



**Post-Secondary
Student
Handbook**

Grand River Technical School

1200 Fair Street
Chillicothe, MO 64601
660-646-3414
www.grts.org

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

PURPOSE

Each course is designed to provide a basic knowledge of the skills required for an occupation or field of work. Upon satisfactory completion of the course, the student should be prepared for successful entry-level employment.

ACCREDITATION

Grand River Technical School is part of the Chillicothe R-II School District. 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 North Central Association Commission on Accreditation and School Improvement (NCA) and Missouri Dept. of Elementary & Secondary Education Veteran's Education Section. In addition, the following programs are state and nationally certified by their respective agencies:

- ~ Ag Diesel Services Technology.....*Engine and Equipment Training Council*
- ~ Auto Service Technology.....*National Institute for Automotive Service Excellence*
- ~ Auto Collision Technology.....*National Institute for Automotive Service Excellence*
- ~ Building Trades.....*Associated General Contractors*
- ~ Industrial Welding.....*American Welding Society*
- ~ Child Care Services.....*licensed by the Missouri Department of Health*
.....*accredited by Missouri Accreditation of Childhood Care and Education Programs*

Copies of accreditation documents may be obtained for review by contacting the Director or the individual instructors.

INSTRUCTORS

Instructors are selected for the quality of their trade experience and competency in the occupation they will teach. All are certified by the Missouri State Department of Education. In addition, for those programs that are nationally certified, the instructors are also nationally certified by those accrediting agencies. A listing of current instructors may be obtained by contacting the Director.

COST

Tuition and fees are based on the operating cost of each program and, therefore, vary for each program. A list of programs and their respective costs can be obtained by contacting the school's business office or financial aid office.

ADMISSIONS

The general requirements for admission to a GRTS program or course are as follows:

1. High School Diploma or G.E.D.
2. Enrollment application, including social security number
3. Tour and instructor interview of the program of your choice
4. Satisfactory completion of T.A.B.E. admissions test (*25th percentile in reading and math)
5. Application fee paid
6. Member in good standing in the community as evidenced by criminal record check

Grand River Technical School reserves the right to refuse to admit students who have not had satisfactory progress during a previous enrollment period or those students with an outstanding balance from a previous enrollment. Admission may also be refused to any student whose criminal record check produces negative findings. The specific restrictions policy may be obtained in the business office.

* 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.

ACCESSIBLE FACILITIES AND PROGRAMS

The facilities at GRTS are handicap accessible. Students with disabilities as addressed by the Americans with Disabilities Act who require accommodations for either testing or during program training are responsible for initiating such services. To obtain accommodations, students must:

1. Self-identify: Contact the Vocational Resource Educator (VRE) regarding the disability and the accommodations needed. This must be done in a timely manner, or delays in service provision may be unavoidable.
2. Verify: Provide current documentation from a qualified professional. The documentation must clearly support the need for any requested accommodations.
3. Determine: The VRE, in some cases in conjunction with others, will determine the appropriate accommodations based on the documentation provided.

The T.A.B.E. admissions test is a computer administered test. Testing accommodations are available by request.

STUDENT SERVICES

Ensure your success at Grand River Technical School! A variety of services and facilities are available to meet your needs as a student. We encourage you to use these services. Note: there is sometimes a charge for the service described.

Counseling/Advising

Education and career counseling are available to all students upon request. To find out more about these services, contact Grand River Technical School's admissions office.

Financial Aid

The purpose of the financial aid program is to provide financial assistance to those who would not otherwise be able to complete training. The first obligation to meet the cost rests with the student (or his/her parents). Beyond that, funding assistance is available to qualifying students in the form of grants and scholarships. For more information, contact the Financial Aid office. Also see the section on financial aid in this handbook.

Employment Resources

Placement services are available to all students and graduates of GRTS. Instructors work with area employers in developing job opportunities for students. Within each technical program, instruction is given in job-seeking/job keeping skills needed to obtain and retain employment. Job leads are posted on various bulletin boards throughout the school as well as in each technical program. A representative for the Division of Workforce Development (formerly Missouri Job Service) is available through the local Div. of Workforce Development office.

Child Care

Grand River Technical School offers a child care center, *Diapers 'n Diplomas*, for those adult students who are in need of child care services during the hours he/she is in school.

