



**27438 St. Hwy 59
Wayne, OK 73095
405.449.3391**

Consumer Information Guide

2016-2017

Mid-America Technology Center School District # 8

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Contents can also be viewed at: <http://www.matech.edu/consumer-information/>

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Section I: Introduction

Mid-America Technology Center School District # 8 is located west of I-35 at 27438 State Highway 59 in Wayne, Oklahoma. MATC offers more than 27 full-time career majors and numerous career and development courses in the evening representing many of the high-demand trades in the region. Most of our full-time career majors are eligible for Title IV Financial Aid. It is our mission, "To enrich economic growth by providing quality education and training."

MATC also offers services to existing companies, small business owners, or entrepreneurs just getting started. MATC's Business and Industry Services Department has programs and services in place to help companies achieve their goals.

Full-time career majors are offered between the hours of 8:10 a.m. to 3:45 p.m. Monday thru Friday.

Our facilities are approved by the Oklahoma Board of Career and Technology Education as having adequate space available in each course approved for Title IV Student Financial Aid.

All facilities are modern and up-to-date, and the equipment provided in each course meets industry standards.

All facilities are equipped to accommodate the handicapped.

A. Facilities

1. Name and Location

Mid-America Area Vocational Technical Center- District #8
DBA – Mid-America Technology Center
27438 State Highway 59
Wayne, OK 73095

MATC is in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), and the Americans with Disabilities Act of 1990, and does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, or veteran status in any of its policies, practices, or procedures. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mike Eubank, Director of Full-Time Programs, 405.449.3391, P O Box H, Wayne, OK 73095. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

2. Faculty and Programs

CAREER MAJOR

INSTRUCTOR

CLUSTER: Agriculture, Food & Natural Resources

Animal Science Pathway

Lyn Schuerman, Stacy Deskin

1. Equine Production – 1025 hrs.

Plant and Soil Science Pathway

Kara Makowicz

2. Horticulture/Floriculture Assistant – 1035 hrs.

CLUSTER: Architecture and Construction

Construction Pathway

3. Residential Carpentry – 1020 hrs.

Heath Gray

4. Audio Visual Integration – 1050 hrs.

Daniel Ellis

5. Residential Electrician's Assistant – 900 hrs.

Chris Daniel

6. Residential HVAC Technician- 1050 hrs.

Danny Hogue

Maintenance/Operations Pathway

Drew Jervis

7. Service Careers Building & Grounds Maintenance- 1035 hrs.

CLUSTER: BUSINESS, MANAGEMENT & ADMINISTRATION

Administrative and Information Support Pathway

8. Medical Office Assistant – 960 hrs.

Nicki Miller

9. Multi-Media Assistant- 960 hrs.

David Wiggins

CLUSTER: ARTS, A/V TECHNOLOGY & COMMUNICATIONS

Printing Technology

Paige Smith

10. Graphic Communications – 1005 hrs.

CLUSTER: HEALTH SCIENCE

Therapeutic Services Pathway

- 11. EMT – 496 hrs. **Mitzie Martin**
- 12. Health Careers Explore- 516 hrs. **Rachel Mohr**
- 13. AUA- CNA- 527 hrs. **Lorie Curry**
- 14. Allied Health- 510 hrs. **Amanda Schneringer**

- 15. Licensed Practical Nurse – 1463 hrs. **Lisa Musgrove**
- Laryssa Couch**
- Amanda Rushing**

CLUSTER: HOSPITALITY & TOURISM

Lodging Pathway **Tammie Jordan**

- 16. Hospitality Service Assistant- 1018 hrs.

CLUSTER: HUMAN SERVICES

Personal Care Services Pathway **Sharolyn Bonner**

- 17. Cosmetologist Public – 1000 hrs.

CLUSTER: INFORMATION TECHNOLOGY

Network Systems Pathway

- 18. Network Systems Technician –990 hrs. **Don Craft**

- 19. Network Security Professional –900 hrs. **Ethan Murphy**

CLUSTER: LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY

- 20. Criminal Justice Officer – 1035 hrs. **David Graham**

CLUSTER: MANUFACTURING

Welding and Metal Fabrication Pathway **Alfonzo Paredes**

- 21. Structural Welder – 945 hrs.

Manufacturing Production Process Development Pathway

22. CADD- 855 hrs. **Erin Richardson**

23. CNC Machinist – 930 hrs. **Danny Hale**

CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

Science and Mathematics Pathway

(high school students only)

24. Pre-Engineering-960 hrs. **Robert Parsons**
Karen Hemmerling

CLUSTER: TRANSPORTATION, DISTRIBUTION & LOGISTICS

Automotive Collision Repair Pathway **D.J. Patton**

25. Combination Collision Repair Technician – 975 hrs.

Automotive Service Pathway **Keith Barnett**

26. Automotive Service Technician – 915 hrs.

Medium/Heavy Diesel Truck Repair **John Turnpaugh**

27. Medium/Heavy Diesel Service Technician – 1050 hrs.

For career major course descriptions, please see our Full-Time Career Major Brochures or refer to our web-site at www.MATC.edu.

3.

**MID-AMERICA TECHNOLOGY CENTER
FACILITIES
LOCATED ON 60 ACRES**

BRIEF DESCRIPTION	YR. BUILDINGS CONSTRUCTED	SQUARE FEET
Original Building	1971	58,924.00
Additional Shop Bay 52.67 ft X 122.00 ft	1973	6,425.33
Aeromechanics Metal Building 50.00 ft X 100.17 ft	1974	5,008.33
Classrooms 3201 sq ft + 2340 sq ft	1975	5,541.00
Greenhouse 22.00 ft X 60.00 ft	1975	1,320.00
Classrooms 1664 sq ft + 1045 sq ft	1976	<u>2,709.00</u>
Sub-Total Square Feet		79,927.66
Paint Room 19.50 ft X 20.25 ft	1977	<u>394.88</u>
Sub-Total Square Feet		80,322.54
Masonry 50.33 ft X 100.33 ft	1979	5,050.11
Horticulture 30.33 ft X 40.33 ft	1979	<u>1,223.44</u>
Sub-Total Square Feet		86,596.09
Horse Production & Management 40.33 ft X 100.00 ft	1980	4,033.33
40.33 ft X 70.33 ft		2,836.78
Less 5.16 ft X 12 ft		<u>(61.92)</u>
Sub-Total Square Feet		93,404.28
Auto Mech. - Auto Body Center 235.67 ft X 60.00 ft	1982	14,140.20
18.40 ft. X 62.00 ft		1,140.80
18.40 ft. X 62.00 ft		1,140.80
Farm Business & Management 11.67 ft X 52.00 ft	1982	<u>606.67</u>
Sub-Total Square Feet		110,432.75
Graphic Arts, Elec. & Drafting 86.67 ft X 138.00 ft	1983	11,960.00
Less 26.33 ft X 12.00 ft		(316.00)
Less 22.33 ft X 6.67 ft		<u>(148.89)</u>

Sub-Total Square Feet			121,927.86
Computer Repair	37.00 ft X 57.00 ft	1985	2,109.00
	Less 4.50 ft X 5.70 ft		<u>(25.65)</u>
TOTAL SQUARE FEET - PAGE 1			124,011.21

