



Financial Aid Consumer Information Handbook

2017 – 2018
(July 1, 2017 – June 30, 2018)

BOARD OF EDUCATION

Shelly Carter – President
Tom Sexton – Vice President
Don Chesser - Clerk
Robert Hutchins - Member
Robert Reilly - Member

ADMINISTRATION

Robert W. Walling - Superintendent

**OPERATED IN COOPERATION WITH THE
OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION**

Dr. Marcie Mack – State Director

DISTRICT 25 PARTICIPATING SCHOOLS

Bearden	Moss
Graham - Dustin	Okemah
Hanna	Weleetka
Holdenville	Wetumka
Mason	

STAFF DIRECTORY

Travis Baker/MS	Instructor-Information Technology
Robert Brauer	Bus Driver/Maintenance
Sherry Brauer	Bus Driver/Maintenance
Della Carter/RN	Instructor-Practical Nursing
Dana Chandler/RN,BSN,M.Ed	PN Director/Adult Health Coordinator
Clint Chew/BA	Instructor-Welding Fabrication
Joe Cluck	Maintenance
Cappi Coleman/MS	Instructor-Biomedical Science
Alisha Conley/RN	Instructor-Practical Nursing
April Louderback	Administrative Assistant
Cindy Cross	Administrative Assistant
Jeanne Durrence/BA	Instructor-Digital Media
Steve Enos	Instructor-Electrician
Thaddeus Grzymala Jr.	Security Officer/Bus Driver/Maintenance
Tina Harjo/BS	Financial Aid Officer/Perkins Career Advisor
Roger Hennen	Bus Driver/Maintenance
Robin Hinkley	Business Office Administrative Assistant
Bobbie Sue Joslin/LPN	Instructor-Health Science
Steve Killmer/BA	Director of Business & Industry Services
Steve Koger	Network Manager
Tommy Lee	Bus Driver/Maintenance
Michael Lindley/MS	Instructor-Biomedical Science
Ruby McCaslin/MS	Instructor-Math
James Martin	Instructor-Surgical Technology
Kala Miller/BA	Director of Finance
Billy Moore	Instructor-Maintenance and Carpentry
Kelli Ogle/BA	Agricultural Business Management Coordinator
Crystal Orr	Student Records Clerk
Cindy Rose/RN	Instructor-Health Science
Joyce Rogers	Administrative Assistant
Roy Rogers	Bus Driver/Maintenance
Linda Sanford/MS	Instructional Leader
Linda Scott/LPN	Instructor-Multi-Skilled Health Care Provider
Allen Smith/AA	Network Manager Assistant
Karla Smith/BS	Assessment Coordinator
Cheryl Strech	Instructional Assistant
Merida Tomb/MS	Counselor
Wade Walling/MS	Superintendent
Steven Whitehouse	Administrative Assistant
Kevin Winn/AA	Maintenance Supervisor

TABLE OF CONTENTS

SECTION I: Introduction	6
A. Facility and Programs	
B. Entities that License and Accredited	
C. Rights and Responsibilities of Recipients	
D. Student Services	
SECTION II: Philosophy and Policies of Student Financial Aid	9
A. Title IV Programs of Assistance/General Conditions of Eligibility	
B. Definition of Regular and Special Student	
C. How to Apply for Federal Financial Assistance	
D. Rights and Responsibilities	
E. How Need is Determined	
F. Description of Financial Assistance Available and Application Procedure	
G. Satisfactory Academic Progress (SAP)	
H. Retaking Coursework (Returning Student)	
I. Transfer of Credit (Prior Learning Credit)	
J. Prior Learning Credit for Veterans	
SECTION III: Institutional Information	25
A. Institutional Refund Policy	
B. Return of Title IV Funds (R2T4)	
C. Post Withdrawal Disbursement of Title IV Funds	
D. Date of Withdrawal	
SECTION IV: Verification	28
A. Individuals Selected for Verification	
B. Verification Process	
SECTION V: Campus Security	31
A. Student Right-to-Know Statistics	
B. Statement of Directory	
C. Drug Free School and Workplace	
D. School Bullying Prevention Act	
E. Campus Security	
SECTION VI: Other Information	36
A. Net Price Calculator	
B. Copyright Infringement Policies	
C. Vaccinations	
D. Constitution Day	
E. Voter Registration	
F. Referral Agencies for Services, Support, and Dependency Rehabilitation	

MISSION STATEMENT:

A job for every student and workforce for every company.

VISION STATEMENT

Elevating the local economy.

CORE VALUES

1. We believe in continuous quality improvement
2. We strive to create and foster a culture of character among students and employees
3. We strive to achieve a reputation that makes us stand out as trusted organization and of the upmost quality and ethics
4. We want to be a School of First Choice for students selecting a technology center to attend, and employees choosing a great place to work
5. We prepare students for careers and give them a competitive advantage to compete for the best jobs
6. Wes Watkins Technology Center is a safe environment where parents want to send their children, students and employees are safe and focused on learning
7. We strive to attract, retain and grow jobs and businesses in our area, build a stronger local economy, and a workforce for every company

SECTION I: INTRODUCTION

Wes Watkins Technology Center (WWTC) is an educational institution accredited by the Oklahoma State Board of Career and Technology Education. Wes Watkins Technology Center was established in 1987 to provide high school and adults with quality career and technical education. District high schools served in Hughes, Okfuskee and McIntosh counties are: Bearden, Dustin, Graham, Hanna, Holdenville, Moss, Mason, Okemah, Weleetka and Wetumka.

A. FACILITY AND PROGRAMS

Wes Watkins Technology Center
7892 Hwy 9
Wetumka, OK 74883

Wes Watkins TC District 25 is in compliance with federal laws and regulations and does not discriminate on the basis of race, color, national origin, religion, sex/gender, age, disability or veteran status. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning application of this policy may be referred to WWTC, Student Services, 7892 Hwy. 9, Wetumka, OK 74883, (405) 452-5500. For special accommodations, contact Student Services, 48 hours prior to the beginning of class.

MAJORS APPROVED FOR FEDERAL PELL GRANT	HOURS
Executive Administrative Assistant	960
Full-Charge Bookkeeper	960
Digital Media	960
Webmaster	960
IT Network Support Specialist	960
Lead Carpenter	1050
Service Careers Building Maintenance Technician	1050
Plumber	1065
Residential HVAC Technician	1065
Residential Electricians Assistant	1035
Licensed Practical Nurse	1227
Multi-Skilled Health Care Provider	600
Surgical Technologist	1185
Pipe Welder	915
Structural Welder	840

B.

Entities that License and Accredit

Wes Watkins Technology Center District No. 25 is fully accredited by the Oklahoma State Department of Education and the Oklahoma State Board of Career and Technology Education. Wes Watkins Technology Center is also authorized by the federal government to offer education under the Veterans and Social Security laws.

