

CVTECH

CONSUMER INFORMATION HANDBOOK

2016 - 2017



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CANADIAN VALLEY TECHNOLOGY CENTER

CONSUMER INFORMATION 2016 – 2017

APPROVAL AGENCIES

Canadian Valley Technology Center is operated in conjunction with the Oklahoma Department of Career and Technology Education. The school is approved by the U.S. Department of Education, the Oklahoma State Department of Education, the Board of Oklahoma Career and Technology Education and the State Accreditation Agency. Courses are approved for training clients sponsored by Vocational Rehabilitation, the Bureau of Indian Affairs, and Veteran's Administration. Programs are approved by the U.S. Department of Education.

Specific programs have accreditation or licensures available through the following:

Adobe Certified Expert Certification
ASE (Automotive Service Excellence)
Brainbench Industry Certification
CAAHEP (Commission on Accreditation of Allied Health Education Program)
CompTIA A+
CompTIA Network +
EPA Refrigerant Handling Certification
FAA (Federal Aviation Administration)
Long Term Care to Home Health Care Deeming
Long Term Care Nurse Aide
MCP (Microsoft Certified Professional)
MOUS (Microsoft Office User Specialist)
NATEF (National Automotive Technicians Education Foundation)
NCCER (National Center for Construction Education & Research)
Oklahoma State Board of Nursing
Oklahoma State Board of Cosmetology
State Pipe Welding Certification

A copy for review of the above is available in the Assistant Superintendent's office.

NON-DISCRIMINATORY AFFIRMATIVE ACTION STATEMENT

Canadian Valley Technology Center is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and other federal laws and regulations and does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information in any of its practices, policies or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services. Inquiries concerning complaint for any of the above mentioned policy should be directed to Peggy Castleberry or Bill Chambers Canadian Valley Technology Center, 1401 Michigan Avenue, Chickasha, OK 73018, (405) 224-7220. Paulette Franz or Gary Weaver at Canadian Valley Technology Center, 6505 E. Hwy 66, El Reno, OK 73036, (405) 262-2629. Debra Booth or Corey Herndon at Dr. Earl Cowan Campus, 1701 S. Czech Hall Road, Yukon, OK 73099, 405-345-3333.

FACULTY AND PROGRAMS Chickasha Campus

Automotive Body Technology: Loyd Conner
Automotive Service Technology: John Cook
Business Office Technology: Wendi Ferrell
Computer Information Systems: Michael Meloy
Computer Aided Drafting and Design: Kyle Crowder
Digital Media Technology: Rachel Phillips
Early Care and Education: Mary Beth Carver
Graphic Design: Andrew Davis
Health Careers - 1: Sarah McDaniel
Health Careers - 2: Jennifer Duke
Heating, Ventilation & Air Conditioning: Brad Bute
KEYS Center/Math: Andrea Verser
KEYS Center: Bette Henderson
Math: Mike Sutterfield
Math: James Byrd
PIVOT: Kathy Stamps/Susan Weaver
Practical Nursing Coordinator: Rhonda Reherman
Practical Nursing Assistant Coordinator: Lauri Jones
Practical Nursing: Sandy Willard
Practical Nursing: Mike Gibson
Practical Nursing: Kimberly Schat
Practical Nursing: Pamela Roberts
Pre-Engineering: Julia Cook
Pre-Engineering: Jonathon Knapp
Precision Machining: Thomas "Tommy" Lumpkin
Service Careers: Chad Bailey
Surgical Technology: Anita Followwill
Surgical Technology: Renee Lee
Welding Technology: Richard Farris

FACULTY AND PROGRAMS Dr. Earl Cowan Campus

Bio-Medical Sciences: Corey Herndon
Bio-Medical Sciences: Ted Harp
Business Office Technology: Connie Garner
Computer Aided Drafting & Design/3-D Animation: Alex Smith
Computer Programming: Hital Damani
Health Careers - A: Colleen Dill
Health Careers - A: Jaime Popp
Health Careers - A: Neva Wiggins
Health Careers - B: Angie Siegrist
Math: Cheryl Brannum
Pre-Engineering: Angela Northcutt
Pre-Engineering: Willis Shanor
Business and Industry Services (BIS) Adult Only:
Advanced Acute Care Nurse Aide: Judy Farris
Advanced Acute Care Nurse Aide: Marti Burton
Health Unit Clerk, Administrative Medical Office Specialist & Medical Coding Specialist: Christi Walker
Medical Assisting: Vicki Popel