BRIEF DESCRIPTION		YR. BUILDINGS CONSTRUCTED	SQUARE FEET
TOTAL SQUARE FEET - PAGE 1			124,011.21
Bus./Ind. Training Ctr.	211.20 ft X 100.20 ft	1987	21,162.24
	Less 49.50 ft X 35.80 ft		(1,772.10)
	Less 59.00 ft X 10.70 ft		(631.30)
	Less 49.40 ft X 10.10 ft		(498.94)
	Less 4.00 ft X 8.00 ft		(32.00)
	Less 29.00 ft X 6.80 ft		(197.20)
	Less 1.00 ft X 12.00 ft		(12.00)
	Less 1.00 ft X 40.00 ft		<u>(40.00)</u>
Sub-Total Square Feet			141,989.91
Horse Production & Management		1987	
(Mare Motel)	24.90 ft X 74.00 ft		1,842.60
(Neo-Nate Center)	12.60 ft X 37.00 ft		466.20
(Stud Barn)	32.70 ft X 37.00 ft		<u>1,209.90</u>
Sub-Total Square Feet			145,508.61
Horticulture Addition	70.10 ft X 50.30 ft	1988	3,526.03
	9.00 ft. X 40.00 ft		<u>360.00</u>
Sub-Total Square Feet			149,394.64
Less 1975 Model Greenhouse - Removed 1988	Less 22.00 ft X 60.00 ft		<u>(1,320.00)</u>
Sub-Total Square Feet			148,074.64
Less Farm Business & Management - Removed 1992	Less 11.67 ft X 52.00 ft		<u>(606.67)</u>
Sub-Total Square Feet			147,467.97
Health Careers Center		1995	<u>21,633.00</u>
Sub-Total Square Feet			169,100.97

Horse Production & Management (Open-Sided Training Fac.)	40.00 ft X 60.00 ft	1998	<u>2,400.00</u>
Sub-Total Square Feet			171,500.97
Storage Building	40.00 ft X 60.00 ft	1999	2,400.00
Greenhouse	30.17 ft X 96.00 ft	1999	<u>2,896.00</u>
Sub-Total Square Feet			176,796.97
Carpentry Addition	50.00 ft X 85.00 ft	2000	4,250.00
Carpentry Office	20.00 ft X 28.00 ft	2000	560.00
Horse Production & Management (Feed Building)	20.00 ft X 24.00 ft	2000	<u>480.00</u>
Sub-Total Square Feet			182,086.97
Diesel-Welding Education	269.5 ft X 64.17 ft	2005	17,293.82
	Plus 62.83 ft X 2 ft		125.66
	Less 79.17 ft X 2 ft		158.34
	Less 79.17 ft X 2 ft		158.34
Transportation Addition	40.00 ft X 36.00 ft	2005	<u>1,440.00</u>
Stem Building		2014	<u>12,870.00</u>
Sub-Total Square Feet			<u>213,499.77</u>
Mid-America Technology Center Total Square Footage:			<u>213,449.77</u>

Entities that License and Accredit

MATC is accredited by the Oklahoma Board of Career and Technology Education, Oklahoma State Department of Education, Oklahoma State Accrediting Agency for Veterans, Oklahoma State Department of Health, Oklahoma State Board of Cosmetology, Oklahoma Board of Nursing, Oklahoma Nurse Aid Registry, Accreditation Commission for Education in Nursing Inc., National Automotive Technician's Education Foundation, and National Center for Construction Education and Research.

Any student wishing to review documents describing the institutions accreditation, approval or licensing should submit a written request to the Superintendent's Office.

Within ten (10) working days of submission of the request, documentation will be made available for inspection.

Any student wishing to file a complaint with any of the above accrediting agencies should contact the Superintendent's Office for contact information.

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, Diversity
- e. Information about students' rights under FERPA
- f. Drug and alcohol policies, penalties, and programs available
- g. Copyright Infringement Policy & Peer to Peer
- h. Textbook Information & Opt out Policy
- i. Constitution Day & Voter Registration
- j. Netprice Calculator
- k. Gainful Employment
- l. Vaccination Policies
- J. Consortium Agreements
- K. NSLDS & Loans
- L. Scholarship Fraud
- M. Contact information for filing Complaints

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 changes in enrollment to the registrar and financial aid office
- e. Notify the 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

MATC 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 the 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.

MATC's FERPA policy may be viewed on our web-site, <http://www.matech.edu/ferpa-statement> or a printed copy may be requested from the Superintendent's office.

D. Student Services

1. Services to Students with Disabilities

MATC 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 Jeff Herndon, Counselor, at 405.449.3391 ext. 7604 or jherndon@matech.edu.

2. Testing and Assessment

Debbie Doty is our Career Assessment Specialist and provides various testing for students. These tests include: ATI – Practical Nursing entrance exam, TABE or ACCUPLACER (adult pre-enrollment test), Competency Exams, ETS – Para-Professional Exam and State of Oklahoma Merit Exam. For more information, contact Debbie at 405.449.3391, ext. 7607 or ddoty@matech.edu.

3. GED Program

Promoting Achievement and Student Success is an on-campus GED program designed to meet the needs of students, who exited high school before graduating and are returning to school to request assistance and testing for a General Educational Development Diploma (GED). Mary Ward is MATC's GED Instructor and she can be reached at 405.449.3391, ext. 7644.

4. Academic Enhancement

MATC's Academic Center provides material and instruction and remediation in mathematics, reading, language arts, and communication skills through a variety of means. The goal is to assist students with the skills necessary to be successful in his or her chosen career. Interest Inventory and Work Keys testing is also available. Mickey Cook is our Academic Instructor and he can be reached at 405.449-3391, ext. 7641.

5. Counseling Available

MATC counselors are Christi Potter, Jeff Herndon, and Melissa Feroli. They are available on most days to assist high school and adult students with career and personal advisement, enrollment, job placement, and college and technical school entrance requirements. To schedule an appointment call student services at 405.449.3391.

6. College Services

In a cooperative effort between the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career & Technology Education, college credit may be earned through Prior Learning Assessments (PLA) for an approved license or credential a student accomplishes while at MATC.

For more information, contact Debbie Scroggins at 405.449.3391, ext. 7608.

Section II: Financial Assistance Available

A. Title IV Programs of Assistance: General Conditions of Eligibility

MATC participates in the following Title IV financial aid programs: Federal Pell Grants, and the Oklahoma Tuition Aid Grant (OTAG).

In general a student is eligible to participate if the student:

1. Is a regular student
2. Is enrolled or accepted for enrollment in an eligible career major that leads to a certificate as a post-secondary student after vocational assessment has occurred.
3. Have a high school diploma or its equivalent, or;
 - * Enroll in a school that participates in an approved state process, or
 - * Complete his or her state's requirement applicable to home schooling;
4. Is not simultaneously enrolled in an elementary or secondary school
5. Is a U.S. citizen, or U.S. national (which includes natives of American Samoa or Swain's Island)

Is a U.S. permanent resident who has an I-151, I-551, or I-551C (Alien Registration Receipt Card).

Is a citizen of the Freely Associated States: Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau to be eligible for the Federal Pell Grant, The FSEOG Grant or the Federal Work Study Programs.

Is an "Eligible Non-Citizen", an eligible non-citizen is an individual who can provide documentation from the United States Citizenship and Immigration Services (USCIS), in the Department of Homeland Security (DHS), that she/he is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident. An eligible non-citizen will have an Arrival-Departure Record (I-94) from the Bureau of Citizenship and Immigration Services showing one of the following designations: "Refuge", "Asylum Granted", Cuban-Haitian Entrant, Status Pending, or Conditional Entrant (valid only if issued before April 1, 1980). Note: (UCIS was formerly known as the U.S. Immigration and Naturalization Service).
6. 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.
7. Be registered with Selective Service if required.
8. Certify, by signing a statement of Educational Purpose, that she/he will use federal student financial aid only to pay for educational costs;
9. Is not in default on any Federal loans; and has not borrowed in excess of the loan limits, under Title IV programs, at any institution.