Some majors at Wes Watkins Technology Center receive accreditation approval from additional organizations or agencies. These programs are listed below.

PROGRAM	ACCREDITING GROUP	APPROVAL STATUS
Emergency Medical Services	Oklahoma State Department of Health	Full Approval
Practical Nursing	Oklahoma Board of Nursing	Full Approval
Surgical Technology	CAAHEP	Full Approval

Any student wishing to review documents describing the institution accreditation, approval or licensing should submit a written request to do so to Student Services. Within ten (10) business days of submission of the request, documentation will be made available for inspection.

C. Rights and Responsibilities of Recipients

1. Right-to-Know

- a) Institution's annual campus security report
- b) Information on financial aid
- c) Information on the school
- d) Student completion, graduation, placement, retention
- e) Information about student's rights under FERPA
- f) Drug and alcohol policies and programs available
- g) Copyright Infringement Policy
- h) Textbook Information
- i) Constitution Day
- j) Net price Calculator

2. Responsibilities

- a) Use financial aid funds for school related expenses
- b) Report all outside aid to the financial aid office
- c) Maintain satisfactory academic progress
- d) Report any changes in enrollment to Student Services and financial aid office
- e) Notify financial aid office before withdrawing
- f) If you don't understand the financial aid process ask questions
- g) Complete the required paperwork requested by the financial aid office

3. Confidentiality: Privacy of Student Records (FERPA)

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

D. Student Services

1. Services Available to Disabled Students

All institutional offices, instructional and training facilities are accessible to handicapped students. Lowered water fountains, telephones, and handicap accessible entryways and restrooms facilities are provided. WWTC provides reasonable accommodations and support for students with disabilities and special Education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA). If you have questions, need accommodations, or need a copy of the complete Notice of Rights: Section 540/ADA, contact Merida Tomb, at 405.452.1218 or mtomb@wwtech.edu.

2. Testing and Assessment

WWTC has an Assessment Specialist who provides various testing for students. These tests include: CR101/KeyTrain Pre-Assessment, Ok Career Guide – Interest Inventory, Competency tests, Ability To Benefit -HISET, CNA tests, National Phlebotomy exam, National EKG exam, EPA tests, TEAS and Work Keys. For more information, contact the Academic Center on each campus between the hours of 8:00 a.m. and 4:00 p.m. contact Karla Smith, Assessment Coordinator & Career Advancement Center Specialist at 405.452.1215.

3. Academic Enhancement

WWTC's academic enhancement instructors provide services to help students be successful in their program of study. Ruby McCaslin is the advanced math instructor who provides tutoring upon request.

4. Counseling Available

WWTC counselor is located in Student Services. She is available to assist high school and adult students with all guidance counseling needs. Student Services office hours are 8:00 a.m. to 4:30 p.m.

5. College Services

WWTC students can earn college credit while enrolled in specified programs through cooperative agreements through Seminole State College and OSU-IT. Specified college credit for each program is listed in our full-time career major brochure and on our web-site at www.wwtech.org.

SECTION II: Philosophy and Policies of Student Financial Aid

Financial Assistance Programs Available

The following programs of assistance are available at Wes Watkins Technology Center:

Need Based Aid

Pell Grant
Oklahoma Tuition Aid Grant
Otha Grimes Scholarship
Oklahoma's Promise (OHLAP)
Bureau of Indian Affairs
Workforce Investment Act

Non-Need Based Aid

WWTC Tuition Waiver
Veterans Administration
Vocational Rehabilitation
GI Bill

A. Title IV Programs of Assistance General Conditions of Eligibility

The following federally funded Title IV programs of financial assistance are available at Wes Watkins Technology Center.

Need Based Aid

Pell Grant
Oklahoma Tuition Aid Grant (OTAG)

Non-Need Based Aid

Wes Watkins Technology Center does not participate in any guaranteed student loan programs or any other non-need based programs. In general a student is eligible to participate if the student:

- Is enrolled as a regular student
- Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); *Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.*
- Has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate; or
- Has completed homeschooling at the secondary level as defined by state law, which is a student was in a home school that state law treats as a home or private school.
- Is not simultaneously enrolled in an elementary or secondary school
- Student has verifiable Social Security Number
- Be a citizen or national of the United States; or provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the united states; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs.

- Has a valid Social Security Number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau
- Is a U.S. citizen or national, or
- Is a permanent resident of the U.S., or
- Provides evidence from the Immigration and Naturalization Service that he/she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident, or
- Must not have any disqualifying drug convictions
- Is maintaining satisfactory progress in the course of study he/she is pursuing according to the standards of this technology center, and is maintaining the attendance standards (refer to satisfactory academic progress policy listed in the WWTC Handbook or WWTC Consumer Information Handbook).
- Not in default on a loan made under any Title IV, HEA Loan program.
- Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA Loan program.
- Student has not exceeded annual or aggregate loan and PELL limits to date.
- Not liable for any grant overpayment.
- Selective Services Registration if male:
 - a) To be eligible to receive title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).
 - b) If a male student must be registered for selective service or exempt from registration as evidenced by a signature on the Free Application for Federal Student Aid (FAFSA)
 - c) Agrees to use any federal aid received solely for educational purposes evidenced by a signed statement of educational purpose found on the Free Application for Federal Student Aid.

Conviction for possession or sale of illegal drugs.

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible. RGV Careers and Institute for Higher Learning is not required to confirm this unless there is evidence of conflicting information.

The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from the date of conviction	2 years from the date of conviction
2nd offense	2 years from the date of conviction	Indefinite period
3+ offenses	Indefinite period	

If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

When a student regains eligibility during the award year the institute may award Pell and/or Loan for the current payment period.

Standards for a qualified drug rehabilitation program:

- A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:
- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state or local government agency or court.

- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Incarcerated Applicants:

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; there for incarcerated students are not eligible for admissions.

B. Definition of Regular Student and Special Student

Wes Watkins Technology Center District No. 25 is in compliance with federal laws and regulations and does not discriminate on the basis of race, color, national origin, religion, sex/gender, age, disability or veteran status. This includes, but not limited to, admissions, employment, financial aid, and educational services.

All adult students are welcome as students to Wes Watkins Technology Center.

Regular student status will be granted to a student:

1. Enrolled for a minimum of 12 hours per week;
2. Enrolled for the purpose of completing the entire major, and
3. Enrolled for the purpose of receiving a certificate or appropriate licensure.

Entering students must adhere to the following process:

1. Have attained a high school diploma or GED, be beyond the age of compulsory school attendance, or have met statutory exemptions for compulsory school attendance and provide evidence of such,
2. Complete admission assessment required for enrollment at Wes Watkins Technology Center.

C. How to Apply for Federal Financial Assistance

To apply for assistance from the following Title IV Programs, a student must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Computers are available in our testing center for students who do not have access to a computer. Printed forms of the FAFSA are also available on request.