FACULTY AND PROGRAMS EI Reno Campus

Academic Center: Shelli Chipman
Automotive Collision Technology: David Venard
Automotive Service Technology: Dustin Bickley
Automotive Service Technology: Justin Roberts
Aviation Maintenance/Technology: Marty Engell
Computer Aided Drafting & Design/3-D Animation: Alex Smith
Computer Information Systems: Don DeWald
Construction Trades: Brian Deason
Cosmetology: Mai Nguyen
Cosmetology: Stephanie Davidson
Cosmetology: Tammie Chastain
Diesel Technology: Flint Edwards
Digital Media Technology: Afton Brower
Early Care & Education: Debbie White
Electrical Trades Technology: Micky Marsee
Graphic Design: Mark Pennington
Heating, Ventilation, Air Conditioning & Refrigeration: J.W. Williams
Math Instructor: Suni Williamson
Math Instructor: Wendy Hall
PIVOT: Cecila Harroald
Practical Nursing Coordinator: Rhonda Reherman
Practical Nursing Assistant Coordinator: Lauri Jones
Practical Nursing: Mike Gibson
Practical Nursing: Tamara McKeen
Practical Nursing: Terri Kirby
Practical Nursing: Brett Early
Precision Machining Technology: Marcus Belew
Project Connect: Charlotte Wakefield
Project Connect: Kathryn Knox
Service Careers: Jayson Floyd
Welding Technology: Rayce Sanders
Welding Technology: Josh Galliher

PHILOSOPHY

Canadian Valley Technology Center strives to provide students the necessary learning environment and instruction to allow them to develop the skill, attitude and knowledge necessary for their successful integration into the working world.

MISSION STATEMENT

We prepare people to succeed through quality career and technical education programs and services.

VISION

Canadian Valley Technology Center sets the standard for innovation in attitude and application. The high quality education helps people reach their career goals. Individuals develop the skills and knowledge that make them the most sought-after employees and students. The professional, dedicated and visionary staff, teachers and administrators use cutting-edge technology to create a positive atmosphere with a high level of excellence and customer service. Faculty and staff pave the way for workforce success and an overall improved quality of life. Canadian Valley also serves as a catalyst for leadership and collaboration. District businesses and industries find innovative, flexible economic development activities and services to meet their current and future needs.

PERSONS DESIGNATED TO PROVIDE STUDENT CONSUMER INFORMATION

Teresa Williams, Financial Aid Officer at Canadian Valley Technology Center in Chickasha or Sandra McKnight, Financial Aid Officer at Canadian Valley Technology Center in El Reno are designated as the employees responsible for disbursing information to current and prospective students concerning financial assistance. They are available during regular work hours or by appointment.

PERSONS DESIGNATED TO PROVIDE GENERAL INSTITUTIONAL INFORMATION

Traci McNeff, Counselor, Chickasha Campus, Carrie Brunk and Lisa Haddad, Counselors, El Reno Campus and Debra Booth, Counselor, Dr. Earl Cowan Campus are designated as the employees responsible for disbursing general institutional issue information. They are available during regular work hours or by appointment.

ADMISSIONS/ENROLLMENT

Canadian Valley Technology Center (CVTC) has 14 partner/sending schools and admits secondary (high school) and post-secondary (adult) students.

Adult students are eligible to enroll in approved full-time programs based on student interest and ability for the student to benefit from career and technical education. Adults will be required to meet minimum admission criteria prior to enrollment and/or placement on the waiting list.

1. Adults who apply for enrollment are scheduled for an assessment, if current standardized testing information is not available. Accepted tests may include: WorkKeys, OKCareers and TEAS. If recommended scores are not met, applicants are referred for remediation. Remediation tools are available for all applicants.
2. All adult applicants are then scheduled for an interview with a career counselor to discuss test results, attendance, interest and suitable program placement.
 - The potential Practical Nursing and Surgical Technology students' enrollment process follows the same procedures, but has additional requirements that are set forth in the application packets. These requirements are established by the program accrediting agencies, clinical sites and CVTC. Qualified applicants must pass a background check and drug screening.
 - Admission standards for each program are available in the career counselor's office.
3. Admittance into the program or placement on the waiting list will be determined on a first-come first-serve basis. Prospective students will be notified by telephone or letter as an opening becomes available.
4. Adult students may notify the Special Needs Counselor if special needs exist or special accommodations are needed prior to admission to class.
5. Payment of tuition or documentation of financial assistance is required before students begin class.

