, school costs, and job placement rates.

6.4 Textbook Information

Costs for books and supplies vary by Career Major. A complete list of books and supplies is available on PTC’s website. You can find a cost sheet for every career major that is financial aid approved. Bookstore charges funded through a financial assistance plan must be obtained within the first two weeks of training so the charge to your Pell can be processed.

6.5 Net Price Calculator

PTC makes available on its website the Net-Price Calculator to assist current and prospective students and their families in estimating the net price of the student’s training at PTC. The template developed by the U.S. Department of Education is used to produce the Net-Price Calculator for PTC. Financial Aid office staff update the Net-Price Calculator annually, after all state follow-up reports have been completed for the previous year.

6.6 Vaccination Policy

Pioneer Technology Center has a Board Approved Vaccination Policy. The Board of Education shall require that no student be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such student has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical,

religious, or personal grounds. The local school administration, through which a student is enrolled in Pioneer Technology Center classes, may certify such evidence. Reference policy FFAB Immunizations Students Secondary and Post-Secondary Students enrolled in Health Career Majors follow the policies as required by participating clinical sites. In addition, student enrolled in any other career major that would require vaccinations, would follow the policies of the participating sites requiring the vaccinations.

6.7 Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504 and 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.

Copyright infringement is a direct violation of the Pioneer Technology Center Network Systems & Internet Acceptable Use Policy; students who violate the terms of this policy will be subject to disciplinary action as outlined in the Secondary or Adult Student Behavior and Discipline Policies. (Reference policies EFBCA and FO in Appendix A of the student handbook.)

6.8 Transfer & Release of Confidential Information

It is the policy of the Pioneer Technology Center Board of Education to adhere to Oklahoma and Federal law concerning the transfer and release of confidential information including student records. Unless otherwise permitted by state or federal law or regulation, confidential information will be released only in accordance with PTC school board policy (*Reference policy FLE*).

ACCESS TO STUDENT RECORDS

Access to student records will be given to students and parents according to the Family Educational Rights and Privacy Act (FERPA) and Pioneer Technology Center Board policies (FL; FL-R; FLA). The school will require a prior written consent before information may be divulged to third parties. A copy of this Act and/or related PTC Board policies (FL, FL-R; FLA) can be obtained from Karl Lynes, SHARE Instructor/Coordinator or Pam Dickerson, BIS Coordinator.

CLASSIFICATION OF STUDENT RECORDS

Financial aid records are located in the Financial Aid Office. All financial aid records are retained for 3 years from the end of the award year for which aid was awarded. The Financial Aid Officer has the responsibility for maintaining all files and records.

CUMULATIVE RECORDS

The Cumulative Record exists as the official file record of each student enrolled in Pioneer Technology Center. Said records will include, but are not limited to, the following items:

- A. Identifying data;
- B. Academic work completed;
- C. Grades;
- D. Achievement test scores;
- E. Attendance;
- F. Health data;
- G. Family background information; and
- H. Disciplinary records.

The Cumulative Record is the only record that is accessible pursuant to the circumstances delineated in the Family Education Rights and Privacy Act (FERPA) of 1974.

The Directors of Instruction are the only persons authorized to determine what is, and what is not, a part of the Cumulative Record.

Under no circumstance will any instructor, counselor, or administrator reveal any information concerning any student attending Pioneer Technology Center, except as is permitted by the Family Education Rights and Privacy Act (FERPA) of 1974. (See Title 70, Oklahoma Statutes, Section 7-115.)

The Full-Time Programs Registrar (under the supervision of the Directors of Instruction) is responsible for the storing, filing, distribution, certification, and maintenance of all student records.

All student Cumulative Records are private by their nature and, accordingly, are not subject to the provision of the Public Record Act of Oklahoma (Title 51, Oklahoma Statutes, and Section 24.)

The destruction of student records is not subject to the provision of Title 70, Oklahoma Statutes, Section 5-122, and accordingly will be effected at the discretion of the Directors of Instruction.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it may disclose that information without prior written consent:

- 1. The student's name;
- 2. The names of the student's parents;
- 3. The student's date of birth;

4. The student's class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's photograph; and
8. The school or school district the student attended before the student enrolled in this school district.