10. Must not owe an overpayment on a Pell Grant, FSEOG Grant or OTAG Grant received at any institution;
11. Must not have borrowed in excess of the annual or aggregate loan limits;
12. Must not have property subject to a lien for debt owed to the United States;
13. Is maintaining satisfactory progress in the career major she/he is pursuing according to the standards of this institution;
14. Must not have any disqualifying drug convictions; and
15. Have financial need, if applicable.

In addition, a student's eligibility for Title IV aid could be affected by such factors as:

Life-Time Eligibility Limits, Prior degrees, enrollment status, remedial course work, correspondence study, study by telecommunications, incarceration, and conviction for drug offences.

Note: These are the general eligibility requirements.

B. Definition of a Regular Student and Special Student

1. **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, 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.
2. **Special Student:** Students who do not possess a high school diploma or GED are classified as special students and under most circumstances are not eligible to receive Title IV Student Financial Assistance. For limited eligibility circumstances please see the financial aid office.

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) on line at www.fafsa.ed.gov. Computers are available in our Academic Center for students who do not have access to a computer.

Students who apply may qualify for:

1. Federal Pell Grant (Apply as early as Oct. 1)
2. Oklahoma Tuition Aid Grant (OTAG) (Apply as early as Oct. 1 for best consideration)

Items needed to complete the FAFSA: Income information, (i.e. federal tax forms, w-2's) drivers 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 form 1722 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 MATC 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, that you will provide information to verify the accuracy of the FAFSA. This information may include Federal Tax Return Transcript, W-2's 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 register for a FSA I.D. number (to sign application) at www.fsaid.ed.gov. The number is a unique identification number and should not be shared or disclosed with anyone.

D. How Need is Determined

1. Federal needs Analysis Methodology

Federal needs analysis methodology is methodology for determining 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 (COA) 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

students; 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 dependent 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 a 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 Judgment

Professional judgment is a discretionary decision or opinion reached on the basis of the experience of a financial aid administrator. The professional judgment decisions of MATC will be applied to all SFA programs, will be done 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. Examples of use of Professional Judgment include but are not limited to: unusually high medical or dental expenses or a large change in income from last year to this year. Students who believe their situation has changed should request a professional judgment review.

3. Institutional Costs

a. Tuition

<u>In-District</u>	<u>Out-of-District</u>
\$1 per clock hr.	\$1 per clock hr.

b. Books, Supplies, Fees Costs

Books and supplies vary among the different programs. MATC does not have a book store and the only program that requires the purchase of books is the LPN program. The average book/supply/fee cost for post-secondary students are as follows:

Student CTSO Activity Fee	\$ 25
Average supplies, fees for most programs	\$ 200
Average books, supplies, fees for LPN	\$3,800

c. Living Cost

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

d. Student Budgets

INDEPENDENT STUDENTS		DEPENDENT STUDENTS	
9 Month	\$13,670	9 Month	
\$6,770			
LPN	\$14,813	LPN	\$7,913

Budgets are derived from the following:

U.S. Dept. of Labor, Bureau of Labor Statistic/Consumer Price Index

See MATC's **Netprice Calculator** at <http://www.matech.edu/npcalc.htm> . This calculator is a template provided by the U.S. Dept. of Education for estimating costs. For specific costs related to each program contact the financial aid office.

E. Title IV Programs and Other Programs Available

Federal Pell Grants

Oklahoma Tuition Aid Grant (OTAG)

Veterans Educational Assistance

Bureau of Indian Affairs

Vocational Rehabilitation

Dislocated Worker Program (WIA- Formerly Big 5)

MATC Next-Step Scholarship

Other Scholarships:

Otha Grimes/Francis Tuttle Scholarships

Description of Programs Available and Application Procedures

1. Federal Pell Grant Program

- a. Definition – The Federal Pell Grant Program is a federally funded program which provides up to \$5,815 for the 2016-17 award year to post-secondary students enrolled in an eligible program at least half-time.
- b. Application Procedures – Students may apply by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Students without a computer may go to our Academic Center to complete the fafsa. Paper applications are also available in the financial aid office. For assistance in completing the fafsa, you may schedule an appointment with the Financial Aid Coordinator, Melinda Simpson. Within 3 to 5 days, the student will receive an eligibility report called a Student Aid Report (SAR), which consists of 3 to 5 pages. This report includes a summary of application information and the determination of the students' expected family contribution (EFC).

MATC 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. MATC only receives ISIR's for students who indicate MATC's school code of 011537. The report includes a

summary of application information and the determination of the student's Expected Family Contribution (EFC).

The EFC is the result of the computations involving the financial and non-financial data submitted on the FAFSA.

The method of computing eligibility applies to all dependent and independent students uniformly. The specific computations involved in the calculation may be obtained by contacting Melinda Simpson, Financial Aid Coordinator.

The Financial Aid Coordinator will determine if all application requirements have been met. If so, the EFC is used to calculate the scheduled Pell Award by using the annually published Scheduled Federal Pell Grant Awards Chart. Depending on the career major enrolled and number of hours left to complete, typically two payment periods are scheduled per Academic Year. The student is notified of their payment amounts and estimated payment dates thru an award letter.

- c. Eligibility Requirements – Students must meet the eligibility requirement outlined in Section II-A, Title IV Programs of Assistance – General Conditions of Eligibility. 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; must not owe a refund on any Pell, Supplemental, or State Grant.

- d. Criteria for Selecting Recipients from Group of Eligible Applicants – All eligible recipients will be paid. Federal Pell Grant Amounts are based on:

- I. Federal Pell Grant Cost of Attendance for a full academic year
- II. Enrollment Status of the student
- III. Length of the career major and length of time the student is enrolled
- IV. Federal Pell Grant Payment Schedule (revised annually by the Department of Education)

MATC has set its academic year at 900 clock hours and 26 weeks of instruction.

- e. Method and Frequency of Disbursement – Students receive their first payment as soon as the student, the financial aid office, the business office, and the U.S. Department of Education process all necessary paperwork. This is a

collaborative effort with many players involved. Since the majority of students begin in August, first payments are usually made by October 1st. Second payments are usually made within 3 weeks after they have *successfully* completed their first payment period. Payment dates vary depending on the career major enrolled and the full-time or half-time status of the student. A full-time student would obviously complete the required hours in a pay period sooner than a half-time student and receive their second disbursement at an earlier date. MATC's grant approved Career Majors range from 600 to 1463 hours. Pay periods for 600 hour majors are divided into two 300 hour pay periods. Pay periods for 900 hour career majors are divided into two 450 hour pay periods. Students are notified of their payment period hours and estimated payment dates thru their award letter. The financial aid office notifies the business office, whom in turn, draws down funds and disburses checks to the students.

Students withdrawing from school prior to MATC receiving a valid ISIR are not eligible to receive Pell Disbursements. However, eligible students who have not been paid prior to withdrawal are eligible for a post-withdrawal disbursement for the period enrolled as an eligible student. The check is then processed and mailed to the student.

According to the federal check disbursement policy, MATC will collect applicable tuition and fees from the Pell disbursement before a check is issued to the student. Applicable outstanding book and supply charges will be also be deducted with appropriate authorization from the student.