Students admitted to CVTC may apply for Federal Student Aid. Students must meet the following basic Title IV eligibility requirements:

- Must be enrolled as a regular student in an eligible program. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree, Career Major or certificate offered by the school
- Must be beyond the age of compulsory attendance
- Must have high school diploma, GED or equivalent or met Ability to Benefit (ATB) requirements (qualified prior to July 1, 2012). Home School students must provide documentation verifying completion at the secondary level as defined by state law and/or a copy of their diploma.

Information regarding the application process and further requirements are available in the Financial Aid office.

If Canadian Valley Technology Center or the Department of Education has reason to believe that a student's high school diploma or equivalent is not valid or was not obtained from an entity that provides secondary school education, CVTC will evaluate the validity of the student's high school completion.

Canadian Valley Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information in its programs and activities.

Notice to all current or prospective students

The Department of Education makes publically available Transparency in College Tuition for Consumers at <http://nces.ed.gov/collegenavigator/> in a sortable and searchable list of all Title IV participating institutions and related consumer information for the most recent academic year. Canadian Valley Technology Center's current information is listed on this site.

GRIEVANCE POLICY

Students may file a grievance if they feel they have been a victim of discrimination based on race, color, national origin, gender, age, disability or veteran status. To file a grievance, students should contact the compliance officers, Peggy Castleberry, or Bill Chambers, at Canadian Valley Technology Center, 1401 Michigan Avenue, Chickasha, Oklahoma, 73018, 405-224-7220. Paulette Franz or Gary Weaver, at Canadian Valley Technology Center, 6505 E. Hwy 66, El Reno, OK 73036, 405-262-2629. Debra Booth or Corey Herndon at Dr. Earl Cowan Campus, 1701 S. Czech Hall Road, Yukon, OK 73099, 405-345-3333.

FERPA/RELEASE OF STUDENT INFORMATION

Information about students and former students gathered by CV Tech is classified as directory or confidential.

The district may release directory information without consent or notice to the parents. Parents or eligible students who do not wish to have directory information released must notify the school annually. Directory information is considered to be the student's name, ID number, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

Access to student records is provided pursuant to and in compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, as amended in 1988 and the Oklahoma Open Records Act. In regards to FERPA, go to: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

SPECIAL FACILITIES/SERVICES FOR DISABLED

All institutional offices, instructional and other facilities are accessible to disabled students through elevators, ramps and some special equipment in instructional areas.

In addition, the institution provides instructional assistants to help students with reading and math skills needed to complete the course in which they are enrolled.

The KEYS Center (Chickasha Campus) and the Academic Center (El Reno and Dr. Earl Cowan Campuses) is available to assist in supplementing those students with learning disabilities.

FINANCIAL AID

Financial Aid is available to students who qualify for Federal PELL Grants and Oklahoma Tuition Aid Grants. CV Tech does not participate in the Federal Direct Student Loan Program or the Federal Family Education Loan Program. CV Tech does not participate in or provide information regarding any private education loan programs nor has any preferred lender lists. For complete information on all aid offered at CV Tech, please contact the financial aid office or pages 7-13 in this consumer handbook.

FEDERAL PELL GRANT

The Federal PELL Grant Program is an entitlement program in which a student's eligibility is determined by a standard formula computed by the U.S. Department of Education. Federal PELL Grant awards are based on family size, income and assets of the student and family and on the actual number of clock hours attended by the student. A Federal PELL Grant is an award to help undergraduates pay for their education after high school. For the Federal PELL Grant Program, an undergraduate is one who has not earned a Bachelor's degree.

FEDERAL PELL GRANT ELIGIBILITY

A student may qualify for a Federal PELL Grant if he or she:

1. Is a U. S. citizen or eligible non-citizen.
2. Is registered with Selective Service (males only, at least 18 years of age and born after December 31, 1959).
3. Does not already have a B.S. or B.A. degree.
4. Has financial need as determined by the Department of Education upon completion of the FAFSA.
5. Enrolled as a regular student in an eligible program, working toward a certificate and attending at least part-time each week.
6. Has a high school diploma, GED or a home school equivalency.
7. Has not exceeded 600% of the Lifetime Eligibility Used of PELL.
8. Is not in default on any student loan previously received and does not owe a repayment on any student grant previously received.
9. Has a valid Social Security Number. Exception: Republic of Marshall Islands the Federated States of Micronesia or the Republic of Palau.
10. Is making satisfactory progress.
11. Provides all required verification documents.