CHALLENGE PROCEDURE

In the event that the content of a student's school record is inaccurate, misleading, or in violation of the privacy or other rights of the student, the student or the parent of a student under the age of 18 shall have an opportunity for a hearing on otherwise inappropriate data. In order to request a hearing for such purpose, the student or parent shall submit a written request to the Executive Director of Full-time Programs. The hearing shall be conducted promptly by the Executive Director of Full-time Programs. The decision of the hearing shall be made in writing and shall be communicated promptly to the student or parent. In the event the student or parent does not concur in the decision, the student or parent shall have a right to appeal the decision of the Executive Director of Full-time Programs; the appeal shall be heard by the Superintendent/CEO. A student or parent desiring to appeal the decision of the Superintendent/CEO shall notify school officials in writing of a desire to appeal within ten (10) days after receipt of the decision. The Executive Director of Full-time Programs shall forward all necessary documents in connection with the appeal to the Board of Education. Upon receipt of such documents, the Board shall notify the student or parent in writing of the time and place of said hearing. The appeal hearing shall be held promptly. The Board shall render its decision in writing. This decision shall be communicated to the student or parent, and will be final.

6.9 Constitution Day / Voter Registration

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. For the purpose of this requirement, PTC celebrates Constitution Day and carries out activities which may include a guest speaker or a reading over the intercom about this very special day.

Students are also encouraged to complete Voter Registration Forms. Health Careers Class holds an annual voter registration drive in the fall of each school year. Informational flyers are put up around the school. Voter registration forms are taken to programs and are also available at the front desk. They return the following week to collect returned forms and return them to the county election board in Newkirk. Financial Aid Office has forms and are readily available throughout the school year.

6.10 PTC Security Policies & Crime Statistics

The Annual Security Report is published in accordance with the requirements of the Jeanne Clery Disclosures of Campus Security Policy and Campus Crime Statistics Act and its implementing regulations. The purpose of this report is to provide faculty, staff, students and campus visitors (collectively, "the campus community") an overview of Pioneer Technology Center's security resources, policies and procedures. The Higher Education Act (HEA), as amended by the Higher Education Opportunity Act (HEOA), specified additional campus safety requirements in the following areas: hate crime reporting, emergency response and evacuation procedures and missing student notification policies. The Campus Security Survey Administrator will provide the Annual Security Report within 30 days of the published federal report to staff. This report is available at www.pioneertech.edu and at <https://ope.ed.gov/campusafety/#/>. Search by; "Name of Institution." Contact the Plant/Facilities Manager for a hard copy version of this report.

Purpose

The purpose of this report is to provide information about the Student Right to Know Act regarding campus security and campus crime statistics to current and prospective students and employees of Pioneer Technology Center. The report explains the school's security guidelines for reporting emergencies and crimes and security guidelines regarding campus facilities.

Emergency Action Plan

Pioneer Technology Center utilizes current NIMS/ICS standardized protocols for the formation of incident management teams in large scale incidents. All evacuation procedures and appropriate maps are posted throughout the campus, pursuant to fire code. Other situational emergency evacuation plans are addressed in the Emergency Action Plan.

Reporting Campus Crimes and Emergencies

Any student or staff member who observes or becomes a victim of any criminal activity while on the Pioneer Technology Center campus should report directly to an administrator. Pioneer Technology Center officials will notify the proper local authorities and/or place emergency telephone calls if needed. A campus security report form will be completed as a follow-up to the suspected crime. These forms can be obtained from the Receptionist in either building. The completed form should be turned in to any Instructional Director.

Access to Campus Facilities

Pioneer Technology Center sits on 46 acres of land with controlled access and exits. The main building is open to the public from 7:30 a.m. to 9:00 p.m. Monday-Thursday, and 7:30 a.m. to 4:30 p.m. Friday. School personnel are on duty during these hours. The west covered entrance and the north covered entrance are the only public access doors unlocked during regular operational hours. During class hours, security functions are performed by Pioneer Technology Center employees. Adequate exterior lighting is present, and is automatically activated via the use of photocells and timers.