3. Oklahoma Tuition Aid Grant Program (OTAG)

- a. Definition – The Oklahoma Tuition Aid Grant program assists schools in providing grants to eligible students who have substantial need. Students may receive up to \$1000 per academic year as a full-time student for tuition assistance.
- b. Application Procedures – Students may apply for Oklahoma Tuition Aid Grant (OTAG) by completing the FAFSA at www.fafsa.ed.gov. The FAFSA should be completed as early as Oct. 1st for the upcoming award year for best consideration as OTAG funds are limited to early completers.

OTAG Award Claim Forms are requested by MATC from the OTAG State Office to determine the students who are eligible for the grant.

Upon receipt of the Claim Form, the financial aid office will verify that the student is enrolled and attending at least half-time in an eligible program. Once verification is

completed, the Claim Form is returned to the OTAG office for processing for the issuance of a master check made out to MATC.

The check is forwarded to the business office along with the names of the recipients and checks are disbursed according to the pell payment period.

- c. Eligibility Requirements – Students must meet the eligibility requirements outlined by Section II-A. 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 be enrolled or accepted for enrollment as a full-time or part-time student in an Oklahoma post-secondary educational institution accredited by the Oklahoma State of Regents or Oklahoma Department of Career and Technology Education.

Students must have substantial financial need as determined annually in accordance with OTAG criteria.

Students must maintain satisfactory progress in his or her program of study.

- d. Criteria for Selection – For best consideration, students should complete and submit the FAFSA to the federal student aid application system as soon as possible after Oct. 1. It is important to apply early, as OTAG receives more eligible applications than can be awarded with available funds. How early a student applies can be the deciding factor in whether that student is offered an OTAG award.

- e. Method and Frequency of Disbursement – Eligible recipients must meet satisfactory academic progress to receive their check. Funds for OTAG are sent to the Institution and if nothing is owed to the school then a check is disbursed to the student by the business office by pell pay periods. Ex. For half-time students this is generally once per year. Full-time students would be eligible for up to 2 awards in an academic year. Student awards average from \$500 to \$1000 per academic year depending on the career major enrolled in and full-time or part-time status. (For detailed calculations see the financial aid office)

The business office 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.

OTAG awards are not offered retroactively.

4. Other Programs

- a. Veterans Benefits – MATC’s Financial Aid Office assists eligible Veterans by sending in Enrollment Certifications to the Veterans Administration in Muskogee, Oklahoma once the student is enrolled. Eligibility is determined by the Muskogee office for the following programs: Post-9/11 GI Bill ®(**Chapter 33**), Montgomery GI Bill® Active Duty – (**Chapter 30**), Selective Reserve- (**Chapter 1606**), Selected Reserve-Individual Ready Reserve and National Guard- (**Chapter 1607**), Veterans Educational Assistance Program – VEAP and Dependents’ Educational Assistance Program – (**Chapter 35**), and the Veterans Retraining & Assistance Program (VRAP).

Eligibility for VA-Vocational Rehabilitation - (**Chapter 31**) is determined by the Federal VA Vocational Rehabilitation Office in Oklahoma City, Oklahoma.

Half-time, and full-time benefits are available and benefit information can be accessed at www.gibill.va.gov. or by contacting the V.A. Regional Office in Muskogee at 1-888-442-4551.

- b. Bureau of Indian Affairs – Students may contact their Tribal offices for assistance with payment of their education. MATC’s Financial Aid Coordinator has a good rapport with the Choctaw and Chickasaw offices and assists students with all necessary paperwork that the various Tribes require. Grants may provide tuition, books, supplies, and living allowances.
- c. Vocational Rehabilitation- Students with disabilities may contact The Oklahoma Department of Rehabilitation Services for assistance with payment of their education. MATC’s Financial Aid Office will assist students with all the necessary Voc-Rehab paperwork requirements.
- d. WIA – Workforce Investment Act (Big Five Community Services) is a federal program of assistance. Students must be “economically disadvantaged”, unemployed or underemployed to qualify for this program. Rebecca Mendoza is the Big Five Case Manager for Garvin County. MATC’s Financial Aid Office will assist students with all the necessary paperwork requirements.
- e. MATC Next-Step Scholarship – MATC provides tuition scholarships for in-district students under the age of 22. To continue the scholarship, students must maintain Satisfactory Academic Progress (SAP) as established in the student handbook. All programs are eligible except for the Practical Nursing Program.

f. Other Scholarships Available –

Otha Grimes/Francis Tuttle Scholarships – The Oklahoma Foundation for Career and Technology Education administers these scholarships that are awarded to students in the fall and the spring. Award amounts range from \$200 to \$500 and are determined by the Foundation.

Physician’s Manpower Scholarships – Awarded annually in July to Nursing students only. Students applying for the scholarship are required to sign a contract with the State of Oklahoma for one year upon completion of the Nursing program.

Students may also search the free scholarship website at www.fastweb.com.

Scholarships are posted on the information board located in the cafeteria and informational scholarship e-mails are sent to our instructors to post in their classrooms.

Contact Melinda Simpson, Financial Aid Coordinator for scholarship applications and assistance.

F. Satisfactory Progress

1. 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 in good standing, maintain a cumulative “C” average or greater, and be progressing at a rate to complete the program within the allotted time.

Good standing is initially defined as the student being eligible for admission to an educational program, as demonstrated by his/her high school diploma/GED.

Continued eligibility is based on meeting the minimum standards as defined below in MATC’s Satisfactory Academic Progress Policy.

Satisfactory progress is determined at intervals (payment periods) and is checked at the end of each period. This means at the point when the student’s scheduled clock hours and weeks for the payment period have elapsed, regardless of whether the student attended them. Depending on the Career Major enrolled a student could have 2 pay periods or as many as 4 pay periods. Example: A program that is 900 hours in length would have 2 payment periods of 450 hrs/13 weeks.

Satisfactory progress is defined by institutional policy as the following:

- a. Student must maintain a cumulative “C” average or above for each payment period.
- b. Student must complete curriculum within 150% of the published length of the program.

Specifically this means that a student enrolled in a 1050 clock hour program attending full-time should complete the program in 9 months. MATC will allow students to take up to 50% longer than the published length of the program to complete and still be regarded in good standing. However, they will not be eligible for Title IV aid for the additional hours. In no instance can the student receive aid for more hours than the program is accredited for. Example: A student enrolled in a 600 clock hour major with a pay period of 300 hours must successfully complete 300 hours associated with the payment period in 450 clock hours or less in order to be progressing. ($300 \times 150\% = 450$)

It is important to note that ALL STANDARDS must be met to be considered “making satisfactory progress”, and to continue to receive Title IV Assistance.

Note: Satisfactory Academic Progress Policies apply to students receiving MATC Next-Step Scholarships as well.

Leave of Absence – Students who have been granted a leave of absence and return will be allowed the same amount of time absent to make up the work missed. The period of absence will not be counted toward accumulated hours of absence, and no grades will be kept during the leave and students receiving assistance will not be paid while on leave.

2. Financial Aid Suspension and How to Re-Establish Eligibility- Students not maintaining satisfactory progress for a payment period will be placed on financial aid suspension for the next payment period and all grant payments will be suspended. At the end of the payment period if SAP has been reestablished, grant payments will resume. However, if students have **not** reached SAP standards at the end of the payment period, the student loses Title IV aid eligibility and the student will be required to pay any outstanding charges (Ex. tuition, books, supplies) for that payment period.

Students may re-establish eligibility by making SAP for the following pay period and grant payments will be re-instated. If the student withdraws during the suspension a return to Title IV funds will be performed; however, since the student was ineligible for a disbursement no funds would be returned.