To be eligible for a Federal PELL Grant, a student must have an eligible EFC (Expected Family Contribution). This number is an index of the student's ability to contribute to the cost of education. Thus, the neediest students will have an EFC of 0 and may be eligible for the maximum award if their cost is high enough. As the EFC increases, the amount of the award decreases and, after a certain point, the award becomes 0. The EFC is printed on the Student Aid Report (SAR/ISIR) which is the official notice of the student's eligibility (or ineligibility) for a Federal PELL Grant. The EFC is computed by the Central Processing System and is based on the information reported by the student on the financial aid application.

Criteria for Determining Amount of Student's Aid Grant are Based Upon:

1. Tuition and book costs for program plus living allowances based on the Consumer Expenditure Survey lower living standard expenditures.
2. Enrollment status of student (i.e., full-time or part-time).
3. Length of program and length of time student is enrolled.
4. EFC (Expected Family Contribution) number.

Application Procedure

Students must complete a Free Application for Federal Student Aid (FAFSA) application online at www.fafsa.gov. The following steps are:

- Click on the FSA ID icon at the top of the FAFSA webpage to create an FSA ID to serve as student's legal, electronic signature. If a dependent student, a parent will also need to create an FSA ID.
- Write down user name and password – they will be used for all FAFSA's completed while in school.
- PARENTAL INFORMATION: Questions will be asked to determine if needed to provide parental information.
- Wait approximately 24 hours after getting FSA ID, then log onto www.fafsa.gov to complete the application.
- If this is student's first FAFSA for this school year choose the box that says "Start a New FAFSA". If student is making corrections or additions choose "Login".
- Answer all questions on the application. Please note that HELP BOXES are available on the right side of the application.
- Identify Canadian Valley as school choice. **CV TECH's Federal Code is 009965.**
- TAX INFORMATION: At the tax information section of the FAFSA, please use the "LINK TO IRS" IRS Data Retrieval Tool to automatically fill in student's tax information. This will save time and the effort of providing extra tax documentation to the Financial Aid Office by automatically verifying student tax information. Address should be exactly as it appears on taxes.
- After completing FAFSA, sign it with FSA ID (and parent's, if applicable) and then "Submit" it.
- Student will receive a SAR in a few days by email from the US Department of Education. CV Tech should receive it in 3-7 days.

FAFSA applications may be submitted to the U.S. Dept. of Education in the following ways:

- Through the Internet by using FAFSA on the WEB at www.fafsa.gov.
- By having Canadian Valley Technology Center submit the application electronically.

When CV Tech submits FAFSA information electronically, applications will be processed in about a week. The school will receive an Institutional Student Information Record (ISIR). The student will receive a SAR Information Acknowledgment by mail or email.

The Student Aid Report (SAR) or Institutional Student Information Record (ISIR) includes a summary of the application information submitted and the determination of the expected family contribution (EFC). This EFC is the result of computations involving the financial and non-financial data submitted on the application and is the number used in determining a student's eligibility for federal student aid.

Students should review all the information on the SAR. If any changes are necessary, the student should submit the corrections electronically. Students who applied for financial aid the previous year may receive an email with instructions to submit the FAFSA online.

Verification Policy

The Financial Aid Office requires verification of FAFSA information for those applicants who have been selected for verification by U.S. Department of Education or who have discrepancies arise in their data on the FAFSA. Students to be verified will be notified of the documents they need to submit to the Financial Aid Office. All student financial aid records are confidential. The following may be required:

- Proof of all income reported on the FAFSA (i.e. copy of federal income tax transcripts and W-2's or non-filer tax form)
- Completed and appropriately signed (independent or dependent) verification worksheet
- Proof of child support paid or received
- Proof of food stamps received
- Other documentation may be required to verify discrepancies
- Valid government issued photo I.D.
- Proof of high school completion status, GED, home school transcript or college transcript

Failure to comply with verification requirements may result in forfeiture of aid. Verification materials should be submitted to the financial aid office within 30 days of student notification.

If the school and student cannot resolve conflicts that may occur regarding verification, the case will be referred to the U.S. Department of Education, Student Validation Branch. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally. Based on verification completion the grant is determined according to the guidelines set by the U.S. Department of Education. No financial aid disbursements will be made until verification is complete.

Award Notification

When all required documentation is received and the student's file is complete, the amount of the grant will be calculated by the Financial Aid Officer according to federal regulations. The student will then receive an award notice that contains the amount of the Pell Grant, along with the disbursement procedures.

