

**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](http://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 Adult Admission, available from our admissions office at 1200 Fair Street, Chillicothe, MO 64601, our website at [www.grts.org](http://www.grts.org) or by calling our Admissions office at 660-646-3414. Please remember to include the \$50.00 application fee. GRTS will submit a criminal background check on all post-secondary applicants. Students with negative findings per GRTS admissions policy will not be accepted. Specific acceptance restrictions may be requested from our office.
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 or home school diploma recognized by the State of MO as completing all requirements for high school graduation equivalent. Contact your graduating high school and have your transcript sent to GRTS or send a copy of your GED certificate/transcript or home school transcript.
4. Schedule an appointment for admissions testing. Students enrolling at GRTS are required to satisfactorily complete the TABE Basic Skills test (\*25<sup>th</sup> percentile or above on reading and math) prior to admission. All testing is done by appointment at GRTS. Some testing accommodations are available upon request.
  - Students not meeting the minimum 25<sup>th</sup> percentile requirement and request to retake the test will be charged a \$20 test fee. Students scoring below the 20<sup>th</sup> percentile will be required to log tutoring hours before retesting.
  - A student whose scores are below the 25<sup>th</sup> 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.

**Transfer Students:** Students wishing to transfer in from another institution or transfer to another program within the institution, see Transfer Policy at the end of this handbook.

**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](http://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) Application priority filing date is April 1 of each year.
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.

Students who submit their FAFSA after the April 1 priority filing date may be required to pay first semester tuition in full on the first day of school and will be reimbursed, if applicable, when financial aid is processed.

## 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.

Students who qualify for refunds will be paid in two 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 4<sup>th</sup> 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

## **Transfer Policy**

### **Within the Institution**

Although every effort is made to place a student in a program where (s)he is most likely to succeed, there are occasions when it is in the best interest of the student to transfer to another program, providing space is available. Students who desire a transfer from one class or section to another must see a counselor. Students who elect to transfer to another program will be required to make-up all competency requirements.

### **From Other Institutions**

A transcript from a fully accredited Missouri public institution documenting student occupational competency requirements achieved for a specific program will be accepted in transfer for the same program.

A transcript from a nonpublic institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education, and that participates in the common course designation and numbering system will be accepted in transfer for the same program.

A transcript from a non-accredited institution will be evaluated on an individual basis by the department head and the individual program instructor to determine if advanced placement in a given program is applicable.

## **Grand River Technical School Withdrawal Procedures**

### **Official Withdrawals**

- Students have until the end of the first week of school to drop with no penalties.
- Tuition and fees for classes dropped within the first week will be refunded in full. See refund policy.
- Students may initiate the withdrawal process by submitting a written withdrawal request to the school
- Copies of all withdrawal requests are forwarded to the Financial Aid Office for review.

### **Unofficial Withdrawals**

- Grand River Technical School takes daily attendance. Students who are absent 5 days consecutive with no notification to the school, are considered to have voluntarily withdrawn.
- Student will then be dropped from the roster on the school day following the 5<sup>th</sup> consecutive unexcused absence. \*
- No refunds are given for unofficial withdrawals.
- Students who stop attending prior to the end of the semester may be required to pay back all or part of any financial aid monies received for the term.

\* NOTE: Absences for Post Secondary students are not excused with the exception of an approved leave of absence, which must be documented in the financial aid office.

## Tuition Refund Policy

### EARLY WITHDRAWALS

Application fee is non-refundable.

### WITHDRAWAL AFTER SCHOOL BEGINS

Refunds will be made upon receipt of a written request for any tuition (exclusive of enrollment fee) which was paid during the current semester based on the following percentages:

Withdrawal during the first week . . . . .	100%
Withdrawal during the second or third week . . . . .	80%
Withdrawal during the fourth or fifth week . . . . .	60%
Withdrawal during the sixth or seventh week . . . . .	40%
Withdrawal during the eighth or ninth week . . . . .	20%
Withdrawal after the ninth week . . . . .	NONE

Refunds will be computed from the date the request is received in the admissions office, not from the date of withdrawal from classes.

### REFUNDS DISTRIBUTION POLICY FOR STUDENTS RECEIVING FINANCIAL AID

The school will apply the following priorities in refunding to Title IV programs:

- 1st to Pell Grant
- 2<sup>nd</sup> to Missouri Grant and other State funded Grants
- 3<sup>rd</sup> to Institutional Scholarship
- 4<sup>th</sup> to Student

## **Treatment of Title IV Aid When a Student Withdraws In Accordance with 34 CFR 668.22**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs at Grand River Technical School that are covered by this law are: Federal Pell Grants.

When you withdraw during your payment period or period of enrollment (the school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition and fees. The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

For further information, contact the financial aid office, 660-646-3414.

## **Notice of Federal Student Financial Aid Penalties for Drug Law Violations**

A conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment when receiving federal aid (Title IV), will result in the loss of eligibility for any Title IV assistance. A conviction that was reversed, set aside, or removed does not count, nor does one received as a juvenile, unless tried as an adult.

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

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

To regain eligibility, a person must successfully complete a drug rehabilitation program recognized by a federal, state or local government agency and the program must include at least 2 unannounced drug tests OR if the conviction was reversed, set aside or removed from the student's record. If a student is denied eligibility for an indefinite period, the student can regain eligibility after completing a drug rehabilitation program as described previously or if the conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.