Information Programs on Campus Security/Crime Prevention

Students and employees are informed of campus security policy and procedures at the beginning of, and throughout, each school year during student orientations and annual staff development in-service.

How to Avoid Victimization

We offer these tips for your personal safety and property security:

- Report strangers and suspicious activity.
- Avoid getting into vulnerable/no exit places.
- Do not hesitate to call police when confronted by persons.
- Report all incidents and losses to the police immediately.
- At night, walk in groups of at least two.

- Walk with confidence and avoid walking near bushes and parked vehicles.
- Familiarize yourself with the emergency telephone numbers or use 911.
- When parking, remove valuables from plain view and lock your vehicle.
- Record the account number or make copies of credit cards and other valuables in your wallet.
- Write your name in textbooks.
- Do not leave books, book bags, school supplies, coats or other items in unsecured places.

Campus Sex Crimes Prevention Act Compliance

In compliance with the Campus Sex Crimes Prevention Act, Pioneer Technology Center provides the following web sites to enable its campus community access to information about registered sex offenders:

<https://okoffender.doc.ok.gov/>
<http://www.poncacityok.gov/329/Sex-Offender-Registry>

Computer resources and assistance are available through the Instructional Directors.

6.11 Drug & Alcohol Policies

Tobacco Policy

Pioneer Technology Center is a "SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT". The use of any tobacco products and the use or possession of simulated tobacco products is specifically prohibited on the Pioneer Technology Center campus, which includes buildings, land and vehicles used by the school.

NOTE: The term "Tobacco Products" includes all forms of tobacco, but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff and all other forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to e-cigarettes, "vapes", cloves, bidis and kreteks. (Reference policy CKDA in Appendix A in student handbook; see also pg. 26 in student handbook—Legal Substances.)

Possession or Sale of 3.2 Beer, Alcoholic Beverages or Controlled Dangerous Substances

It is the policy of the Board of Education that all students and employees of this district be made aware of the Board's intention to maintain a drug- and alcohol-free environment. This policy applies to any location at which school business or activity is conducted. A list of controlled dangerous substances and their side effects is printed in the Drug Abuse Prevention Program Information section of the PTC Student Handbook. For health hazards or other information associated with drug or alcohol use, contact a PTC counselor or instructor.

Any student found to be in possession of, or to have sold or transferred alcoholic beverages, nonalcoholic beverages, beer of any type, or a controlled dangerous substance (including medical cannabis), as defined by the statutes of the State of Oklahoma, while attending school, on school premises, or at a school sponsored function, either as a participant or spectator, shall be dealt with according to Pioneer Technology Center School Board Policy. (Reference policies FO and FO-R4 in Appendix A in student handbook.) Any suspension and/or search of said student shall be subject to any applicable state statute and school policy.

It is the policy of the Pioneer Technology Center Board of Education that if a student is required to take medication during school hours or while attending a school activity, and the parent or guardian cannot be present to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a

prescribed medication be dispensed to that student, the Instructional Director, or the director's designee, may administer the medication, only as allowed by PTC Board Policy FFACA.

Statement on Substance Abuse Policy

The Pioneer Technology Center school district prohibits the unlawful manufacture, consumption, distribution, dispensation, possession, OR use of controlled, dangerous substances (including intoxicants) at any time while on district property—including grounds, buildings, parking lots, vehicles, and buses, OR while participating in school activities off campus. The district also prohibits students from reporting to school under the influence of any substance that impairs performance.

Procedure

When it becomes apparent that a student is in violation of the above policy, the district will:

- report the violation to the police;
- report the violation to the parents of high school students; and
- report the violation to the partner high school.

Penalty

Pioneer Technology Center will take appropriate action when it has been determined that a student is in violation of the district's Substance Abuse Policy. Penalties may include one or more of the following:

- suspension;
- satisfactory completion of a drug treatment program at the student's expense; and/or
- Legal action including local, state, and federal prosecution.
- Dismissal from Pioneer Technology Center.