If the student is not in “Good Standing” in terms of conduct, and is withdrawn from their program of study, financial aid payments will be suspended and a return of Title IV funds will be performed. If the student is readmitted, the procedures for determining satisfactory progress will be followed to determine if the student is eligible to continue to receive aid.

3. Maintaining Eligibility for Assistance

- a. First Payment: Student’s enrollment status will be checked on our student accounting system and documented in the student’s file to ensure the student is enrolled in and attending an approved career major on at least a half-time basis.

If the student has met the initial entrance and eligibility standards, the student will receive the first payment on or before the estimated disbursement date.

- b. Subsequent Pay Periods: If SAP - Satisfactory Academic Progress has been attained after completion of the first payment period the student will be eligible for their next scheduled disbursement. This procedure will be repeated until all pay periods are complete.

If SAP has not been met the student will be notified in writing detailing the reasons SAP was not met, explaining the procedures to get their funding re-instated.

- c. Continuing Students: Students enrollment status will be checked and documented in their file to ensure that they are still enrolled in an approved program on at least a half-time basis.

4. Transfer Students

The SAP policy applies to students transferring from one program to another. Students are responsible for progress in the 1st program (even if they did not receive financial aid) before being eligible for financial aid in the second program.

Students transferring from another school can start over as far as grades and attendance are concerned. However, if we accept credit from another school we would look at the maximum time frame and they cannot exceed the 150% policy outlined above.

5. Withdrawals and Incompletes

Students are given a letter grade at the time of withdrawal. 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 completed less than 60% of the payment period and a Return of Title IV was made.

If the student returns within 180 days the amount returned can be disbursed.

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

If the student returns within 180 days no payment would occur until the student had 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.)

Students receiving an incomplete grade for a payment period will result in an "F" if the student doesn't resolve the matter within 2 weeks of receiving the "I". The same SAP policy applies.

6. 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 reenters the same program within 180 days the student cannot receive payment for repeating coursework. If the student reenters 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.

III. Institutional Information

A. School Refund Policy

Students who withdraw on or before the **1st day of class through the 15th** day of the period in which charges occur are eligible for a **100% refund** of tuition only.

After the 15th day of the period in which they were charged, **NO** refund will be issued. The student must complete an **official withdrawal form** in order to be eligible for a refund.

A refund request will not be approved unless all financial obligations to the technology center have been met.

Note: Fees, books, supplies, and uniforms are non-refundable.

B. Return of Title IV Funds Refund Policy

The return of funds requirement is a complex process involving a great deal of interoffice cooperation. A flowchart has been created showing the process at MATC.

Student notifies instructor and completes an official withdrawal form obtained from the registrar.

Registrar notifies financial aid office by e-mail of students who withdraw (officially or unofficially).

Financial aid office prints a monthly withdrawal report to double check withdrawn students.

If the student completed over 60% of the payment period they were paid, it is considered 100% earned.

If the student was paid and the percentage is 60% or less an **“overpayment”** has occurred and funds must be returned. If the student withdrew before payment was made a **“post-withdrawal disbursement”** may occur.

Steps taken

- Determine the percentage of aid earned by calculating the percentage of the payment period that the student has completed
- Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed
- Determine the amount of unearned aid by subtracting earned aid from disbursed aid or determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid
- If unearned funds must be returned, determine the school’s and the student’s shares; or if a post-withdrawal disbursement is due determine pell grant amount student is eligible for
- If unearned funds must be returned, allocate unearned aid to the pell grant program from which student was funded; or If a post-withdrawal disbursement is due, send student applicable notification

- Return the institution's share within 45 days, turn the student over to NSLDS for overpayment for collections if student doesn't return the overpayment to the school within 30 days and/or make post-withdrawal disbursement to the student

Withdrawal Date

MATC is a school that keeps attendance; although we are not required to.

Official withdrawal- Student notifies Instructor or Registrar and completes an official withdrawal form.

Unofficial withdrawal – Students who do not notify MATC of their intent to withdraw and stop attending are considered to be withdrawn after missing 5 consecutive days. The withdrawal date is the last day of attendance.

Formula Calculation

The Financial aid office performs the calculation by using the U.S. Department of Education's RT24 on the web. The calculation used is by "payment period". A payment period is defined as a 450 clock hour period for programs of 900 hours or more; 300 clock hours for a 600 clock hour program. MATC has many programs (career majors) and these are just two examples of payment periods. Once the financial aid office receives the official withdrawal form or an unofficial drop (the attendance record), 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 MATC for the payment period and include tuition, fees, books, and supplies.

Incomplete file- If the student's file is incomplete due to incomplete verification or other documents missing, R2T4 is not performed. The student is given 30 days to comply with verification once a document tracking letter is sent. MATC does not pay any student until verification is complete, therefore the student could owe institutional costs if they withdraw.

Credit Balances - When a student withdraws during a payment period and a credit balance is created, MATC will not release the credit balance until a Return of Title IV Funds calculation has been performed. The credit balance will be allocated as follows: first to repay any grant overpayment owed by the student as a result of the current withdrawal. Any remaining credit balance funds will be used to pay authorized charges at the institution and then if any funds remain those will be paid to the student.

C. Period of Enrollment

This means the actual period for which an institution charges a student, except that the minimum period must be, because MATC measures programs in terms of clock hours, the minimum period depends on the length of the program. If the program is longer than or equal to the academic year, the minimum period is greater of the payment period or one-half of the academic year.

If the program is shorter than the academic year, the minimum period is the length of the educational program.

D. Overpayments

Any cash that MATC 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 pell grant program, and/or the student may need to repay a portion of the award funds received. MATC is required to return the full amount owed to the pell grant 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.

MATC sends a letter notifying the student that they have 30 days to return the funds to MATC. The student may make arrangements with the business office to pay the balance due. If the student does not return the funds owed within 30 days MATC will turn the student over to the U.S. Department of Education (NSLDS) for collection of payment.

E. Post-Withdrawal Disbursements

A post-withdrawal disbursement occurs if the student receives less Federal Student Aid than the amount earned. MATC will credit the student's account for outstanding charges including tuition, books and supplies with the post-withdrawal disbursement within 180 days of the date the student withdrew. MATC will disburse funds to the student within 45 days.

Section IV: Verification Policies and Procedures

It is the policy of MATC's financial aid office that 100% of all applications selected by the Secretary of the U.S. Department of Education be verified. If an application for federal aid is selected for verification, an asterisk will appear by the EFC number and comments will appear on part one of the Student Aid Report (SAR/ISIR) addressing the verification requirements. The student will be notified of required documents for review and will have 30 days to return requested information to the Financial Aid Office. If a correction is needed which will affect the award amount, we will notify the student within 30 days. The student must return all verification forms requested before final award and disbursements will be made. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally. Reviewing a student's file often involves more than just the verification process. In addition to verification, MATC financial aid office reviews an applicant's file for database matches, reject codes, and "C" codes. The aid administrator also reviews a student's file for other need analysis data elements that are not included in the federally required verification process but are designated as necessary verification data elements by the school. Schools must also review subsequent ISIR records for changes that may impact the applicant's aid eligibility. For these reasons, verification is considered under the broader process of file review. If the Department selects the student for verification, there will be no exemptions from the verification process.

If a student has transferred from another institution where verification was performed, MATC will accept a letter from the other school stating that verification was completed. It is the student's responsibility to request the letter from the other school. (In compliance with 34CFR668.53 of the Federal Regulations, these policies and procedures are required.)