Students who apply may qualify for:

1. Federal Pell Grant
2. Oklahoma Tuition Aid Grant (OTAG) - State Aid Deadline Dec. 1st.

Items needed to complete the FAFSA: Income information, (i.e. federal tax forms, w-2's) driver's license number, social security number, balances of cash, savings, and checking accounts and asset information (Note: can't find your federal tax return? Obtain a free IRS Tax Transcript by calling 1-800-829-1040).

Students and parents (if student is dependent) are required to sign the FAFSA. By signing the FAFSA you are certifying that the funds received will be used for expenses related to attendance (tuition, fees, books, transportation, and living costs) and that you are not in default on a student loan or have made satisfactory arrangements to repay it, do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, will notify WWTC if you default on a federal student loan, and will not receive a Federal Pell Grant from more than one college for the same period of time.

Also, by signing you agree, if asked, that you will provide information to verify the accuracy of the information you reported on the FAFSA. This information may include Federal Tax Returns and Verification forms. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

Students may print the signature page and mail in or, for faster processing, register for an ID and password at www.fsaaid.ed.gov. The FSAID is a unique identification and should not be shared or disclosed to anyone.

D. Rights and Responsibilities of Recipients

Fair Evaluation of Financial Need

Wes Watkins Technology Center employs the Federal Needs Analysis Methodology in assessing financial need and eligibility for Title IV campus based assistance. The federal need analysis methodology is based on a five-point philosophy of financial aid:

- To the extent that they are able, parents have the primary responsibility to pay for their children's education.
- Parents will, as they are able, contribute funds for their son and daughter's education.
- Students, as well as their parents, have a responsibility to help pay for their education.
- The family should be accepted in its present financial condition.
- A needs analysis system must evaluate families in a consistent and equitable manner, while recognizing that special circumstances can and do alter a family's ability to contribute. In assessing financial need, the goal is to treat applicants uniformly and fairly. To this end, we employ the federal need analysis methodology to assess financial need.

Briefly, for dependent students, three broad categories of a family's resources are examined in need analysis. They are Parent's Income (the Available Income Concept), Parent's Assets (the Income Supplement Concept) and Student Resources (including

summer earnings, veteran's benefits, and other similar benefits.) For independent students, income and assets are examined.

Wes Watkins Technology Center Responsibilities

Wes Watkins Technology Center's responsibilities' in regards to Title IV funds:

- Providing students information regarding return calculations;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV funds due the Title IV programs.

Student's Responsibilities

The student has the following responsibilities in regards to return to Title IV funds:

- Returning to the Title IV programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the Return of Title IV funds calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.

Honesty in Use of Financial Assistance and Reporting of Resources and Changes

Students receiving federal and institutional assistance are required to sign a statement on the Free Application for Federal Student Aid (FAFSA) which certifies that funds awarded will be used solely for expenses connected with attendance at this institution. The applications also specify that the applicant has given accurate (true) information.

E. How Need is Determined

1. Federal Needs Analysis Methodology

Federal Needs Analysis Methodology is methodology for determine the Expected Family Contribution (EFC) for a student, as well as his/her Cost of Attendance (COA).

a. Cost of Attendance

The Cost of Attendance is the total amount it will cost to go to school—usually expressed as a yearly figure. The COA covers tuition and fees on campus, room and board, or housing and food allowance for off-campus student; and allowances for books, supplies, transportation, child care, costs related to a disability, and miscellaneous expenses.

b. Expected Family Contribution (EFC)

The Expected Family Contribution is the amount that indicates how much of a student's family financial resources should be available to help pay for school. The EFC can include a parental contribution in the case of a dependant student; and in the case of an independent student, a student (and spouse, if applicable) contribution.

The available income of the student and his/her spouse, and in the case of a dependant student, the student's parents; available income is considered in determining the EFC; as well as the number of dependents in the family, the number of dependents in the family who are enrolled at least half-time in post-secondary education, and the assets of the student and his/her spouse, and in the case of dependent student, the student's parents' assets. Other items considered in determining the EFC can be obtained from the financial aid office upon request

2. Use of Professional Judgement

Professional judgment is a discretionary decision or professional opinion reached on the basis of the experience of a financial aid administrator. The professional judgment decisions of this department will be applied on an individual case-by-case basis, and will only be made to data items in the cost of attendance and the need analysis (determination of the Expected Family Contribution). Data used in Professional Judgment decisions will be submitted via FAA Access to CPS On-line.

3. Institutional Costs

a. Tuition

All post-secondary students pay tuition according to the following 2016-2017 schedules:

For most majors	\$2.70 per clock hour-In district \$3.00 per clock hour-Out of District
Practical Nursing	\$3.00 per clock hour-In district \$3.50 per clock hour-Out of District

b. Fees

The cost of fees varies among different programs. An itemized fee schedule will be given to students by their career major instructor.

All books included in the supply fee must be purchased. No refunds will be given for books.

Students are to provide their own supplies, such as notebook paper, correction devices, pen, pencil, etc.

c. Living Cost

Wes Watkins Technology Center does not offer institutional housing or board to its students. All students live off campus and commute.

d. Student Budgets

For purposes of awarding Federal Title IV need based assistance, the District estimates reasonable expenses for a six to twelve month period for the following categories of students. Expenses include room and board, transportation and miscellaneous costs. This information comes from the U.S. Department of Labor – Bureau of Labor Statistics.

	<u>*Single W/O Dep. Live W/Family</u>	<u>*Independent Single, Married, or W/Children</u>
1-Month	\$1039	\$ 2,306
6 Month	\$6,234	\$11,636
9-Month	\$9,351	\$20,410
12-Month	\$12,468	\$27,676

e. Textbook Information

Wes Watkins Technology Center does not have a bookstore. Books are included in Program Costs. For a detailed list of books and fees that students are required to purchase, please contact the Program Instructor.

Description of Programs Available & Application Procedure

Federal Pell Grants	Oklahoma Tuition Aid Grant (OTAG)
Veterans Educational Assistance	Bureau of Indian Affairs
Vocational Rehab	Oklahoma’s Promise (OHLAP)
13 th Year Scholarship	WWTC Foundation Scholarships
Otha Grimes/Francis Tuttle Memorial Scholarships	
Workforce Investment Act	

Pell Grant Program

The Pell Grant Program (formerly Basic Educational Opportunity Grant) is a federally funded grant program which provides from \$598.00 up to \$5,815.00 to post-secondary students enrolled at least half time.

The application process for Federal Title IV aid programs is as follows:

Students must complete a “Free Application for Federal Student Aid” form. Application forms are free and may be obtained from the Financial Aid Officer or online at www.fafsa.ed.gov. Application forms can also be obtained by calling the Federal Student Aid Information Center at 1-800-4-FED AID, or may be filled out online at www.fafsa.ed.gov. Students are directed to read the instructions carefully when completing the FAFSA. All records and other materials

used in completing the application should be saved. This information may be needed later to prove the information submitted is correct. This process is called verification. After submitting the FAFSA, the student will receive a Student Aid Report (SAR) stating eligibility. These reports include a summary of application information and the determination of an eligibility index. This index is the result of computations involving the financial and non-financial data submitted on the application. The method for computing eligibility applies to all dependent and independent students uniformly. The specific computations involved in the calculation may be obtained by contacting the Financial Aid Office.