Student Responsibilities

- Students are expected to arrive at school in a physical and mental state conducive to learning. Arrival at school under the influence of a substance or in possession of a substance that may impair performance of the student, or the performance of others, is prohibited.
- Students taking prescription medication that may affect work performance must report this to the instructor before beginning the school day. Certain learning activities may not be permitted when a student is affected by a legal prescription medication.
- Students are expected to conduct themselves in a legal and lawful manner while on district property and while engaged in district activities both on and off campus.

Instructor and Instructional Director Responsibilities

- Instructors will be aware of and report to the Instructional Director reasonable suspicion that a student is under the influence of, in possession of, or distributing a controlled substance.
- Instructional Directors will determine violations of the Substance Abuse Policy. Instructional Directors will facilitate reporting to the police, parents, and partner high school. Instructional Directors will work with other Pioneer Technology Center administration to determine penalties.

Legal Substances

Certain legal substances have laws governing their use. Pioneer Technology Center upholds the law regarding these substances, and will impose penalties and legal prosecution when violations of the law occur. Intentional misuse of legal chemicals and other substances used in industry is against Pioneer Technology Center policy, and will result in penalties.

TOBACCO—Pioneer Tech is a “Smoke-Free and Tobacco-Free Environment” Cigarettes and tobacco in any form are illegal for minors under the age of 21. Giving cigarettes or tobacco in any form to a minor under the age of 21 is illegal and can result in criminal prosecution.

ALCOHOL—Alcohol is prohibited on campus at any time. Alcohol is illegal for minors under the age of 21. Giving alcohol to a minor under the age of 21 is illegal, and can result in criminal prosecution.

6.12 Glossary of Terms

Glossary of Financial Aid Terms

AWARD YEAR

The award year begins July 1st of one year, and extends to June 30th of the next year. Funding for the Pell Grant and campus based programs is provided on the basis of the “award year”. Thus, a student is paid out of funds designated for a particular award year.

COST OF ATTENDANCE

The total amount it will cost a student to go to school-usually expressed as a yearly figure. The cost of attendance covers tuition and fees, on campus room and board (or housing and food allowance for off-campus students, and allowances for books, supplies, transportation, child care, costs related to handicap, and miscellaneous expenses.

DEFAULT

Failure to repay a student loan according to the terms agreed to when you signed a promissory note. Default also means failure to submit request for deferment or cancellation on a timely basis. If you default on a student loan, your school, lender, State and Federal Government can take action to recover the money, including notifying national credit bureaus of your default.

EXPECTED FAMILY CONTRIBUTION (SAI)

An amount, determined by a formula established by Congress, that indicates how much of your family’s financial resources should be available to help pay for school. Factors such as taxable and nontaxable income, assets and benefits are all considered in this calculation which determines your family’s financial strength.

FINANCIAL AID ADMINISTRATOR (FAA)

An individual who works for a college or career school that is responsible for; preparing communicating, information on student loans, grants or scholarships. The FAA and staff help students who apply for and receive

student aid. The FAA is also capable of analyzing student needs and making professional judgment changes when necessary.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

The U. S. Department of Education Student Financial Assistance Programs Application is used by Pioneer Tech students to apply for federal student aid. The FAFSA is available on-line at www.fafsa.gov.

INSTITUTIONAL STUDENT INFORMATION RECORD (ISIR)

Electronic output document received by schools listed on the student's FAFSA.

MAXIMUM TIME FRAME

For an undergraduate program measured in clock hours, the maximum time frame is a period no longer than 150 percent of the published length of the educational program, as measured by the cumulative number of clock hours the student is required to complete, expressed in calendar time.

NOTE: A student in a clock hour program cannot receive aid for hours beyond those in the program. The maximum timeframe applies to the amount of calendar time the student takes to complete those hours.