Diapers 'n Diplomas, licensed by the State of Missouri and accredited by Missouri Accreditation of Childhood Care and Education Programs, offers care for children ages birth to school age. For fee schedule, contact the school's admissions office.

Student Accident Insurance

All adult students pay an accident insurance fee at the beginning of the school year. This fee covers the cost of accident insurance provided by GRTS. Should the student be accidentally injured at school or a school related activity (ie: field trip, internship, OJT, etc.) or enroute directly to or from school, this medical policy covers any medical expenses incurred from the accident with no deductible.

The school assumes no responsibility for medical care. Emergency care can be provided by dialing 911.

Community Education

Non-credit, adult classes for career enhancement, personal enrichment, self-improvement and recreation are available during evening hours. For more information, pick up an *Adult and Community Education* brochure at the front office. A fee is usually required for these courses.

Adult Basic Education

Adult Basic Education services, administered by North Central MO College and located at Garrison School in Chillicothe offers the following services:

- Adult Basic Education: Assistance to improve skills in reading, writing, math and problem solving to use at home, on the job and in everyday life.
- Adult Secondary Education: Prepare for the Tests of General Education Development (GED).
- English as a Second Language (ESL). GRTS also has an English instructor on staff, available for tutoring for those with limited English proficiency.

Student Activities

Student organizations and activities provide a chance to meet other students, share personal and academic interests, develop leadership skills, and enhance communication skills. Many student organizations develop community service projects, some of which may take place during class. All students are encouraged to join a student organization. Your instructor will explain the organization related to your class.

GENERAL STUDENT CONDUCT

Students enrolling at GRTS assume an obligation to conduct themselves in a manner compatible with the educational purposes of the school. If a student fails to do so and engages in behavior disruptive to the educational process, the school will institute appropriate disciplinary action.

Specifically, students are expected to comply with federal, state and local laws concerning activities prohibited generally and specifically on public school property and sponsored functions. Among these illicit activities are civil disobedience, forgery, gambling, immoral conduct, libel, theft, use of and sale of alcohol, tobacco and narcotics, and vandalism.

In addition to demonstrating honesty and integrity, students are expected to comply with all policies, regulations and procedures of the Chillicothe R-II Schools and GRTS.

Students may be terminated immediately or placed on probationary status for any of the following behaviors: 1) possession of or drinking alcoholic beverages, non-prescription or controlled substances during school hours; 2) academic dishonesty; 3) use of vulgar or profane language; 4) engaging in conduct that is detrimental to the best interests of the students and educational program; 5) destruction of school or private property; 6) deliberate operation of equipment in an unsafe manner.

Smoking and Tobacco

Smoking or the use of other tobacco products is prohibited in any Chillicothe R-II School building. There is a small outdoor break area for adults only on the northeast side of the building. This is the only area where smoking by adult students is allowed.

Weapons

A weapon is defined as any object used or which could be used with the intent to harm, or any object which appears as if it could be harmful. Any student who possesses such an object or uses a legitimate object as a weapon, shall be subject to discipline.

Drug-Free Workplace

In accordance with federal regulations, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by students or employees is prohibited on all Chillicothe R-II School District property or while participating in any school-sponsored or school-approved activity, event or function.

Drug-Free School

The use and the unlawful possession of illicit drugs and alcohol are wrong and harmful. Students are prohibited from consuming or possessing illegal drugs, drug paraphernalia or alcohol in or on school premises or during school sponsored activities. Any student who is found consuming,

under the influence or in possession of such substances shall be subject to disciplinary action consistent with local, State and Federal law. The Director will be notified, and if the situation warrants, the appropriate law enforcement agency shall be notified. Students selling or distributing drugs or imitation drugs or alcohol in or on school premises or at school-sponsored activities shall be subject to the same disciplinary action. For information on sources of drug and alcohol treatment and rehabilitation, contact the school's admissions office.

WARNING: Students receiving Federal financial aid must be aware that, if convicted of drug distribution or possession, the court may suspend your eligibility for Title IV financial aid. If you are convicted three or more times for drug distribution, you may become permanently ineligible to receive Title IV aid. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. (Section 5301 of the Anti-Drug Abuse Act of 1988). Contact the financial aid coordinator for penalties concerning possession, use or sale of drugs.

Crime Report Policy

GRTS collects, publishes and distributes information relative to Public Law 101-542, the *Student Right to Know and Campus Security Act*, as amended. This information is made available to students and employees annually.