Eligibility Requirements

A student will not be entitled to receive Pell Grant payments from more than one institution concurrently. Eligibility is restricted to students who have not earned a Bachelor's degree.

Criteria for Selecting Recipients from Group of Eligible Applicants

All students who are eligible will be paid.

Criteria for Determining Amount of Student's Aid

Grants amounts are based upon: Tuition cost for major plus Pell Grant living allowances.

- Enrollment status of student (i.e., full or part time).
- Length of major and length of time student is enrolled.
- Payment schedule revised annually by federal government and available for inspection in Financial Aid Office.

Method and Frequency of Disbursement

Students receive their first payment (one-half of their awards) within the first 2 -8 weeks after their starting date or when all necessary paperwork has been submitted to the financial aid office. Students are paid the first time based on their enrollment, attendance and pending they have a valid ISIR/SAR on file prior to the end of student's first pay period. Disbursements thereafter are based on satisfactory progress, completion of seat/curriculum hours, and attendance in the first payment period (Refer to SAP policy). If this is a subsequent (not first ever received) Pell disbursement, student must have maintained satisfactory progress for previous pay period. Most majors at WWTC have two payment periods per award year, and Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the major, and on whether the majority of the hours in a payment period fall within that award year.

Oklahoma Tuition Aid Grant (OTAG)

Student State Incentive Grants (SSIG) are known as Oklahoma Tuition Aid Grants (OTAG) in this state. These grants pay up to \$1000 per year to eligible residents of Oklahoma.

Application Procedures

The student must complete the Oklahoma residency section on the Free Application for Federal Student Aid (FAFSA).

Eligibility Requirements

To be eligible for a grant and to receive payments a student must:

- Meet requirements set forth when applying for Federal Financial Aid.
- Be enrolled or accepted for enrollment as post-secondary (undergraduate) student.
- Have substantial financial need as determined annually in accordance with OTAG criteria.
- Be a resident of Oklahoma
- Maintain satisfactory progress and attendance in his/her course of study.
- Not be in default on a Guaranteed Student Loan or Parent Loan for undergraduate students received for attending any institution.
- Not owe a refund on a Title IV grant received from any institution.
- Sign the statement on the FAFSA that money received will be used solely for expenses related to attendance or continued attendance at WWTC.

Criteria for Selecting Recipients from Group of Eligible Applicants

Eligible applicants are funded to the limit of available funds on a first come, first served basis. Deadlines for application are established yearly. The Oklahoma Regents for Higher Education awards the funds.

Criteria for Determining Amount of Student's Aid

Grant amounts are based on:

- Financial need: awards run up to \$1000 depending upon applicant's financial strength.
- Costs at the school applicant attends
- Oklahoma Board of Regents makes final decisions.

Method and Frequency of Disbursement

Students are advised of awards on their award letter. Payment is by check, usually twice during a nine-month enrollment period. Checks are sent to the school and disbursed by student services. Students will be notified by email or through classroom instructors as to which day payment will be disbursed.

Wes Watkins Technology Center 13th Year Scholarship

Wes Watkins Technology Center's 13th Year Scholarship waives \$1500 of tuition for full-time career majors. The scholarship is designed for individuals that attended Wes Watkins Technology Center as a senior, and who have completed the graduation requirements from their sending school. Students will still be eligible to apply for financial aid.

Application Procedures

To receive the scholarship students must complete their senior year of high school while dually enrolled at Wes Watkins Technology Center. A certificate will be presented to all eligible applicants at the end of the school year. Students will need to present their letter and certificate to Student Services prior to enrolling. .

Eligibility Requirements

Must have graduated from a partner school of Wes Watkins Technology Center and have attended Wes Watkins Technology Center their senior year.

Criteria for Selecting Recipients from Group of Eligible Applicants

Students who meet eligibility requirements will be eligible.

Criteria for Determining Amount of Student's Aid

Wes Watkins Technology Center provides qualifying students with \$1,500 tuition waiver for any full-time major taken the year after their senior graduation.

Method and Frequency of Disbursement

Funds are not directly disbursed to the student. This scholarship is applied toward the student's tuition based on the major enrolled.

Workforce Investment Act

Workforce Investment act is a federal program which provides job search support and training to eligible persons. Wes Watkins Technology Center is on the approved list of training providers in the state of Oklahoma. Contact your local WIA/Workforce office, for further information. See Student Services for contact information.

Vocational Rehabilitation

This is a program of assistance for individuals who are physically or mentally disabled. Services include testing, psychological evaluation, medical examination and counseling services. In some cases Vocational Rehabilitation pays tuition, fees, books and supply costs. Contact the Financial Aid Officer for further information.

Bureau of Indian Affairs

Assistance is provided to individuals who are at least 1/4 Indian and listed on tribal rolls. Tribes handle assistance through tribal and area offices. Grants may provide tuition, supplies and living expenses. Contact the Financial Aid Officer, or Student Services for further information.

Veterans Benefits

Most full time career majors at Wes Watkins Technology Center are approved for veterans and/or dependents to receive Veteran's Educational Benefits. Career Majors not approved include short term courses, online courses or distance education courses such as internet based instruction that are not offered in the "traditional classroom instruction" format. The following information provides instructions for Veterans and/or Veteran Dependents to apply for Veteran's Educational Benefits for training at Wes Watkins Technology Center.

Students may call 888.442.4551 to contact the Department of Veteran Affairs at any time for assistance.

1. Montgomery GI Bill Active Duty, Chapter 30; Post 9/11 GI Bill, Chapter 33; Selected Reserve, Chapter 1606; Reserve Educational Assistance Program (REAP), Chapter 1607; Veterans Educational Assistance Program (VEAP), and Chapter 35 (Dependents Educational Assistance Program).

2. Eligible students who have never used VA Benefits
 - a. Students must complete Form 22-1990, which is available at www.va.gov/vaforms, and submit it to the Department of Veterans Affairs.
 - b. When completing Form 22-1990, students must determine which chapter of benefits they are eligible to receive. Students who do not know the chapter may call Veterans Affairs at 888.442.4551.
 - c. When the Department of Veterans Affairs approves Form 22-1990, they will send the student a **Certificate of Eligibility**. The student must bring a copy of this letter to the Financial Aid Office in order for them to certify the student's enrollment.
 - d. The student must also bring a copy of his or her military transcript and DD-214 to the Financial Aid Office. Links for military transcripts can be found at www.ct4vets.com in the Certification Resources tab.
3. Every student must complete an Evaluation of Previous Education and Training form with the instruction to determine if he or she has any advanced standing or transfer credit. Once this form is completed, the student should bring it to the Financial Aid Office.
4. Eligible students who have previously used VA Benefits
 - a. The student must complete Form 22-1995, which is available at www.va.gov/vaforms. The student should submit this form to the Department of Veterans Affairs and bring a copy to the Financial Aid Office.
 - b. Students who do not know which chapter they are eligible to receive can call the Department of Veterans Affairs at 888.442.4551.
 - c. When the Department of Veterans Affairs approves Form 22-1995, they will issue a **Certificate of Eligibility**. The student must bring a copy of that to the Financial Aid Officer in order to certify the student correctly.
5. If students need further information regarding VA benefits, they should contact the Financial Aid Officer.

G. SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require Wes Watkins Technology Center to establish, publish, and apply satisfactory academic progress (SAP) standards for all student financial aid recipients. The Financial Aid Office is responsible for ensuring that all students who receive financial aid Wes Watkins Technology Center meet these standards. However all students at Wes Watkins Technology Center will have to abide by these standards, regardless if the student is not eligible/receiving Title IV assistance. SAP standards apply for all federal, state and institutional grants.

Evaluation Criteria

1. Not exceed maximum number of hours to complete major,
2. Maintain a cumulative grade average of a C (79%) in each course **AND**
3. Maintain a pace toward career major completion by successfully completing at least 90% if total hours attempted.

Example:

A student who has attempted a total hours of 480 must have successfully completed at least 432 hours to meet the requirement ($480 \times .90=432$).

Students may take 110% of the time to complete their major, however taking more than 100% to complete the major may require student to pay extra tuition and fees. Also the student will not be eligible for additional PELL funding for the current major enrolled.

Cumulative Grade Average: Each student's cumulative grade will be reviewed at the completion of each payment period using a progress report provided to the Financial Aid Officer by the student's instructor. Students must maintain a cumulative grade of C or better for all past course work. Completed courses for which a grade of A, B, C, or D, is earned.

In order for a student to receive Title IV assistance, a student must be enrolled in and attending an approved program at least half-time, to be considered a regular student, make satisfactory academic progress, be on schedule, and be in good standing. Satisfactory Academic Progress means that a student is proceeding in a positive manner toward certificate requirements in a normal pace of time.

Initially this means the student is admissible to an education program as demonstrated by the student, the student has a diploma of GED. Later this means that the student is performing well enough in terms of the institution's satisfactory progression policy to continue enrollment.

Evaluation Frequency

Student's progression will be checked at the end of their payment period. For majors that are one academic year, this means they will be assessed after the first 450 hours completed.

The first disbursement of Title IV funds for first time entering students will be reviewed for attendance violation only. At the end of their first payment period students must be making satisfactory progress according to the standards stated above. Other students with previous coursework at Wes Watkins Technology Center must have maintained satisfactory progress for that previous course work in order to receive initial or further assistance.

It is important that **ALL** standards be met to be considered making satisfactory progress, and to continue to receive Title IV Assistance.

All standards must be met for students to be in compliance with the progression policy and continually receive Title IV funding.

Unsatisfactory Progress

Students who fail to meet minimum requirements at the end of a payment period will be placed on a Financial Aid Probation. If a student is placed on Financial Aid Probation, they will lose their Title IV Aid and will have 10 working days of the date of notification to appeal

the decision. Once removed from Title IV, a student will then be responsible for remaining program costs. (See Appeal Process)

Appeal Process

An appeal is the process by which a student is not meeting the Satisfactory Academic Progress criteria petitions for reconsideration of eligibility for Title IV aid. All students who receive notification that aid has been suspended, will receive written procedures to follow to appeal the decision of the Financial Aid Office. This information will specify the conditions under which the student may appeal or the conditions of the financial aid probation.

The student's request for an appeal must be submitted, in writing, to the Financial Aid Department within 10 working days of being notified of the suspension of aid. This appeal request must include why the student failed to make the attendance component of Satisfactory Academic Progress and what has changed that will allow the student to make Satisfactory Academic Progress at the next payment period evaluation. If a student requests an appeal, a Financial Aid Advisory Committee, consisting of three to five objective Wes Watkins Technology Center employees and in some cases a representative from the Financial Aid Office, will review the student's case. Generally, within ten (10) working days the Financial Aid Advisory Committee will evaluate the case. The majority vote of the Committee, excluding the representative from the Financial Aid Office, will make the decision to continue the suspension of aid or not.

The decision of the Committee is final and the student will be notified within ten (10) working days of the decision.

The Committee decisions may be as follows:

1. The appeal is denied and Title IV eligibility is terminated. After losing eligibility, a student can regain eligibility by attending a minimum of 450 hours on a self-pay basis. The student must request reinstatement of Title IV aid in writing. Upon receipt of reinstatement request, will be reviewed by the financial aid officer. The student will be notified in writing regarding his/her eligibility status.
2. The appeal is approved and no action taken as long as the student will be able to make the Satisfactory Academic Progress standards by the end of the next payment period. The student will receive the disbursement at the next date established by the Business Office.
3. The appeal is approved with a "personal SAP plan". The plan gives the student a period of 60 days from the date of the letter or the end of the career major/program, whichever comes first, to reestablish eligibility. The "personal SAP plan" will be established through the instructor for the career major in which the student is enrolled. These students will be notified of such, and future disbursements will be suspended until the student has successfully completed all hours of the previous payment period.

After 60 days, if the hours are completed, the student will receive the disbursement at the following date established by the Business Office.

If after 60 days the hours are NOT completed, the student will lose Title IV aid eligibility, and will receive a bill for the remaining amount of tuition/fees/books/supplies to be paid.

NOTE:

*The number of times for a student to request an appeal is once per career major.

Treatment of Leave of Absence, Withdrawals, and Course Incompletes

WWTC does not have a "Leave of Absence Policy".

Students who withdraw prior to completion of the course and are approved to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal as long as it is within 180 days of withdrawal.

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. Students do not repeat courses. All hours are considered attempted. It is not possible for students to withdraw from a particular course with the major. Students withdrawing from school will receive credit for all courses successfully completed up to the point of withdrawal.

H. RETAKING COURSEWORK (Returning Student)

If a student withdraws and then reenters the same major within 180 days, the student is put back into the same payment period and any federal student aid funds the student or the school returned are repaid to the student. A student who withdraws from a program and reenters the same program after 180 days will be treated the same as a student who transfers into the program from another school. The program length will be reduced by the number of hours in which the student receives prior learning credit. The reduced program length is used to determine the new payment periods and periods of enrollment.

Students wanting to repeat a course must check with their instructor and Counselor.