PROGRESSION

It is the pace at which a student must progress through his or her educational program to ensure that the student will complete the program within the maximum timeframe and provides for measurement of the student's progress at each Satisfactory Academic Progress evaluation. Cumulative hours the student has successfully completed by the cumulative hours the student has attempted = Pace of Progression.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Standards set by a school to determine if a student is moving toward graduation at a rate acceptable to the school. To be eligible to receive federal student financial aid, a student must meet and maintain his or her school's standards of satisfactory academic progress toward the degree or certificate offered by the school. SAP includes a quantitative standard which consists of a grade point average of at least a "C", or its equivalent. SAP also includes a quantitative standard (pace of progression) at which students must progress through their program to ensure they will graduate within the maximum time frame.

SUCCESSFULLY COMPLETE

A student "successfully completes" the payment period if the student has passed 100% of the coursework with a minimum cumulative grade of "C" and 90% of the seat hours associated with the hours in the payment period.

STATEMENT OF EDUCATIONAL PURPOSE/CERTIFICATION STATEMENT ON REFUNDS AND DEFAULT

By signing the FAFSA, the student is also signing a Statement of Education, which is required to receive Federal Student Aid Funds. By signing the FAFSA, a student agrees to spend Federal Student Aid Funds on educational expenses. In addition, a student states s/he does not owe a refund on a Pell Grant or SEOG, that s/he is not in

default on a Perkins Loan, Stafford Loan, or SLS, and the amount borrowed under those loan programs doesn't exceed the allowable limits.

6.13 Additional Resources

For additional resources please refer to:

- Student Handbook
- PN Student Handbook
- PTC School Catalog
- PTC Website
- Federal Student Aid website
- Lisa Jackson, Financial Aid Officer 580-718-4228

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**OKLAHOMA
CareerTech**

OKLAHOMA DEPARTMENT OF CAREER
AND TECHNOLOGY EDUCATION

April 1, 2025

US Department of Education
Federal Student Aid
ATTN: Cynthia Thornton, Division Chief
Dallas School Participation Division, Region VI
1201 Elm Street, Suite 1000
Dallas, TX 75270

US Department of Education
Federal Student Aid
ATTN: Integrated Partner Management
830 First Street, Northeast
Washington, D.C. 20002-8019

Dear Federal Student Aid Representative:

This letter is submitted on behalf of Oklahoma Technology Centers (list attached) for the purpose of providing (1) documentation annually of each technology center's designation by the State of Oklahoma as a public institution and (2) verification required by Section M of the *Application for Approval to Participate in Federal Student Financial Aid Programs*. Oklahoma's technology centers are authorized to operate as "technology center districts" and each is defined as a "public postsecondary vocational institution" for the purpose of participation in the Federal student financial assistance programs.

LEGAL AUTHORIZATION (Article X, Section 9B, Oklahoma Constitution and 70 O. S. 2001, Sec. 14-104)
The Oklahoma State Board for Career and Technology Education (State Board) establishes the criteria and procedures for creating a technology center district. Each technology center operates in accordance with the rules and regulations of the State Board (Title 780, Oklahoma Administrative Code). Under the supervision of the State Board, the Oklahoma Department of Career and Technology Education (ODCTE) is the state agency authorized to perform all administrative and oversight functions relative to technology centers. *No additional State authorization is required to create, expand, or operate a technology center district and no specific licensure requirements are established by the State.*

ACCREDITATION AND STATE AGENCY APPROVAL (34 CFR, Section 603)
The State Board is recognized by the U.S. Department of Education for approval and accreditation of public non-collegiate postsecondary vocational education. ODCTE is the state agency with operational responsibility for the postsecondary accreditation of all technology centers and the approval of funding support for full-time postsecondary occupational programs offered at technology centers.

PUBLIC INSTITUTION DESIGNATION
In accordance with 34 CFR 668.171(c), the State of Oklahoma has designated all Technology Centers as public institutions and as such are exempt from financial ratio analysis requirements of 34 CFR 668.172.