Acceptable Documentation & Forms

MATC financial aid office has created a Verification Worksheet with recommended verification text established by the U.S. Dept. of Education. Also, a "Document Tracking" letter is mailed or emailed with clear directions explaining the verification process. Students have no later than 120 days after the last day of the student's enrollment or September 27, 2017, whichever is earlier. It is explained to the student that a final award and disbursements will be delayed until verification is complete. Students who fail to provide verification after the deadline will under no circumstance be eligible for their disbursement of funds.

If other documents are still missing another "Document Tracking" letter is mailed. Documents are returned if not signed by the appropriate person. Once all documents are posted as received and complete, the financial aid coordinator will review all the information. If the information is complete, an award letter will be mailed to the student. All corrections will be made online. If the change affects the student's EFC, the student will be notified, either by e-mail, letter, or in person.

Data Elements to be Verified

The following items could be reviewed (depending on which items the department has flagged) and verified on independent and dependent students (dependent parent(s)). There are five Verification Tracking Groups which could include all or some of the following data elements.

- 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
- Educations Credits
- Income Earned from work
- Number of Household Members
- Certain Untaxed income
- Number in College (MATC is considered College for verification purposes)
- SNAP Benefits (Formerly Food Stamps)
- Child Support Paid
- High School Completion, Identify, and Statement of Educational Purpose

Tax Filers: Signatures from student and student's parents (if dependent) are required on verification worksheet forms. Student can use the IRS Data Retrieval Tool in FAFSA on the WEB to retrieve and transfer IRS income to the FAFSA or request a tax return transcript from the IRS by calling 1-800-908-9946.

On rare occasions a student may not be able to connect to the IRS Data Retrieval or retrieve an IRS tax return transcript. Students should contact the financial aid office for unusual circumstances. Examples: Tax Return Filing Extension, Amended Tax Returns, Identity Theft or non-IRS Income Tax Returns.

Non-Tax Filers: The signed verification worksheet and W-2 forms (if applicable) and the Non-Filer Form is the only documentation that is required to be submitted to the financial aid office.

Student Notification of Verification Changes 668.53(a)(3)

If a correction on the ISIR is needed which will affect the previously awarded amount, we will notify the student by mail or email within 30 days.

Exceptions to documentation requirements according to 34CFR 668.54 (b)

- a. The applicant dies before verification is completed.
- b. The applicant is a Pacific Island resident and is a legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands.
- c. The applicant is a citizen of the Republic of the Marshall Islands, the Federal States Micronesia, or the Republic of Palau (the dependent student's parents must also be citizens of one of these former territories.)

- d. An applicant/student is incarcerated in a jail or prison at the time of verification.
- e. An applicant who is an immigrant who arrived in the United States during calendar years 2007 or 2008.
- f. An applicant's spouse's information (or to obtain the appropriate signature for verification purposes) if the spouse is deceased or mentally or physically incapacitated; the spouse is residing in a country other than the United States and cannot be contacted by normal means; the spouse cannot be located because his or her address is unknown and the student can't obtain it. The basis for the exclusion should be documented. This exemption is applicable to spouse's data only – the application must still be verified according to all other requirements.
- g. The applicant's parents are unavailable – the parents are deceased, mentally or physically incapacitated. If both parents are deceased, the student is an orphan and thus is an independent student. If the parents die after the student has applied, the student must update his or her dependency status. The parents are residing in a country other than the United States and cannot be contacted by normal means; and the parents can't be located because the address is unknown and the student can't obtain it.

Note: A student must update his dependency status if it changes at any time during the award-year unless it changed because of a change in the student's marital status except in limited instances. This update is required whether or not the student was selected for verification.

- h. The applicant will not receive federal student aid funds for reasons other than the student's failure to complete the verification process. This includes students who are ineligible for aid and those who withdraw without receiving aid.
- i. The applicant was selected for verification after ceasing enrollment at MATC.
- j. The applicant is eligible to receive only unsubsidized student financial assistance (MATC does not offer unsubsidized student loan assistance).

Database Matches, Reject Codes, & "C" Codes Clearance GEN-01-03

It is the policy and procedure for MATC 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.

Review of Subsequent ISIR Transactions

Edexpress has the option to print duplicate ISIRS at import. The financial aid office reviews at the time of import all duplicate ISIRS. If a change in EFC on a packaged student is needed, the student is notified and adjustments are made within 30 days.

Referral of Overpayment Cases

If the verification process reveals an overpayment (rare) has occurred, MATC will make every reasonable effort to collect the overpayment within 30 days. The student would need to make arrangements with the business office to pay the overpayment. If MATC is not able to collect the overpayment, (which could be the result of an institutional error) the institution will turn the student over to the NSLDS for

collection of payment. The student would not be allowed to re-enter MATC until the charges had been paid.

Referral of Fraud Cases

If MATC suspects that an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, MATC will report its suspicions to the Officer of the Inspector General (OIG).

Section V: Drug and Alcohol Policies, Programs Available & Penalties for Violations

Student and employee safety is of paramount concern to the Board. Students or employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. The Board commits itself to a continuing good faith effort to maintain a drug-free workplace and safe environment for students.

Each and every employee and student shall attend annual drug-free awareness programs at which they are informed about the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees and students for drug abuse violations occurring in the workplace.

Students – When there is reasonable suspicion to believe a student has taken or is under the influence of drugs, controlled substances, or alcohol the student must submit to drug testing as set forth in this policy. Additionally, any student who participates in a work-site learning program, which is considered to be on-the job training which is a privilege, not a right must submit to drug testing as set forth in this policy.

Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from the student's program. Any student who refuses to take a drug test pursuant to this policy will be deemed to have violated this policy against the use of drugs and will be subject to disciplinary action as such, up to and including suspension.

Every Title IV Aid recipient receives a written notice at enrollment regarding the loss of Title IV eligibility if convicted of the possession or sale of illegal drugs.

Employees – While on District property or engaged in District activities, employees of the District shall not manufacture, use, possess, sell, distribute, or be under the influence of drugs, controlled dangerous substances, or alcohol. Any employee who violates this policy may be subject to disciplinary action which may include suspension, demotion, dismissal, non-reemployment, or termination.

Each employee shall notify the Superintendent, of any criminal drug statute conviction for a violation occurring in or on the premises of this District or while engaged in regular employment no later than 5

days after conviction. The Superintendent's designee, shall provide notice of such violation to the United States Department of Education within 10 days after notification is received of the violation. Within 30 days following receipt of notification, the District shall take appropriate disciplinary action which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

MATC reviews its programs offered once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. The school determines the number of drug and alcohol-related violations and fatalities that occur and the number and type of sanctions that are imposed by the school as a result of drug and alcohol-related violations and fatalities on the school's campus or as part of any of the school's activities.

Health Risks Associated with Drug and Alcohol Abuse

Drug and Alcohol abuse can lead to serious health threats and quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol – short-term effects include behavioral changes, impairment of judgment and coordination, aggression, respiratory depression, irreversible physical and mental abnormalities in newborns and death. Long-term effects of alcohol combined with other barbiturates/depressants can be a deadly combination.

Amphetamines/Stimulants – (speed, uppers, crank, caffeine, etc.) speeds up the nervous system which can cause increased heart and breathing rates, elevated blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions, and death due to stroke or heart failure.

Anabolic Steroids – seriously affects the liver, cardiovascular, and reproductive systems. Can cause sterility in males and females.

Barbiturates/Depressants – (downers, Quaaludes, valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lowers blood pressure, slows reaction, confusion, distortion of reality, convulsions, respiratory depression, coma and even death. Depressants combined with alcohol can be lethal.