I. TRANSFER OF CREDIT (Prior Learning Credit)

Students accepted into a Wes Watkins Technology Center major who have attended other vocational training centers of post-secondary education facilities may have prior credit that can be accepted. Transcripts of prior credit will be reviewed for transfer of credit and prior credit will be given when applicable. A review of prior credit is initiated by the student by informing either the instructor, Director of Instruction. Application is made and credit is reviewed by the instructor and the Instructional Leader for approval. Students enrolling at Wes Watkins Technology Center who have previous educational experiences will be asked to provide a transcript indicating both courses taken and grades received at previous

institutions. Students with previous military service will also be asked to provide AARTS, SMART, CGI, AND CCAR transcripts.

If prior learning credit (PLC) is granted to a student, the credit would be documented in the student's file, and the student will not be charged tuition or fees (if applicable) for the PLC hours. The student's transcript will show the letters "AS" which will indicate they received prior credit. The student may also see a reduction in Title IV aid they will be eligible.

Note: A student that receives prior learning credits will have fewer hours than students enrolled for the complete major. Therefore PLC students can be assessed at different times and will complete their major sooner than someone enrolled for the complete major. Please check with your instructor to see when you will complete your major once you find your application for PLC has been granted.

J. Prior Learning Credit for Veterans

Wes Watkins Technology Center will award credit (toward completion of a career major) to students honorably discharged from the Armed Forces of the United States within three years of initial enrollment. This credit will be based on educational experiences, training and/or work experience which replace the learning/competency attainment that would take place in a recognized course offered by the Technology Center. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education will be the guide used for comparing experiences to educational requirements.

SECTION III: INSTITUTIONAL INFORMATION

A. Institutional Refund Policy

If a student withdraws within the first week of enrollment period, eighty percent (80%) of paid tuition for current enrollment period will be refunded. If a student withdraws within the first two weeks of enrollment period, fifty percent (50%) of paid tuition will be refunded. A refund request after the third week of enrollment period will be denied.

Wes Watkins Technology Center does not have a buy-back policy for books. Persons requesting a refund should expect a minimum of three (3) weeks from the date of refund request approval to receipt of refund check.

Request for Refund form should be completed by individual and submitted to the Financial Aid Officer. It will then be taken to the business office to be processed. Students will either be notified that payment is ready to be picked up by a student service representative or it will be mailed.

B. Return of Title IV Funds (R2T4)

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds the student was originally scheduled to receive. This is also applicable if the student ceases attendance for any other reason (i.e. early completer) prior to completing the entire period for which assistance was awarded.

Withdrawal Before 60%

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Wes Watkins Technology Center has 45 days from the date it is determined the student withdrew to return all unearned funds for which it is responsible. Wes Watkins Technology Center is required to notify the student if they owe a repayment in writing. The student will then have 14 calendar days from the date of notice to accept a post withdrawal disbursement. If a response is not received from the student within the specified time frame or if the student chooses to decline the funds, Wes Watkins Technology Center will return any earned funds to the Title IV program. Post-withdraw disbursements may occur with 90 days of the date that the student withdrew.

Withdrawal After 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate eligibility for a post-withdrawal disbursement.

Since instructors are required by Wes Watkins Technology Center to take attendance, the student's withdrawal date must be listed as the student's last day of academically related attendance.

The funds owed to the grant program by the student will be reported to NSLDS as an overpayment.

CALCULATION EXAMPLE:

(a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PAYMENT PERIOD}} = \% \text{ EARNED}$$

(b) If percentage is greater than 60%, the student earns 100%

(c) If percentage is less than or equal to 60%, proceeds with calculation

Distribution of Funds

Return to Title IV Funds will be allocated in the following order:

- Federal Pell Grants
- All other funding

C. Post Withdrawal Disbursement of Title IV Funds

If the Return to Title IV Funds calculation determines the student receives less federal aid money than the amount earned, Wes Watkins Technology Centers will make a disbursement of the earned aid that was not disbursed if the student has met all other eligibility requirements (ex. satisfactory progress, completed hours from previous pay period). Per the regulations, Wes Watkins Technology Center will credit a student's account with a post-withdrawal disbursement for current tuition costs. Wes Watkins Technology Center will also credit a student's account for outstanding book charges based on prior written approval received from the student. Earned funds in excess of tuition and/or books will be provided to the student. Wes Watkins Technology Center will send notification no later than 30 calendar days after the date the Financial Aid Officer determines the student withdrew. The student will be advised they have 14 calendar days from the date the school sent notification to accept the disbursement. If the student submits a timely response, Wes Watkins Technology Center will disburse the funds within 180 days of the date the school determines the student withdrew.

D. Date of Withdrawal

The date of withdrawal is determined by the date the student began the official withdrawal process by notifying Student Services of their intent to withdraw, or the verifiable date the student attempted to drop.

The official withdrawal policy is fully stated in the Wes Watkins Technology Center Student Handbook/Consumer Information Handbook.

Unofficial Withdrawal

Students who do not complete a withdrawal form are considered an unofficial withdrawal. Wes Watkins Technology Center will use the students last day of academically related attendance as their withdrawal date for reporting dates to the Department of Education. Students receiving financial aid may owe the school or the Department of Education money.

SECTION IV: Verification

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. Selected students will be required to verify the accuracy of family financial and other data before any Title IV funds are disbursed.

A. Individuals Selected for Verification

If a Pell Grant application is selected by CPS for verification, an asterisk will appear by the EFC, and comments will appear on part one of the SAR and page one of the ISIR addressing the verification requirements. Although the school has the option of processing one Pell payment without verifying the application, this school does not take that option due to the risk of financial liability. Even though schools have the authority to verify any applicant, Wes Watkins Technology Center only verifies those applicants who are chosen by the federal processor or who have conflicting information comments. Students who are selected for verification by the processor or by the Financial Aid Office in cases of conflicting information must submit the signed and completed verification form along with the supporting documentation such as tax returns.

Verification will be completed on all selected applicants. If a student has completed verification at another institution, they will still have to submit paperwork requested by the Financial Aid Office at Wes Watkins Technology Center.

Required Verification Items

For applicants selected for verification, the following items will be verified by Wes Watkins Technology Center:

- Adjusted Gross Income (AGI)
- U.S. Income Tax paid
- Education Credits
- Untaxed Portions of IRA Distributions
- Untaxed pensions
- IRA Deductions and Payments
- Tax-exempt interest
- Income earned from work
- Household Size
- Number in College
- Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps)
- Child Support paid
- High School Completion status
- Identity/statement of educational purpose

Verification for students selected will contain different codes and items that will be verified. Below are the items, listed with codes, that may you may be asked to verify.

V1 – Standard Verification Group

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

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college

Students who are not tax filers must verify the following:

- Income earned from work
- Household size
- Number in college

V2 – Reserved for Department Use

V3 – Reserved for Department Use

V4 – Custom Verification Group

High school completion status
Identity/statement of educational purpose

V5 – Aggregate Verification Group

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

V6 – Reserved for Department Use

In addition, Wes Watkins Technology Center may verify any other application items, requiring reasonable documentation, which may be selected Wes Watkins Technology Center.