Sincerely,

Brent Haken
State Director
brent.haken@careertech.ok.gov

1500 West Seventh Avenue
Stillwater, OK 74074-4398
www.okcareertech.org
(405) 377-2000 • Fax: (405) 743-6809

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Appendix A (...Continued)



**OKLAHOMA
CareerTech**

OKLAHOMA DEPARTMENT OF CAREER
AND TECHNOLOGY EDUCATION

School District Official Names	OPE-ID
Autry Technology Center School District No. 15	008343 00
Caddo Kiowa Technology Center School District No. 2	009963 00
Canadian Valley Technology Center School District No. 6	009965 00
Central Technology Center School District No. 3	009964 00
Chisholm Trail Technology Center School District No. 26	030511 00
Eastern Oklahoma County Technology Center School District No. 23	022509 00
Francis Tuttle Technology Center School District No. 21	022227 00
Gordon Cooper Technology Center School District No. 5	009968 00
Great Plains Technology Center School District No. 9	010717 00
Green Country Technology Center School District No. 28	031262 00
High Plains Technology Center School District No. 24	022821 00
Indian Capital Technology Center School District No. 4	010053 00
Kiamichi Technology Center School District No. 7	009204 00
Meridian Technology Center School District No. 16	020608 00
Metro Technology Centers School District No. 22	005339 00
Mid-America Technology Center School District No. 8	011537 00
Mid-Del Technology Center	031984 00
Moore Norman Technology Center School District No. 17	012272 00
Northeast Technology Center School District No. 11	020527 00
Northwest Technology Center School District No. 10	026000 00
Pioneer Technology Center School District No. 13	011206 00
Pontotoc Technology Center School District No. 14	025974 00
Red River Technology Center School District No. 19	005312 00
Southern Oklahoma Technology Center School District No. 20	010342 00
Southwest Technology Center School District No. 27	030087 00
<i>* Tri County Technology Center School District No. 1</i>	<i>008619 00</i>
Tulsa Technology Center School District No. 18	005311 00
Wes Watkins Technology Center School District No. 25	026005 00
Western Technology Center School District No. 12	010762 00

** does not currently participate in Title IV*

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Appendix B- State Accreditation Letter



OKLAHOMA DEPARTMENT OF CAREER
AND TECHNOLOGY EDUCATION

June 2, 2025

Traci Thorpe, Superintendent
Pioneer Technology Center
2101 N. Ash
Ponca City, Oklahoma 74601-1110

Dear Ms. Thorpe:

The Oklahoma Department of Career and Technology Education has received and reviewed an update of programs to be offered by Pioneer Technology Center School District No. 13 for the 2025-2026 school year. The purpose of this letter is to show approval of the programs that you will be reporting to the U.S. Department of Education for inclusion on the school's Eligibility and Certification Approval Report (ECAR). This list indicates the programs approved for the Ponca City campus.

The Oklahoma State Board of Career and Technology Education approved Pioneer Technology Center for continued full postsecondary accreditation on January 21, 2021. This accreditation remains valid as long as the school continues to satisfy the conditions for accreditation as established by the State Board, not to exceed a five-year period. It is the responsibility of the accredited institution to report (within 30 days) any substantive program or institutional change that might affect its accreditation status. The next onsite evaluation is scheduled for November 12-14, 2025. Please call me at (405) 743-5575 if you have any questions or if I can be of assistance.

Thank you for your commitment to providing quality career and technology education.

Sincerely,

A handwritten signature in black ink, appearing to read "Joey Vanek".

Joey Vanek
Accreditation Manager

cc: Lisa Jackson, Financial Aid Officer
Kahle Goff, Director of Full-Time Programs
Sandra McKnight, Financial Aid Specialist, ODCTE

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Appendix C- State Approved Career Major Offerings