Cocaine Crack – stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure and insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens – (PCP, angel dust, LSD, etc.) Interrupts the functions of the part of the brain which controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma and heart and lung failure.

Cannabis – (marijuana, hashish, hash, etc.) impairs short-term memory, comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke and users are at risk. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics – (smack, horse, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine – some 170,000 people in the U.S. die each year from smoking related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

More information regarding health risks may be obtained from Randy Henderson, Director of Student Services.

Referrals for Counseling, Treatment and Rehabilitation

Students and employees seeking referrals and support may talk to any of our counselors in Student Services for a complete list of local agencies.

In addition, the following toll-free hotline numbers may be of use to someone needing help or advice:

National Institution of Drug Abuse
1-800-662-HELP

National Council of Alcoholism
1-800-622-2255

Workplace Helpline
1-800-967-5752

National Drug Abuse Hotline
1-800-241-9746

Cocaine Helpline
1-800-COCAINE

Reach-Out-Hotline
1-800-522-9054

Careunit Hospital Program – St. Anthony Hospital, 1-800-854-0318

Section VI: Student Completion, Graduation, Placement, Retention, Diversity

MATC is required by the Oklahoma Department of Career and Technology Education to report enrollment, completion, and earnings of students annually. Diversity of students is also reported and can be viewed at <http://www.okcareertech.org>. Students can view additional rates such as placement, retention, gender, and race for 1st time full-time students receiving Federal Financial Aid at the U.S. Dept of Ed's College Navigator Website: <https://nces.ed.gov/collegenavigator>. Please see the financial aid office for detailed calculations of these rates for the past 3 years.

Section VII: Campus Security

The Campus Officers of Mid-America Technology Center provide community-oriented security services to the faculty, staff, students, and visitors to the campus. This service is provided to protect lives, safeguard individuals, private and public property, and individuals' rights. MATC's policy is to report **ALL** crimes to Mike Eubank, Director of Full-Time programs or any campus administrator. The reporting of a crime is held in strict confidence and MATC takes such matters very seriously.

- A. Crime Statistics - All students and employees are informed about campus security during orientation. Information includes how to report an incident, how to watch for dangerous incidents and general ideas on crime prevention. Mike Eubank, Director of Full-Time Programs, also submits an annual campus security report that contains information on Criminal Offenses, Hate Crimes and Arrests for the following categories:

Murder, Negligent and Nonnegligent Manslaughter, Sex Offenses (forcible & non-forcible), Robbery, Aggravated assault, Burglary, Motor Vehicle Theft, Arson, Arrests and referrals for disciplinary actions, including: liquor law violations, and weapons possession, Hate Crimes, including: number and type, larceny-theft, assault, intimidation, vandalism, dating violence, domestic violence, and stalking.

To view MATC's campus security report go to the <https://ope.ed.gov/campussafety>. For a paper copy of the report please contact Mike Eubank.

- B. Emergency Response and Evacuation Procedures – MATC has developed a comprehensive Emergency Preparedness Program for students and staff. MATC has formed a safety committee that reviews policies annually. Plans are tested at least once per year in the form of a simulated emergency exercise in order to provide practical, controlled experience to all employees and students. MATC also has provided each and every employee with an Emergency Quick Reference Guide.
- C. Whistleblower Protection – Nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”

MATC protects students and employees in respect to this act and no student or employee should feel threatened or intimidated when reporting any crime on campus.

- D. Disciplinary Proceedings – MATC, upon written request will disclose to the alleged victim of a crime of violence, or non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school must provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.
- F. Violence Against Women Reauthorization Act (VAWA)
In compliance of the following acts: domestic violence, dating violence, sexual assault and stalking, MATC will notify victims (students or employees of their rights and options in writing, including the importance of preserving evidence; to whom an offense may be reported; the option to seek police assistance; possible sanctions that may be imposed following a disciplinary procedure; MATC’s responsibilities regarding judicial no-contact, restraining and protective orders; existing counseling, health and mental services and for changing academic, living, transportation and work situations if requested by the victim and such accommodations are reasonably available.

MATC’s procedures for investigating and conducting discipline proceedings will be prompt, fair and impartial and the accuser and the accused are afforded equal opportunity to be present during the disciplinary proceeding. Both the accuser and accused will be notified in writing of the outcome, appeal procedures, any change to the results, when the result will become final and that the disclosure is unconditional; The victim’s confidentiality, including record keeping excludes personally identifiable information.

MATC follows the Clery Act’s anti-retaliation policy that “No officer, employee or agent of an institution shall retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising their rights or responsibilities under the Clery Act.”

MATC does not provide on-campus resident housing nor does any student organization own, or manage on/off campus facilities.

Section VIII: Copyright Infringement Policy & Peer to Peer File Sharing

MATC strictly prohibits students and employees from the distribution of copyrighted materials including unauthorized peer-to-peer file sharing. Students who participate in such unlawful activities may face civil and criminal liabilities as well as immediate withdrawal/suspension from MATC.

Students’ may also visit the U.S. Copyright Office at www.copyright.gov.

Section IX: Textbook Information & Opt Out Policy

MATC does not have a campus bookstore. Most Career Majors at MATC provide a classroom set of textbooks for student use. Practical Nursing Student books are included in the price of tuition and fees. MATC does not have a buy-back program for used books therefore; we do not sell used textbooks.

Pell eligible students are allowed to charge books to their account; however, they may sign a release form if they choose not to charge to their account.

For a detailed list of books and supplies that students are required to purchase, please contact the Financial Aid Office.

Section X: 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, MATC 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** at the Receptionist Desk where forms are readily available. Students may also visit the selective service website to request voter registration forms at:

http://www.ok.gov/elections/Voter_Info/Register_to_Vote/

Section XI: Gainful Employment

MATC is required to report on programs that are 600 clock hours or more with post-secondary student enrollment. Information disclosed on our website <http://www.matech.edu/gainful-employment> includes: recognized occupations, program costs, job placement rates, average earnings, and on-time completion rates. The placement rate methodology is determined by our accrediting agency which is the Oklahoma State Board of Career and Technology Education. Positive placement includes the following: employment related to the career major and cluster, continuing education and military enlistment.

MATC does not participate in any Student Loan Programs and does not offer financing plans for students; therefore, ***students can finish a program at MATC debt free.***

For questions regarding gainful employment please contact Melinda Simpson, Financial Aid Coordinator.

Section XII: Vaccination Policies

In compliance with Oklahoma LAW, The Oklahoma Immunization Act requires all new students to meet immunization requirements before they enter or attend any public or private school in the state. Students are required to complete the Student Vaccination Status Form upon enrollment. There are certain exceptions to providing this information and if you believe you are exempt you must indicate the reason for exemption as listed on the form.

Section XIII: Scholarship/Financial Aid Fraud

Unfortunately, there are many scam artists that prey on innocent students. You should **never** pay for scholarship searches or financial aid searches. Each year the U.S. Department of Education receives numerous complaints from students and parents who are victims of fraud. The official website for the **Free** Application for Federal Student Aid is www.fafsa.ed.gov . For more information on reporting Fraud and Identify Theft, please contact the financial aid office.

If the institution suspects that a financial aid applicant has misreported information and/or altered documentation to fraudulently obtain federal funds, MATC will report its suspicions (and provide any evidence) to the Officer of the Inspector General.

Help prevent financial aid/scholarship fraud

On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission, with implementing national awareness activities, including a scholarship fraud awareness site on the ED Website.