Method and Frequency of Disbursement

1. Payment is by check from Canadian Valley Technology Center. There are one-two payment periods during the school year.
 - a. Students will receive their first disbursement approximately six to eight weeks following their entry date. The remaining disbursement will be made upon satisfactory completion of designated clock hours and weeks approximately six weeks following the beginning date of the second pay period.
 - b. Disbursements will be made by CVTC to students in the following manner. The eligible amount less tuition, fees, books and supplies will be disbursed, payable to the student through the fiscal office.
 - c. PELL eligible students may purchase books and supplies through the school bookstore to be paid by credit of the PELL grant. These items may be charged for five weeks following the disbursement period start dates. Students may rescind this authorization at any time with a written and signed request. CVTC does not rent books and supplies to students.

Cost of Attendance

The cost of attendance in calculating a student's PELL Grant award is as follows:

1. Tuition \$1,375.00 to \$1650.00 - In-District
 \$32,989.00 to \$35,587.00 - Out-of-District
 \$65,978.00 to \$79,174.00 - International
2. Books \$500.00
3. Living Allowance \$17,510.00 - Independent
 \$8,289.00 – Dependent

Textbook Information

Canadian Valley Technology Center has determined the disclosure of the information is not practicable for textbook or supplemental material. This information is "To Be Determined."

OTHER AID PROGRAMS

Oklahoma Tuition Aid Grant (OTAG)

The Oklahoma Tuition Aid Grant is a Student State Incentive Grant. The grant is awarded from funds made available by state law and where applicable, other contributing partners. Students may apply for OTAG consideration by completing the FAFSA at www.fafsa.gov. Eligibility requirements include:

- All Pell Grant eligibility requirements
- Legal resident of Oklahoma as determined by the Oklahoma State Regents of Higher Education (OSRHE)
- Attend an approved Oklahoma post-secondary institution
- Demonstrate financial need as determined by the OSRHE
- FAFSA must be submitted by the FAFSA Oklahoma Deadline
- Maintain the same requirements for continued eligibility and SAP as for the Pell Grant
- Requirements to re-establish eligibility are the same as for the Pell Grant

Eligible applicants are funded on a first-come, first-served basis. It is important to apply as soon as possible, as OTAG receives more eligible applications than can be awarded with available funds. The OSRHE determines eligible students. OTAG funds are credited to a student's account and if there is a credit balance, a check is made and disbursed to the student. Disbursements are usually once in the fall and in the spring. The awards are calculated on a student's enrollment based on the student's Title IV eligibility.

Oklahoma's Promise (formerly OHLAP)

This scholarship is administered by the Oklahoma State Regents of Higher Education (OSRHE). Students apply at their high school while enrolled in 8th, 9th or 10th grade. Student eligibility is determined by the OSRHE and is dependent upon enrollment in an approved Canadian Valley program. Students will be required to file FAFSA for the award year of their first year of attending a post-secondary education institution which will provide the required second income verification. Criteria for continued eligibility and re-establishing eligibility are based upon the same satisfactory progress requirements for PELL. Students who believe they may qualify should contact the financial aid office to ensure proper procedures are taken for the student to receive this benefit.

Workforce Innovation and Opportunity Act (WIOA)

The Office of Workforce Development has programs that assist individuals who are economically disadvantaged, facing employment barriers and/or qualify as a Dislocated Worker in need of training to obtain productive employment. Assistance, along with method and frequency of benefit could vary with each student dependent upon his/her needs. Applicants must meet WIOA economic, employment and geographical guidelines, which are determined by a WIOA counselor. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for this program are administered by the local WIOA Office. Students who believe they may qualify should contact the local Workforce Oklahoma office.

Tribal Agency Grants/Bureau of Indian Affairs

The Bureau of Indian Affairs awards educational grants to students who meet their eligibility requirements. Assistance could vary with each student dependent upon his/her needs. Students who are listed on a tribal roll and believe they may qualify should contact their Tribal Agency Educational Office for application information. Criteria for continued eligibility, re-establishing eligibility, method and frequency of benefit, along with SAP standards for this program are administered by the student's Tribal Agency Educational Office. For additional information students should contact their tribal agency.

Vocational Rehabilitation

This is a program of assistance for individuals who have physical or mental disabilities. Individuals may contact a vocational rehabilitation counselor or the financial aid officer for referral to a counselor. Students will be determined as eligible by the Oklahoma Department of Rehabilitation Services (ODRS). Educational benefit criteria and for continued eligibility and re-establishing eligibility and SAP standards are administered by the ODRS.