**Pioneer Technology Center
OPE-ID: 01206 00
Approved / Accredited Programs
2025 - 2026 Academic Year**

CIP Code	SOC Code	State Program Name	Technology Center Program Name	Local Program Hours	Weeks
10.0299	27-4032.00	Audio and Video Technology / IT - Advanced	Video Technician	960	32
10.0304	27-1014.00	Animation Technology - Advanced	Motion Graphics Artist	960	32
11.1001	15-1244.00	Networking - Advanced	Enterprise Administrator	960	32
11.1003	15-1212.00	Networking - Advanced	Network Security Professional	960	32
12.0401	39-5012.00	COSMETOLOGY	Cosmetologist	1500	51
12.0409	39-5094.00	ESTHETICS	Esthetician	600	20
12.0410	39-5092.00	MANICURIST/NAIL TECHNICIAN	Nail Technician	600	20
12.0413	39-5012.00	MASTER INSTRUCTOR	MASTER INSTRUCTOR	1000	33
12.0503	35-1011.00	Culinary Arts	Culinary Arts	960	32
13.0414	11-9031.00	Early Care and Education	Master Teacher	960	32
15.0406	49-9069.00	Mechatronics Production and Automation	Mechatronics	960	32
43.0107	33-3051.00	Basic Peace Officer BPOC	Basic Peace Officer Certification (BPOC)	600	20
43.0203	33-2011.00	Firefighter/EMT Academy	Firefighter/EMT Academy	1040	34
43.0403	15-1299.00	Cybersecurity - Advanced	Cybersecurity/Network Specialist	960	32
46.0000	47-1011.00	Construction Technology Advanced	Construction Trades	960	32
47.0600	49-3023.00	Auto Service Technician	Automotive Service Technician (ASE Aligned)	960	32
48.0508	51-4121.00	Welding Advanced	Welding and Metal Fabrication	960	32
48.0510	51-4012.00	CNC Machining Advanced	CNC Manufacturing Technician	960	32
48.0511	51-2041.00	Welding	Structural Metal Fabricator and Welder	600	20
50.0409	27-1024.00	Digital Design and Publishing - Advanced	Graphic Design and Social Media Manager	960	32
51.0801	31-9092.00	Medical Services - Medical Assisting	MEDICAL ASSISTANT	600	20
51.3901	29-2061.00	Licensed Practical Nurse	Practical Nurse	1463	50
52.0401	43-6014.00	Administrative Support - Intermediate	Office Clerk	600	20

Bolded titles are considered to be NEW programs

Appendix D- Student Budgets

STUDENT EXPENSE BUDGET 2025 – 2026 Independent Student Allowance

An **independent student** is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.

Months of Training	Student Allowance*
1	\$ 2,363
2	\$ 4,726
3	\$ 7,089
4	\$ 9,453
5	\$ 11,824
6	\$ 14,184
7	\$ 16,549
8	\$ 18,915
9	\$ 21,171
10	\$ 23,642
11	\$ 26,005
12	\$ 28,371

Figures based on the Southwest Consumer Price Index as of December 2024 – released January 15, 2025. The all items index rose 2.9 percent for the 12 months ending December 31, 2024.

[*The values for the student allowances are the 2025-2026 amounts multiplied by 2.9% (inflation rate) from the BLS] Source: *U.S. Department of Labor - Bureau of Labor Statistics*

The standard allowance breaks down the expense categories as follows (percentages have been rounded to nearest whole number). Percentages are taken from the CPI for All Urban Consumers (CPI-U) – U.S. city average, by expenditure category, December 2024, 12-month analysis table.

37% - Housing/Utilities
19% - Food
11% - Transportation
33% - Miscellaneous

Revised 3.18.2025 ssmc

Appendix D (...Continued)

**STUDENT EXPENSE BUDGET
2025 - 2026
Dependent Student Allowance**

A **dependent student** does not meet any of the criteria for an independent student.

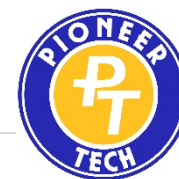
Months of Training	Student Allowance*
1	\$ 1,112
2	\$ 2,276
3	\$ 3,346
4	\$ 4,460
5	\$ 5,577
6	\$ 6,690
7	\$ 7,807
8	\$ 8,923
9	\$ 10,038
10	\$ 11,153
11	\$ 12,268
12	\$ 13,384

Figures based on the Southwest Consumer Price Index as of December 2024 – released January 15, 2025. The all items index rose 2.9 percent for the 12 months ending December 31, 2024.

[*The values for the student allowances are the 2025-2026 amounts multiplied by 2.9% (inflation rate) from the BLS] Source: *U.S. Department of Labor - Bureau of Labor Statistics*

The standard allowance breaks down the expense categories as follows (percentages have been rounded to nearest whole number). Percentages are taken from the CPI for All Urban Consumers (CPI-U) – U.S. city average, by expenditure category, December 2023, 12-month analysis table.