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

Section XIV: NSLDS & Loans

NSLDS is the National Student Loan Data System database of information about loans and grants awarded to students under Title IV aid. Students may view their personal student loan or grant information at the website www.nsls.ed.gov by logging in with their PIN. Students must never share their PIN with any other entity. For more information regarding the NSLDS website, please contact Melinda Simpson, Financial Aid Coordinator.

MATC does not participate in Title IV Loans or private education loans. Students are encouraged to complete the free application for federal student aid for grant and scholarship eligibility.

Section XV: Return to Title IV Worksheets and Sample Calculations

Please see the financial aid office for a copy of the worksheet and sample calculations required by the U.S. Department of Education for Title IV Financial Aid Recipients who withdraw before completing more than 60 % of their payment period.

Section XVI: EFC Formula

The Expected Family Contribution (EFC) is the amount a family can be expected to contribute toward a student's college costs. Financial aid administrators determine an applicant's need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the EFC from the student's cost of attendance. The EFC formula is used to determine the EFC and ultimately determine the need for aid from the following types of federal student financial assistance that MATC participates in: Federal Pell Grants and Oklahoma Tuition Aid Grants.

The methodology for determining the EFC is found in Part F of the Title IV of the Higher Education Act of 1965, as amended (HEA).

All data used to calculate a student's EFC come from the information the student provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the Central Processing System (CPS) for processing. The CPS sends an either electronic or paper output document called a Student Aid Report (SAR) to the student. The SAR lists the student's EFC. All schools listed on the student's FAFSA will receive application information and processing results in an electronic file called an Institutional Student Information Record (ISIR).

There are three regular (full-data) formulas- (A) for the dependent student, (B) for the independent student without dependents other than a spouse, and (C) for the independent student with dependents other than a spouse. Also, there is a simplified version of each formula with fewer data elements. Instructions for applicants who are eligible for the automatic zero EFC calculation are included in each worksheet.

Information regarding EFC formulas, accompanying worksheets and tables are available upon request. Contact Melinda Simpson in the financial aid office for additional information.

Section XVII: Misrepresentation

MATC prohibits employees from making false and erroneous statements to students, prospective students, and any member of the public, accrediting agencies, or the Department. 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 MATC's

participation agreement, impose limitations, deny participation, or initiate a proceeding against the institution.

Section XVIII: Validity of High School Diploma/GED

Students receiving Federal Financial Aid must have a valid High School Diploma/GED or be eligible under limited circumstances (See Financial Aid Office). Students self-certify their diplomacy status when they complete the FAFSA. However, if MATC has reason to believe that the Diploma/GED is not valid or was **NOT** obtained from an entity that provides secondary school education MATC's admissions office will follow-up with the High School to determine if the student did in fact complete their graduation requirements and/or with the State Department of Education. In the case of GED completion, the student must have an official GED transcript. The requirement is not satisfied by simply completing a GED program.

Section XIX: Student Complaint to State Accrediting Agency (ODCTE)

MATC is accredited by the Oklahoma Board of Career and Technology Education. House Concurrent Resolution 1081, requires our State Agency to have a complaint policy. Comments or Complaints may be submitted to Paula Bowles, Communications and Marketing – Chief Communications Marketing Officer at paula.bowles@careertech.ok.gov. You may also find a downloadable form to complete at www.okcareertech.org/about/state-agency/policies/comments-or-complaints-policy

Section XX: Consumer Information Disclosures at a Glance

What to Disclose, When and to Whom	MATC's Annual Notice of Required Disclosures of Student Consumer Information and Description of Information to be Disclosed	Where to Find Information
<p>What: Institutional Information</p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • Cost of attending school i.e.: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Information regarding the school's academic support and career majors offered • Copyright/peer to peer file sharing • Entities that accredit, license, or approve the school and it's career majors and procedures for reviewing school's accreditation, licensing, or approval documentation • Description of special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and contact information • Vaccination Policy • Net Price Calculator • Constitution Day/Voter Registration 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Guide http://www.matech.edu • MATC website www.matech.edu • Voter Registration http://www.ok.gov/elections/Voter Info/Register to Vote/
<p>What: Financial Assistance Information</p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • Description of all available federal, state, local, private and institutional financial assistance, and a description of: application form & procedures, student eligibility requirements, selection criteria, and criteria for determining students award • Financial Aid Veterans Shopping Sheet for Principles of Excellence • Rights and responsibilities of students receiving Title IV and other financial aid, including: criteria for continued eligibility, satisfactory academic progress (SAP) standards, criteria to re-establish eligibility if student fails to maintain SAP, method and frequency of financial aid disbursements, books and supplies, and loan disclosures (MATC does not participate in federal or private loans) 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Guide http://www.matech.edu • MATC Website www.matech.edu • Financial Aid Policies and Procedures Handbook
<p>What: Family Education Rights and Privacy Act (FERPA)</p> <p>When: Upon Request</p> <p>To: Enrolled/ Prospective Students, Parents of enrolled students under 18</p>	<ul style="list-style-type: none"> • 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 • Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements • Right of school to disclose personally identifiable information contained in student's education records without prior consent • Students right for directory information to not be disclosed 	<ul style="list-style-type: none"> • Student Handbook • Board of Education Policies/Procedures • Consumer Information Guide http://www.matech.edu • https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
<p>What: Completion/Graduation Rate and Transfer-Out Rate</p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • MATC's completion or graduation rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time for completion • Cohort for non-term schools (technology centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours, or 30 days if their career major is longer than 1050 clock hours • Transfer out rate is not applicable to MATC (as it is not our mission to prepare students to enroll at another eligible institution) • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants • Retention rates of certificate seeking first-time full-time undergraduate students 	<ul style="list-style-type: none"> • U.S. Dept of Ed's College Opportunities website: • http://nces.ed.gov/ipeds/ • Select College Navigator • http://nces.ed.gov/collegenavigator/
<p>What: Campus Security Report</p> <p>When: Annually by Oct. 1 Upon Request and/ Or first day of class</p> <p>To: Enrolled Students Current Employees Prospective Employees Prospective Students</p>	<ul style="list-style-type: none"> • Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police: Policies concerning the security of and access to campus facilities and procedures to report campus crimes • Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws. Disciplinary actions in cases of alleged dating violence, domestic violence, sexual assault, or stalking • Emergency Response and Evacuation Procedures • Campus Security Programs including Violence Against Women, Drug/Alcohol Abuse 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Guide http://www.matech.edu • MATC Website www.matech.edu • Statistics Available at https://ope.ed.gov/campusafety

<p>What: Drug and Alcohol Abuse Prevention</p> <p>When: Annually first day Class</p> <p>To: Enrolled Students and Current Employees</p>	<ul style="list-style-type: none"> • Information on preventing drug and alcohol abuse • Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities • A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol • A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees • A description of the health risks associated with the 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 (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Guide http://www.matech.edu • MATC Website www.matech.edu
<p>What: Gainful Employment</p> <p>To: Prospective Students</p>	<ul style="list-style-type: none"> • Information on career majors 600 hours or greater for post-secondary students including: Recognized Occupations, Program Costs, On-Time Completion Rates, Median Earnings, & Job Placement Rates • Gainful Employment handout with students signatures and dates 	<ul style="list-style-type: none"> • http://www.matech.edu/gainful-employment
<p>***</p>	<p>For a copy of the Consumer Information Guide please see Consumer Information on our website http://www.matech.edu</p> <p><i>Or contact Melinda Simpson, Financial Aid Coordinator at 405.449.7609</i></p>	<p>***</p>