B. Verification Process

Students selected for verification, will receive a letter from the Financial Aid Office requesting additional information be submitted. Students must complete the required verification worksheet and submit a request a copy of their tax transcript form the IRS. Students may also opt to utilize the IRS Data Retrieval Tool when completing their FAFSA application. **No disbursements will be made until all paperwork has been submitted and reviewed.**

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

Student will be notified of verification results either by an award letter indicating the aid to be received or by a letter indicating the corrections needing to be made to the student's application(s) before aid will be processed. If verification indicates non-entitlement to aid received previously, the student will be notified either by a revised award letter showing adjustments to future aid.

If after verification is complete the school and student cannot resolve conflicts that may occur or if the student disagrees with decisions regarding verification, the case will be referred to the U.S. Department of Education, Student Validation Branch. Under certain conditions if repayment is required but cannot take place, ability to receive financial aid at this institution and institutions the student may attend in the future will be hampered.

Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally.

Citizenship Status

An applicant must be a citizen or eligible non-citizen. Unless the SAR/ISIR demands it, US citizens who answered yes to the citizenship question do not have to verify citizenship. Permanent residents must submit proof of status to aid office. This proof becomes a permanent part of their file. All eligible non-citizens must submit proof of status for file. Proof includes US passport stamped "non-citizen national", or "Form-I-151 (green cards.) Other forms of documentation are rare and the Financial Aid Officer will consult the Federal Student Financial Aid Handbook if necessary. A document verification request will be made on all aliens seeking.

SECTION V: CAMPUS SECURITY

A. Student Right-to-Know Statistics

	2012- 2013	2013- 2014	2014- 2015	2015- 2016
Total Enrollment	231	200	225	173
Completers	143	122	153	128
Retention & Completion	87%	81%	82%	85.92%
Completers placed in job related position	88.80%	84 %	88%	88.49%
Completers needing licensure	24	14	19	11
Passed Licensure (%)	36%	77%	89%	100%

Statistics concerning the occurrence on campus, during the most recent school year, and during the two preceding school years for which dates are available, of the following criminal offenses reported to campus security authorities or local police agencies:

A.	Murder & Manslaughter -	None	1988-2016
B.	Sex Offenses-Forcible -	None	1988-2016
	Non-Forcible -	None	1988-2016
C.	Robbery -	None	1988-2016
D.	Aggravated Assault -	None	1988-2016
E.	Burglary -	None	1988-2016
F.	Motor Vehicle Theft -	None	1988-2016
G.	Hate Crimes	None	1988-2016
H.	Arson	None	1988-2016

Off-campus student organizations are not recognized by Wes Watkins Technology Center and no need exists to monitor such supposed organizations.

Statistics concerning the number of arrests for the following crimes occurring on campus:

A.	Liquor law violations	-	One	1988-2016
B.	Drug abuse violations	-	One	1988-2016
C.	Weapon possessions	-	None	1988-2016

B. Statement of Directory (FERPA)

Wes Watkins Technology Center, District 25, maintains an educational record for currently enrolled students and students previously enrolled. The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights in respect to the educational records of their minor children. The rights of parents transfer to the student at the age of 18. These rights are:

1. The right to inspect and review the student's educational records.
2. The right to request an amendment to the student's educational records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to obtain a copy of the student records policy for Wes Watkins Technology Center.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wes Watkins Technology Center to comply with the requirements of FERPA.
6. The following student information is designated as Directory Information and may be released by the school, unless a written request for nondisclosure is on file:
 - Student name,
 - Names of student's parents,
 - Student address,
 - Phone number,
 - Date and place of birth,
 - Class,
 - Attendance dates,
 - Awards received,
 - Previous schools attended and,
 - Photograph

Any questions concerning parental and/or student rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Director of Instruction. The school's FERPA policy is contained in the Board of Education's Policies and Procedures manual. A copy of the school's FERPA policy is available upon request. A copy of the school's policies and procedures manual is located in the student services office, the Superintendent's office, and other staff offices throughout the school.

C. Drug Free School & Workplace

It is the policy of the Board of Education of Wes Watkins Technology Center District #25 that all students and employees of the District be aware of the District's program to maintain a drug-free environment.

Students and employees who manufacture, distribute, dispense, possess, or use controlled substances, including anabolic steroids or alcohol, shall be subject to disciplinary action. Such disciplinary action may include long-term suspension or expulsion for student and termination of employment for employees. In addition to suspension, expulsion and/or termination, students and employees are subject to referral for prosecution under applicable laws.

Employees are required as a condition of employment and by Public Law 100-690, to report to their supervisor any criminal convictions for drug-related actions.

1. Any employee convicted of violating a criminal drug statute in this workplace must inform the school of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction occurring. Failure to inform the school subjects the employee to disciplinary action up to and including termination for the first offense.
2. The District must notify federal funding sources within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
3. The District reserves the right to offer employees convicted of violating a criminal statute in the workplace participation in an approved rehabilitation or drug abuse assistance program. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

Various state and federal laws impose severe penalties for the use, possession or sale of controlled substances. The Federal Controlled Substance Act, 21 United States Code Annotated (U.S.C.A.) and the Comprehensive Drug Abuse and Control Act of 1970, 21 U.S.C.A., Section 848, provides federal sanctions and the Uniform Controlled Dangerous Substances Act, Oklahoma Statutes, Title 63, Section 2-101, and others, plus various criminal statutes provide state sanctions.

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs without outside intervention. Using a drug just "one time" predisposes a person to try it again because that person has apparently violated a taboo with impunity. Any student or employee of this school district who believes that he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment or

rehabilitation. For additional information concerning assistance available or for District's Plan of Operation, please refer to the school counselor.

Legal References:

O. S. 70-1210-221 et seq.

Public Law 101-226

D. The School Bullying Prevention Act (70 Okla. Stat. § 24-100.2)

The Oklahoma Legislature established the ***School Bullying Prevention Act*** with the express purpose of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will: (1) harm another student; (2) damage another student's property; (3) place another student in reasonable fear of harm of the student's person or damage to the student's property; or (4) insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's educational mission of the student or other students.

Bullying is an individual or group aggressive physical, emotional, verbal or sexual behavior whose intentions are to do harm to others. Bullying can include and is not limited to, name calling, verbal slurs, pushing, hitting, pinching, gesturing, threatening, disrespecting and taking items without permission. Wes Watkins Technology Center will not tolerate bullying behavior. This conduct shall be subject to the same disciplinary consequences as other misconduct.

Victims of alleged bullying incidents are encouraged to report the situation to a teacher or personnel in the Student Services office. Confidentiality will be maintained, within legal limits, and no reprisals or retaliation will be allowed to occur as a result of good faith reporting of bullying.