GENERAL STUDENT INFORMATION

Parking

Students are expected to drive safely. Only those students who have been issued parking permits are to park on the school lot. Those who receive parking permits are expected to observe all parking regulations:

1. Attach permit to left rear window immediately.
2. Park only in areas designated as student parking within the yellow lines.
3. Do not block drives and areas around shop doors.
4. Drive carefully on school lot. Observe the 10 mph speed limit. The number of cars, school buses, delivery trucks and people (especially young children) walking on the school lot demands careful and alert driving to avoid accidents.

It is illegal to park in areas marked for use by persons with disabilities without the proper state-issued parking permit displayed.

Student-Owned Electronic Equipment

Due to the learning environment and security concerns, students are not allowed to use electronic equipment (such as pagers/beepers, cellular phones, radios, etc.) in the classroom. During school hours, cell phones are to be out of sight and turned off or on silent. Consideration may be given to students with specific needs (i.e. on call for work). Special permission must be granted by the Director. The school accepts no responsibility for loss or theft of student property.

Telephone Usage

A public telephone is available in the front office for student use if necessary. Students will not be called from class to accept phone calls except in an emergency.

Personal Grooming and Appearance

Employers put a great emphasis on personal grooming appearance. When prospective employers visit the school or a class or when you apply for an internship or a job, the first thing they notice is your appearance. It is important that they be favorably impressed if they are to be interested in

hiring our graduates. You are making an effort to prepare for a job, so you need to be moving toward the type of job dress and grooming that will help you get a job. Clothing worn should always be appropriate for the job you are doing. **Students with inappropriate t-shirts will be asked to change.** You are expected to dress according to the instructions for your class.

Tools, Supplies, Textbooks

Some programs require that students purchase their textbooks. In other classes, textbooks are issued to students by the instructor. Students are entirely responsible for these textbooks once they are checked out to them, since they belong to the school. Students are held accountable for lost books or any damage beyond normal wear. A student who loses a textbook may replace it by notifying the instructor or the front office and making arrangements for payment. Students may purchase their textbooks by making arrangements with the instructor or front office. Students who do not purchase their books and do not return the books will be charged the cost of replacement. Grades and any certificates earned will be held until all debts are cleared. Any student responsible for willful damage of tools/equipment will be charged repair, replacement or maintenance costs with the same above consequences for non-payment.

Emergency School Closing

GRTS will be closed when the Chillicothe R-II Schools are not in session. In the event of snow, ice or other emergencies, the decision to close will be made by 6:30 a.m. The information will be given to the following radio stations: **KCHI-FM:** Chillicothe 98.5
KTTN FM: Trenton 92.3 **KGOZ FM:** Trenton 101.7 **KMZU FM:** Carrollton 100.7
KZBK FM Brookfield 96.9 It is also broadcast on Fox 4 News.

ACADEMIC INFORMATION

Graduation

Each student successfully completing a program at GRTS will receive a Certificate of Proficiency in the field of his/her training. This certificate will document the number of training hours completed by the student. A detailed record of grades, attendance and progress is kept by the school. Student records are available for inspection upon request in accordance with the *Family Educational Right and Privacy Act* of 1974.

A graduation ceremony for post-secondary students is held at the completion of the school year. Family members are encouraged to attend the ceremony and reception afterwards.

Only those students who complete their program with a minimum “C” grade average and 90% attendance will receive a certificate of completion and be included in graduation ceremonies.

Tech Prep Certification

In addition to receiving a Certificate of Proficiency, students completing a full time course with at least a “B” average and 90% attendance will receive a Tech Prep Certificate. This certificate awards the student with up to 30 credit hours of articulated college credit toward an Associate Degree at North Central Missouri College and other Missouri Community Colleges. For more information on the degrees offered through these colleges, see the GRTS counselor.

Placement Rates

Detailed placement information is available for student review in the counselor’s office.

Grading System

In each course offered for credit, students earn grades that are recorded in the school's Student Management System. Students are required to maintain a "C" grade average. If a student fails to maintain a "C" grade average during the first semester, and progress is not satisfactory to bring the grade average to "C" in the following semester, the student may be placed on probation or terminated from the program.

Attendance

The most important part of your educational program takes place in the classroom, lab or clinical rotations. For this reason, students are expected to attend every meeting of the class. All absences are counted. If a student is not in class, he/she is absent. The instructor may excuse and absence if the reason is valid for the purpose of allowing the student to make up missed work. However, the absence is still recorded as an absence. The student is responsible for contacting the instructor on the first day back to class regarding material to be made up. Failure to do so will result in a zero (0) grade for missed assignments.

