

Grand River Technical School

**Adult
Admissions Policy**

and

Financial Aid Handbook

**Grand River Technical School
1200 Fair Street
Chillicothe, MO 64601
660-646-3414
www.grts.org**

Grand River Technical School

Welcome to Grand River Technical School. We at GRTS care about your success and will work together to assist you in achieving your academic and personal goals. On the following pages, you will find the necessary information to help you get started toward an exciting and rewarding career.

VISION

Providing students the *power* to grasp the future!

MISSION

Our mission is to ensure that students develop into lifelong, self-directed learners who can achieve career success in a technologically-advanced global society.

Post Secondary Admissions Information

How to Apply for Admission

1. Call to schedule a tour of the school and program of your choice.
2. Complete an Application for Admission complete with criminal background check available by calling our Admissions office at 660-646-3414, by logging on to www.grts.org or by stopping by the office at 1200 Fair Street, Chillicothe, MO 64601. Please remember to include your \$50.00 application fee.
3. Request that the appropriate transcripts be sent to the Admissions office. GRTS only admits as post secondary students, those who possess a high school diploma or GED. Contact your graduating high school and have your transcript sent to GRTS or send a copy of your GED certificate.

For home-schooled students, provide a copy of your GED certificate given by the MO Dept. of Elementary & Secondary Education.

4. Schedule an appointment for admissions testing. Students enrolling at GRTS are required to satisfactorily complete the TABE Basic Skills test (*25th percentile or above on reading and math) prior to admission. All testing is done by appointment at GRTS. Testing accommodations are available upon request.

* A student whose scores are below the 25th percentile may be accepted upon review by administration based on special circumstances such as but not limited to previous experiences in the field, recommendation by counselor, etc.

Founded in 1967 as Chillicothe Area Vocational-Technical School, the school changed its name in 1996 to **Grand River Technical School**. GRTS is accredited by the Missouri Department of Elementary and Secondary Education, Career and Adult Division, and Veteran's Education Section. Individuals desiring more information about the school accreditation may contact the above agencies by writing to: P. O. Box 480, Jefferson City, MO 65102-0480.

Financial Aid Information

The primary function of the financial aid office is to provide assistance to students who, without such assistance, would not be able to obtain post-secondary training. Financial aid is intended as a supplement to the student's own resources. Therefore, the student's family is expected to contribute from income and assets to the extent they are able.

The types of Student Financial Aid available at Grand River Technical School include:

- 1) Grants, Federal and State grants, which are gift aid not requiring repayment and
- 2) Scholarships. In general, to be eligible for aid, a student must: 1) have financial need as determined by the school; 2) be in good standing and drug free; 3) be making satisfactory academic progress in the course of study being pursued; and 4) be regularly enrolled as at least a half time student. **Note: beginning with the 1995-96 school year, Grand River Technical School is no longer participating in the federally-insured student loan program.**

How to Apply for Financial Aid

1. Apply for admission to the school.
2. Complete an up to date Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov. Applications are also available from our office or from your high school counselor. (Our school code number to include on your application is 005531)
3. Upon receipt of your processed Student Aid Report, contact GRTS financial aid office to discuss your results.
4. Transfer students must furnish information as to each post secondary school previously attended.
5. Eligible males, age 18 – 25 must be registered with the selective service in order to receive financial aid.

How "Need" is Determined

Student Budget – Family Contribution = Need

In brief, the student need is the difference between the cost of education and the family's ability to pay. The financial aid office will attempt to assist the student in meeting the unmet need through one or more of the sources below.

Student Financial Aid Eligibility Requirements

In general, a student is eligible for financial aid at Grand River Technical School under the following conditions:

1. He/she is enrolled as at least a HALF-TIME student in any eligible program. GRTS does not enroll any student on a less-than-half time basis;
2. Is a U.S. citizen or an eligible non-citizen;
3. If male, meets selective service registration requirements;
4. Meets program financial eligibility requirements;
5. Is making satisfactory progress toward completion of his/her course;
6. Is not in default on ANY TITLE IV loan;
7. Does not owe a refund on ANY TITLE IV grant.