Veterans/Veterans Vocational Rehabilitation Educational Benefits

The Veterans Administration (VA) awards educational benefits under limited approved programs dependent upon student eligibility. Benefits could vary with each educational program. Educational benefits help students meet costs of education and living expenses while in training. Canadian Valley has been authorized to provide educational opportunities for veterans and dependents. Benefit information for each educational program, method and frequency of benefit, a listing of approved training options, along with application procedures can be accessed at www.gilbill.va.gov. Students with VA-Vocational Rehabilitation Educational Benefits should contact their counselor for training options as they could vary from the listing of approved training options. The benefit the student qualifies for is determined by the VA. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for educational benefits through the VA are based upon VA's requirements. Upon the student's eligibility confirmation from the VA, the student should contact the Financial Aid Office to ensure the proper procedures are taken for the student to receive his/her benefit. For additional information call 1-800-827-1000 or go to www.gilbill.va.gov.

Student should check with the Financial Aid Officer to determine if program is approved for VA educational benefits.

(Other Aid Programs cont:)

Oklahoma Veteran GI Bill

This benefit is made available through the Oklahoma Department of Career and Technology Education, (ODCTE). Benefits under this program allow tuition-free training at most Oklahoma Technology Centers for Oklahoma veterans who meet the eligibility requirements. General eligibility requirements include:

- Oklahoma resident at the time of entry into the service
- Honorable discharge from the armed forces
- Served a minimum of 18 consecutive months between 8-10-1964 and 12-31-1976; or discharged with a service connected disability
- Accepted benefits within 15 years following discharge
- Still have Oklahoma Veteran GI Bill entitlement confirmed by ODCTE
- Provide a copy of your DD-214 form
- Satisfy Canadian Valley's enrollment eligibility requirements

Students who believe they may qualify should contact the Financial Aid Office. Students will be determined as eligible by the ODCTE. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for this benefit are administered by the ODCTE.

Canadian Valley Technology Center Foundation Scholarships

Scholarships for tuition are available for eligible in-district students attending Canadian Valley Technology Center. Eligibility is based upon satisfactory progress and written recommendation from the instructor. The foundation scholarship committee reviews all applications.

Oklahoma Foundation for Career and Technology Education Scholarships

Scholarships for school related expenses are offered to students through the Oklahoma Department of Career and Technology Education up to twice a year, if funds are available. Applications are available in the financial aid office.

Next Step Scholarship

In-district high school graduates or GED recipients are eligible to attend CVTC, tuition free, up to the age of 24. Books and other materials must be paid by the student. Applications are available in the counselor's office.

Oklahoma National Guard Tuition Waiver

No tuition is charged with an Oklahoma National Guard tuition waiver. Student must be an active member of the Oklahoma National Guard. Student must submit a certificate of eligibility and understanding which requires a signature from his/her commanding officer each semester.

INSTITUTIONAL REFUND POLICY

Any adult student withdrawing from CVTC before the first day of attendance or during the first 10 days of instruction, will be refunded 100% of tuition and fees paid. After 10 days of instruction no refund of tuition or fees will be made.

NOTE: Books and other supplies purchased at CVTC are nonrefundable. Also, CVTC does not offer a buy-back program on books. Practical Nursing and Surgical Technology testing and licensure fees, **if used**, are non-refundable.

RETURN OF TITLE IV FUNDS

Students receiving Pell grant funding who withdraw, drop or fail to complete a payment period for which they have been charged, a "Return of Title IV Funds" calculation will be processed. The calculation is based on the actual percentage of the payment period the student completed.

Students who do not complete more than 60% of the payment period may be required to return a portion of the Pell grant funding they received to the U.S. Department of Education. The institution will be required to return a portion of the Pell grant funding received for tuition to the U.S. Department of Education. Students may be billed for the portion the school must return. A detailed Return of Title IV Funds worksheet is available upon request in the financial aid office.

Students who are withdrawing from school must complete a withdrawal form in the Student Services Office.

Student must return the funds to the list of sources in the following order:

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
4. Pell Grant
5. FSEOG
6. TEACH Grant
7. Iraq/Afghanistan Service Grant

STUDENT RIGHTS AND RESPONSIBILITIES

Satisfactory Progress - Good-Standing - Continuing Enrollment

To be eligible for financial aid, students must make satisfactory academic progress (SAP) based on a qualitative (GPA) and quantitative (completion rate/maximum timeframe) standard. Students must meet both the qualitative and quantitative before receiving subsequent disbursements. Students are expected to be continually aware of their progress. Progress will be reviewed at the end of each payment period. All enrollment periods will be reviewed, including those for which financial aid was not requested.