37% - Housing/Utilities
19% - Food
11% - Transportation
33% - Miscellaneous



Appendix E- Consumer Information Method of Disclosure

Notice of Annual Consumer Disclosure

Information to Disclose	Description of the Information to be Disclosed	Where to find the Information
What: <i>Institutional Information</i> When: <i>Upon Request</i> To Whom: <i>Enrolled Students</i> <i>Prospective Students</i>	• Institutional Cost: Tuition, fees, books, supplies, etc. • PTC Refund Policy • Requirements to officially withdraw • Information regarding academic support and PTC career major offerings • Entities that license, accredit, and approve the school and its program offerings • Facilities and special services for the disabled • Titles and availability of employees responsible for dissemination of institutional and financial assistance information and their contact information.	• Student Handbook • Full-Time Catalog • Financial Aid and Consumer Information Guide • PTC Website: <u>pioneertech.edu</u>
What: <i>Financial Assistance Information</i> When: <i>Upon Request</i> To Whom: <i>Enrolled students</i> <i>Prospective Students</i>	• Description of the federal, state, local, private, and institutional financial assistance available. • Eligibility and application procedures • Criteria for determining awards • Continued eligibility requirements/Satisfactory Academic Progress (SAP) • Criteria to re-establish eligibility if a student fails to meet SAP standards • Method & Frequency of financial aid disbursements.	• Student Handbook • Full-Time Catalog • Financial Aid and Consumer Information Guide • PTC Website: <u>pioneertech.edu</u>
What: <i>Completion/Placement</i> When: <i>Upon Request</i> To Whom: <i>Enrolled Students</i> <i>Prospective Students</i>	• PTC completion or graduation rates for first time, full-time, certificate seeking students that completed their career major within the maximum time-frame (150% of the normal time frame). • Information on student body diversity in the categories of gender and ethnicity. • Retention rates of certificate seeking first-time, full-time, undergraduate students. • Job Placement Rates.	• College Navigator: https://nces.ed.gov/collegenavigator/

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What: <i>FERPA</i> When: <i>Upon Request</i> To Whom: <i>Enrolled students</i> <i>Prospective Students</i>	• Right to and procedures for inspecting and reviewing student's education records. • Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights. • Rights to consent to disclosure of personally identifiable information contained in student's education records. • Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements. • Right to the criteria used to determine what constitutes school official and a legitimate educational interest if school's or educational agency's policy to disclose personally identifiable information from a student's education records under §99.31 without prior consent.	• <u>Student Handbook</u> • <u>Full-Time Catalog</u> • <u>PTC Student Handbook</u> • <u>Financial Aid and Consumer Information Guide</u>
What: <i>Campus Security Report</i> When: <i>Annually by Oct. 1</i> <i>Upon Request</i> To Whom: <i>Enrolled students</i> <i>Prospective Students</i> <i>Current & Prospective Employees</i>	• Drug & Alcohol Prevention Information • Standards of conduct clearly prohibiting unlawful possession, use, or distribution of drugs & alcohol by students and employees on school property. • Sanctions & Consequences of violation of the standards of conduct imposed on students & employees • Description of health risks associated with use of illicit drugs and alcohol • A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution	• <u>Student Handbook</u> • <u>Full-Time Catalog</u> • <u>Financial Aid and Consumer Information Guide</u> • <u>PTC website: pioneertech.edu under "Legal" section</u>

The following documents are available on PTC's website

- PTC Student Handbook: <https://www.pioneertech.edu/handbooks>
- PTC Full Time Catalog: https://www.catalog_web/full-view.html
- PTC Financial Aid and Consumer Guide: <https://www.pioneertech.edu/page/financial-aid>
- PTC Estimated Expense Sheets: [https://www.pioneertech.edu/Expense sheets](https://www.pioneertech.edu/Expense%20sheets)
- PTC Campus Safety & Security Report: <https://www.pioneertech.edu/page/legal-and-consumer>