Financial Aid History

All adult students applying for admission will be asked on the admissions application to list any previous post-secondary training institutions that they have attended. Grand River Technical School is required to review the student's financial aid history through the Federal National Student Loan Data System (NSLDS). This information is received electronically by GRTS when a student submits a FAFSA and is used to determine if the student is eligible to receive additional Title IV financial aid. Students who are found to be in default on Stafford, Perkins, SLS or PLUS loans will be notified in writing that they will not be eligible for additional Title IV Student Aid until such time as their loan obligation is cleared and student is removed from the default list.

Satisfactory Academic Performance

All students receiving financial aid at GRTS must maintain satisfactory academic progress to continue to be eligible for aid. Satisfactory academic progress is defined as a minimum of a "C" grade average and 90% attendance.

Financial Aid Programs

PELL GRANT:

Application is made using the Free Application for Federal Student Aid (FAFSA). Eligibility is based on financial need. Grand River Technical School requires all students seeking financial assistance to make application for the Pell grant.

A+ SCHOOLS:

Qualified students graduating from an A+ designated high school will attend tuition free.

VETERAN'S BENEFITS:

Veteran's and veteran's dependents may receive VA financial assistance while completing an eligible program of study at GRTS. See the financial aid office for application information.

VOCATIONAL REHABILITATION:

Individuals with disabilities that constitute a handicap to employment may qualify for benefits such as tuition and fees, transportation and room and board if they qualify and meet the necessary financial guidelines. See the financial aid office for contact information.

WORKFORCE INVESTMENT ACT:

Economically disadvantaged, unemployed or underemployed persons or those who are unemployed due to a plant closure or mass layoff may qualify for this program. See the financial aid office for contact information.

Financial Aid Payments

Financial aid disbursements will be made directly to the student's account, when the student has established their eligibility to receive Federal aid. One half will be disbursed in first semester and one in second semester, providing the student maintains satisfactory academic progress.

Recipients will be paid in two equal payments, one in September and one in January. Students' grades and attendance will be monitored to determine that he/she is maintaining satisfactory academic progress.

Facilities and Services for Handicapped Students

Grand River Technical School has made the necessary modifications to restrooms, water fountains, curbs and stairs to allow access by handicapped students including those who are wheelchair bound. In addition, the school employs a full-time staff person to assist handicapped students in the successful completion of their programs.

Anyone having inquiries concerning the school's compliance with the regulations implementing the Title IV Student Aid program is directed to contact Marla Harrington, Financial Aid Director, Grand River Technical School, 1200 Fair Street, Chillicothe, MO 64601.

Non-Discrimination Policy: Applicants for admission, financial aid and employment; students, employees, and sources of referral of applicants for admission, financial aid and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities.

Verification Policy and Procedures

Verification is a process of documenting whether a student's and/or parent's financial information is accurate. This process is required by law. Approximately 30% of all applicants for the Pell Grant are selected by the Processing Center for verification as the result of edit checks and random selection.

In order to complete the verification process, the student, and/or parent(s) will need to provide the following: signed copies of prior year's Federal Income Tax return for tax filers, W-2's Earning Statements, or other proof of income for non-tax filers. Individuals will be required to complete a Verification Worksheet which will be provided by the school. The student may need to furnish proof of non-taxable income such as Social Security benefits, TANF or Child Support payments. The school will inform you in writing of what has to be verified and what documents are necessary.

The following policy applies to the verification requirement:

1. Verification process must be completed before any Pell grant funds will be disbursed.
2. If results of Verification process indicate that the information is correct, the student will receive the first disbursement of his/her Pell grant.
3. If results of the Verification process indicate that there are errors that require correction, you will need to make the corrections on the Pell grant Student Aid Report Forms and return to the Pell grant processing center, submit corrections electronically using your PIN, OR bring the corrected information to the financial aid office for electronic processing. No payments will be made until the corrected Student Aid Report has been received and checked for accuracy.
4. If Grand River Technical School has reason to believe that an application was intentionally submitted under false or fraudulent pretenses, the student will be notified in writing that the school intends to forward all pertinent information to the appropriate law enforcement officials. This is required by Section 668.14(G) of the Student Assistance General Provisions.