Grade Point Average (GPA)

The minimum cumulative grade requirement for students is "C". Student's transfer GPA is not included in cumulative grade.

Completion Rate

Students must successfully complete at least two-thirds of attempted hours per payment period. Example: 300 hours of coursework/450 hour payment period.

Maximum Timeframe

The maximum timeframe for program completion is 150 percent of the hours required to complete the certificate program. Example: A 1200 hour program has 40 weeks. The maximum timeframe of 150% would be 60 weeks. Failing grades and academic/non F academic withdrawals count as hours attempted but not completed. Transfer credit applied toward a student's program counts toward overall attempted and earned hours.

Attendance

Student must attend 90 percent of the scheduled clock hours in each payment period. Aviation and Cosmetology students must make-up any absences to complete 100 percent of scheduled clock hours. Make-up hours must be completed at a pace not to exceed 150% of enrollment period. A student who fails to meet the attendance requirements will be suspended from financial assistance for the next payment period. A student may re-establish eligibility by maintaining attendance requirements for one (1) payment period.

Unsatisfactory Progress Warning - Denial of Aid - Re-establishing Eligibility - Appeals

Warning: A student not meeting the requirements for satisfactory progress will be placed on warning for not maintaining the minimum cumulative GPA or the minimum completion rate. A following progress report will be sent at the next grading period. Financial Aid will not be disbursed until a satisfactory progress report is received.

Suspension: Student will be suspended from financial assistance for the pay period if the unsatisfactory progress is due to not maintaining 90% attendance of the scheduled clock hours in the pay period. A progress report will be sent at the end of this pay period to determine student's future eligibility.

A student who is denied aid due to suspension progress will be informed in writing on the basis of the denial. A student may re-establish eligibility by completing the next pay period with satisfactory progress. Student is responsible to pay any tuition during that pay period.

Canadian Valley Technology Center does not have an appeal process. If student has mitigating circumstances, student has the option to withdraw and return at a later date.

The school does not have a grade of incomplete or non-credit remedial courses.

Leave of Absence

An adult student requiring extended time away from school must request a leave of absence. This leave can be used for extended illness or other serious circumstances. Only one (1) leave of absence can be granted during one (1) school year. The leave cannot extend beyond ten (10) class days. Application may be obtained from the Director of Student Services and approval should be obtained before leave is taken. All students returning from leave of absence must enter through the Counselor's office. PELL recipients' pay period(s) will be adjusted to reflect a new ending date according to number of days taken for leave. FCR Title IV Reg.

FEDERAL STUDENT AID FUNDS FRAUD

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

The appropriate actions will be taken against any student or prospective customer who misrepresents him or herself.

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 Web site.

To file a complaint, or for free information, students or parents should call 1-877-FTC-HELP (1-877-382-4357) or visit <http://www.ftc.gov/scholarshipcams>.

MISREPRESENTATION REGULATIONS

A school is deemed to have engaged in *substantial misrepresentation* when the school itself, one of its representatives, or other related parties (see below), makes a substantial misrepresentation regarding the school, including about the nature of its educational program, its financial charges, or the employability of its graduates.

Misrepresentation

Misrepresentation is defined as a false, erroneous or misleading statement made directly or indirectly to —

- a student, prospective student, or any member of the public, or
- an accrediting agency, a state agency, or the Department

A *misleading statement* includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally or through other means.

This definition applies to statements made by—

- an eligible school
- one of its representatives, or
- any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services

Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the school required the student to make such an endorsement or testimonial to participate in a program.

Substantial Misrepresentation

Substantial misrepresentation is defined as any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

Substantial misrepresentations are prohibited in all forms, including those made in any advertising, promotional materials, or in the marketing or sale of courses or programs of instruction offered by the institution.

Misrepresentation Sanctions

If the Department determines that an eligible institution has engaged in substantial misrepresentation, it may—

- revoke the eligible institution's program participation agreement;
- impose limitations on the institution's participation in the FSA programs;
- deny participation applications made on behalf of the institution; or
- initiate a proceeding against the eligible institution under subpart G of 34 CFR 668.

Relationship with the Department of Education

34 CFR 668.75 Relationship with Department of Education

An eligible institution, its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement may not describe the eligible institution's participation in the title IV, HEA programs in a manner that suggests approval or endorsement by the U.S. Department of Education of the quality of its educational programs.