Students are expected to maintain a minimum 90% attendance in order to maintain eligibility for Title IV Federal financial aid.

NOTE: A student may be officially dropped from a program after missing five (5) consecutive days without notification to the instructor. Different programs may have stricter attendance policies.

Tardies

Different training programs may have different policies. Your instructor will explain the policies for your program. However, overall school policy maintains that three (3) unexcused tardies equal one (1) absence.

Absence Calls

Students who will be absent must call the office and leave this information as a message for their instructor. The training program should be treated like a job and calling in when you will be absent is more than just a courtesy. Your instructor may need to make other arrangements for instruction for the day. If you do not call, your instructor may not excuse your absence and make up work will not be permitted.

Dropping/Withdrawing from a Course

It is important that students who stop attending classes withdraw formally from the courses in which they are enrolled. Students who merely stop coming to class, but remain on the official role will receive an "F" in the course. Students who complete the procedure for dropping a class officially during the first three fourths of the term will receive a "W". Students who drop a course during the final quarter of the term, will receive a "W" if passing, or an "F" if they are doing unsatisfactory work. Students are personally responsible for dropping courses if they stop attending. If a student receives an "F" because of failure to complete the official withdrawal procedure, that grade will not be changed. Students withdrawing from a course must return any textbooks, equipment, etc. that belong to the school or program.

NOTE: Students receiving federal or state financial aid should be aware that if they withdraw/drop from a class they may be required to repay financial benefits received for the course.

Leave of Absence Policy

A leave of absence may be considered for a student with a medical or family emergency or pregnancy, which requires withdrawal from school for a limited period of time. The student must, with the approval of the instructor, 1) complete a written request for leave prior to the first day of school missed, if at all possible; 2) if requested, provide documentation to verify facts pertaining to the leave of absence; 3) arrange with the instructor for the make-up of all missed assignments. Leave of absence forms are available from the school office. A leave of absence must not exceed four (4) weeks and no student may receive a leave of absence more than once in a 12 month period.

Computer Use

The use of any GRTS computer is a privilege, not a right. Computer users are obligated to conform to district and individual school policies and directions given by staff members. Using the GRTS facilities to access information on the Internet or other such information services must be for academic work assigned by a teacher. Students who violate this regulation will be subject to disciplinary action. Students may be required to sign a Computer Use Agreement.

Family Education Rights and Privacy Act

In accordance with the *Family Education Rights and Privacy Act* of 1974, only the name, address and telephone number of students will be disclosed to any person or agency without the written consent of the student. Upon written request, the student may inspect information in his or her official file and will be given the opportunity to challenge any information that he/she considers inaccurate.

Sexual Harassment

Sexual harassment constitutes unlawful sex discrimination. The Chillicothe School District is committed to providing a safe, positive learning environment for everyone. Sexual harassment and/or sexual violence will not be tolerated. Any concerns about sexual harassment should be reported to the Director. An investigation of all formal and informal complaints will be conducted. Any student or employee who is found to have used sexual harassment or sexual violence toward any other student or employee will be subject to disciplinary action.

Examples of sexual harassment can include but are not limited to: inappropriate touching of another person, sexually explicit language, threats, intimidation, displaying of sexually explicit materials, and other verbal or physical conduct or communication of a sexual nature.

Grievance Policy

The Board of Education subscribes to an orderly, well-defined procedure for the resolution of problems presented by students of the Chillicothe R-II School District. It is recognized that most problems will be resolved in an informal manner and that formal grievance procedures will be applied infrequently.

A copy of the grievance policy may be obtained from the Director or Financial Aid Coordinator. A student has the right of access to the grievance procedures, and no reprisal of any kind will be taken against any person because of his or her participation in the grievance process.

FINANCIAL AID HANDBOOK

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 Progress

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

Those students who have established their eligibility to receive federal student aid will be paid by check issued to them from the school district offices located at 1020 Old Highway 36 West, Chillicothe, MO 64601.

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

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, make 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 of three, 400 clock hour periods.

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 academic probation for one quarter. 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.

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.

Non-discrimination Policy: Applicants for admission, financial aid and employment; students, employees and sources of referral of applicants for admission 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.

ATTACHMENTS