SATISFACTORY ACADEMIC PROGRESS POLICY

A student enrolled full time at Grand River Technical School is expected to complete his/her program of study (1,080 clock hours) in one nine month school year. A student who is enrolled half time will have two nine-month school years to complete the 1,080 clock hours. Students enrolled in the 1200 clock hours of Paramedics Class may require up to eighteen months to complete their training due to scheduling of clinicals required for state licensing.

While grades and attendance are monitored daily for the purpose of financial aid, a full-time student's check point is at 540 clock hours, half-time student's at 270 hours, and paramedic student's check point is at the end of each 400 clock hour period.

GRADES:

Evaluation is conducted by both written and performance tests. Letter grades are assigned as follows: A=Excellent; B=Good; C=Satisfactory; D=Marginal/Unsatisfactory; F=Failing; I=Incomplete. A student must maintain a "C" average to be eligible to receive financial aid assistance. If an incomplete grade is earned for any of the first three quarters, the work must be made up within two weeks. Failure to make up work within this time period (or an incomplete for the 4th quarter) will result in loss of credit for that grading period.

ATTENDANCE:

Since programs of study are based on clock hours, attendance is extremely important. Students are expected to maintain at least 90% attendance. A student who is absent more than 10% during a grading period may be terminated, and will need to see the Director for permission to re-enter. In some situations, and only upon permission by the Instructor and Director, individuals who have an absentee rate of more than 10% in a grading period may be given an opportunity to make up missed class time and/or work. Students who are making up class time/work MUST have their time monitored and documented by the instructor.

If, at any checkpoint, a student fails to meet satisfactory progress standards, she/he will be placed on probation for a maximum period of 30 days. If a student is unable to bring grades or attendance to the required level, she/he will be ineligible for financial aid for that payment period. The student may, however, appeal any decision regarding satisfactory progress to the Director (see reverse).

APPEALS POLICY:

A student may appeal the determination of satisfactory progress and the termination of financial aid to the Director based on extenuating circumstances. In such cases, the Director may determine that the student is making satisfactory progress toward his/her certificate despite the failure to conform within the time frame or minimum grade averages. The appeal must be in writing and must be explicit in the reasons for not meeting grade/attendance requirements.

Students will be informed of the Director's decision in writing within 30 days. Financial aid will be reinstated to students whose appeals are ruled on favorably.

The following items are eligible for appeal by the student:

1. Termination from school because of grades. The student must have sufficient reason for not passing the course; i.e. personal serious illness, death or serious illness of immediate family member, etc.
2. Termination from school because of attendance. The student must have sufficient reason for poor attendance; i.e. personal serious illness, death or serious illness of immediate family member, etc.
3. Termination from Federal financial aid because of not meeting satisfactory progress requirements. The student must have sufficient reason for not meeting satisfactory progress requirements; i.e. personal serious illness, death or serious illness of immediate family member, etc.

RE-ENROLLMENT/REINSTATEMENT PROCEDURE:

If a student leaves a training program before completion, she/he may be reinstated on academic probation for a semester.

Leave of Absence Policy

Students requesting a leave of absence must adhere to the following guidelines:

1. Request must be in writing and must include specific beginning and ending dates that the student will be gone.
2. Leave may not exceed 20 days unless approved by the Director.
3. Students may not be granted more than one leave of absence during any school year.
4. Students on medical leave will need to bring information from physician or hospital to document illness/injury.
5. Students who return as scheduled will be given an opportunity to make up work and hours missed and may be eligible to continue receiving student financial aid.
6. Students who fail to return as scheduled will be terminated.