E. Campus Security

Wes Watkins Technology Center strives to maintain a secure and safe environment for its students, employees, and the public. Wes Watkins Technology Center encourages all persons to report any criminal or suspicious activity to the Director of Business and Industry Services who will take appropriate action after analyzing and investigating the seriousness of the accident. If a crime should occur on campus, a victim or witness should report it immediately to the Director of Business and Industry Services office located at Student Services, Building 100.

The Director of Business and Industry Services will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.

Wes Watkins Technology Center is a state supported career tech school offering both secondary and adult programs. Housing is not available for students nor does any student organization own, or manages on/off-campus facilities. There is administration on campus

that is responsible for overseeing the campus. All crimes are officially reported to the Hughes County Sheriff's Department and Wetumka Police Department.

Students and employees may view the annual Campus Security Report on October 1ST of each year, by going to the following website:

<https://ope.ed.gov/campussafety/#/institution/details>

Missing Person Notification: Not Applicable. Wes Watkins Technology Center does not have students who reside in on-campus student housing facilities.

Fire Safety Report and Fire Log: Not Applicable. Wes Watkins Technology Center does not maintain any on-campus student housing facility.

Information for Crime Victims about Disciplinary Proceedings: Wes Watkins Technology Center will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

Statement Concerning Security of Facilities

Wes Watkins Technology Center maintains optimal supervision of all buildings on campus. Building 100 is accessible from the West side of the building to allow visitors' to sign in and obtain a visitors pass. Classrooms are locked when a class is not in session and during breaks. No building keys will be issued to students nor will a faculty or staff member loan a building key to a student or non-employee. Employees wear badges that are labeled "Wes Watkins Technology Center".

SECTION VI: OTHER INFORMATION

A. Net Price Calculator

Wes Watkins Technology Center has the Net Price Calculator on the website at <http://www.wwtech.org/Information/NetPrice/npcalc.htm> . Wes Watkins Technology Center uses the template provided by the U.S. Department of Education to develop the Net Price Calculator. The purpose of the Net Price Calculator is to assist current and prospective students and their families in estimating the individual net price for an institution.

B. Copyright Infringement Policies

Wes Watkins Technology Center requires that all student employees adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person's ideas or creative work without giving credit to that person).

The copyright law of the United States makes it illegal for anyone to duplicate copyrighted materials (the work of another person) without written permission. Serious penalties are provided for unauthorized copy of copyrighted materials or the act of plagiarism.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

- Anyone found liable of civil copyright infringement may be ordered to pay either actual damages or "statutory" damages at no less than \$750 and not more than \$30,000 per work infringed.
- A court can, in its discretion, also assess costs and attorneys' fees. For a more detailed listing please see, Title 17, United States Code, Sections 504, 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 Web site of the U.S. Copyright Office at
- www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Information obtained from EDUCAUSE at the following website:

<http://www.educause.edu/node/645/tid/34600?time=1307998779#combat>

C. Vaccinations

Wes Watkins Technology Center does not have a vaccination policy. Secondary students from sending schools are required to follow the vaccination policy of their respective school districts. 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 following the policies of the participating sites requiring the vaccinations.

D. Constitution Day

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, 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. On May 24, 2005, the U.S. Department of Education issued a Notice of Implementation, indicating that all educational institutions receiving federal funding must provide an educational program pertaining to United States Constitution. For the purpose of this requirement, "educational institutions" includes but is not limited to "local educational agencies" and "institutions of higher education" receiving Federal funding. Section 111 (b) of the Consolidated Appropriations Act of 2005, designates September 17 as the date on which educational institutions are required to hold "Constitution Day programming", however, during the years when September 17 occurs on a Saturday, Sunday, or holiday, the program must be held during either the preceding or following week. (Federal Register/Vol. 70, No. 99/Tuesday, May 24, 2005).

Wes Watkins Technology Center distributes pocket size constitution booklets to students in addition to giving students a trivial test.

E. Voter Registration

Due to the passage of the Higher Education Act of 1998, educational facilities must make available to every enrolled student who is an eligible, but a non-registered voter, the opportunity to register to vote. Registration forms will be available at the Student Services counter.

Under the HEO (Sec. 493(a)(1)) Wes Watkins Technology Center also provides the following link to the Oklahoma Voter Registration Form:

http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/

F. Referral Agencies for Services, Support, and Dependency Rehabilitation

American Cancer Society

Phone: 800.733.9888

Eligibility: Cancer patients and their families

Services: Information, support groups and rehabilitation, wigs and prosthetics available, nutritional supplement, and transportation.

Anne Moroney Youth Services and Shelter

Phone: 918.623.9005

Services: Therapeutic home and school-based counseling (Medicaid accepted) 180 program (communication skills, state prep curriculum) for adolescents and parents. Behavior skill building (10 & up) conducted individually.

Creek Nation Community Services (Okemah)

Program: Ambulance Service (Creek Nation EMS)

Phone: 918.623.1424 (For Emergency Call 9111)

Eligibility: Serves both Native American and Non-Native Americans.

Program: Behavioral Health

202 W. Atlanta, Suite C, Okemah, OK 74859

Phone: 888.756.4333 for appointment or 918.623.3010 for information

Eligibility: CDIB

Services: Counselor-child/adolescent therapy, adult therapy, parent education, Safe Touch workshops, evaluation (psychological & education) group therapy, (sexual abuse, divorce, domestic) violence).

Program: Vocational Rehab/Reintegration Program

401 S. Woody Guthrie, Okemah, OK 74859

Phone: 918.623.1197

Eligibility: CDIB/Diagnosed Disability/Live with Creek Nation boundary/Disabled Native American

Services: Rehabilitation of people with disabilities – job training, job retention services, physical restoration. Assistance to offender transitioning back into society.

East Central Oklahoma Family Health Center, Inc.

401 S. Washita, Wetumka, OK 74883

Phone: 405.452.5400

Services: Primary Medical Care Services, OB/GYN Care, Family Planning, Immunizations, Well Child Check-ups, 24 Hour Coverage, Urgent Medical Care, Diabetics Screening & Checks, Follow-up Preventative Programs - i.e. Tobacco Cessation, Nutrition Education, Case Management, Discharge Planning, Eligibility Assistant, Health Education, Bi-Lingual Services, Dental Services, Mental Health Services, Off-Site 340B Drug Program at Tyler Drug in Wetumka

GED Classes (Adult Basic Education)

OSU – IT/Wes Watkins Technology Center Site

405.452.5500 Service: Assistance in studying to obtain GED certificate

Reach Out

Phone: 800.522.9054

Services: A resource for all Oklahomans who need information on referral. Reach Out maintains a vast clearinghouse of printed booklets and brochures about mental illness, drug and alcohol abuse, sexual abuse, suicide, teen issues, AID's and prevention programs for community groups. In addition, it operates a lending library of educational films and videos about these issues. These materials are provided free or at a nominal charge. The Reach Out staff communicates through conferences, consultation and training programs, printed and audiovisual materials, and a system of toll free telephone hotlines.