GAINFUL EMPLOYMENT

Canadian Valley Technology Center has information about gainful employment for eligible career majors including graduation rates, the median debt of students who completed the program, program costs, placement rates, related occupations and other important information available on its website at www.cvtech.edu under full-time programs.

COPYRIGHT INFRINGEMENT POLICIES

Canadian Valley Technology Center requires that all students and employees adhere to current copyright laws and congressional guidelines and avoid plagiarism. The copyright law of the United States makes it illegal for anyone to duplicate or distribute copyrighted materials without written permission. Serious penalties may be imposed for unauthorized use of copyrighted materials or plagiarism. (Section 106 of the Copyright Act – Title 17 of the United States Code.)

It shall be required by Canadian Valley Technology Center, to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and other cyber bullying awareness and response. Inappropriate actions or behaviors could possibly result in civil or criminal liabilities.

PEER - TO - PEER FILE SHARING

Canadian Valley Technology Center uses the Marshal 8e6 filtering software to prevent peer-to-peer file sharing. This is CIPA (Children Internet Prevention Act) compliant.

It shall be required by Canadian Valley Technology Center, to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and other cyber bullying awareness and response. Inappropriate actions or behaviors could possibly result in civil or criminal liabilities.

NET PRICE CALCULATOR

Canadian Valley Technology Center has available on its website at www.cvtech.edu the Net Price Calculator. The purpose of the Net Price Calculator is to assist in estimating the individual net price for attending an educational institution.

VOTER REGISTRATION

Canadian Valley Technology Center provides the paper copy of voter registration applications. These applications are also available at the County Election Board.

Applications may be downloaded at www.elections.ok.gov. A link is available at the Canadian Valley Technology Centers' website: www.cvtech.edu under Student Resources, then Useful Links.

GED PROGRAMS

If an enrolled student does not have a high school diploma or equivalent, the student is provided a list of available locations for GED classes and testing through the Student Services office.

IMMUNIZATIONS

Oklahoma law states that no minor child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations. CVTC is not the monitoring facility for immunization records.

All adult health students must provide immunization records to meet the clinical facilities guidelines.

State Statute 70-3243 requires public/postsecondary educational institutions to provide information on the risks associated with meningococcal disease and the benefits of the vaccination. Meningitis is an inflammation of the membrane that surrounds the brain. Left untreated, it can cause seizures, coma, lasting disability and even death. Health professionals are recommending that students receive the meningitis vaccine. Additional information is available at your local county health department.

CONSTITUTION DAY

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations Act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17 is the date which commemorates the 1787 signing of the Constitution. It also recognizes all who, by coming of age or by naturalization, have become U.S. citizens.

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

Canadian Valley Technology Center observes Constitution Day in accordance with the guidance provided by the Department of Education. Canadian Valley will have a program to be determined on an annual basis.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency procedures for fire, weather and intruder alert are posted in each area and complete instructions will be given. Students should become familiar with these procedures. Regular drills will take place throughout the school year.

CANADIAN VALLEY TECHNOLOGY CENTER CAMPUS SECURITY REPORT AND CRIME STATISTICS

The purpose of this report is to provide information pursuant to the Student Right to Know Act regarding campus security and campus crime statistics to current and prospective students and employees of Canadian Valley Technology Center. The report will discuss the role and function of campus security personnel, the school's security guidelines for reporting emergencies and crimes, as well as school security guidelines regarding on-and off-campus facilities. The report will also outline the school's policy regarding alcohol and drug-related violations, including use, sale, possession, and underage drinking. Finally, the report will describe the informational programs available to students and employees about alcohol or drug abuse, campus security and crime prevention.

The statistical portion of the campus security report includes data on occurrences of hate crimes, murder, sex offense, forcible/non-forcible, robbery, aggravated assault, burglary, motor vehicle theft district-wide, liquor law violation, drug abuse violation, weapons possession, manslaughter and arson as reported to campus security personnel or local law enforcement authorities during the last three years.

Role and Function of Campus Security

Campus security's role is to promote and assist the district in creating a safe and orderly environment for students and employees of Canadian Valley Technology Center. This is accomplished through providing assistance with traffic control, monitoring speeds and activities of vehicles on campus, patrolling to deter theft and vandalism, investigating thefts and accidents, providing security for special school functions and aiding stranded motorists, as well as enforcing school policies and procedures relevant to their role.

Security Guidelines for Reporting Emergencies and Crimes

Campus security reports all emergencies and crimes to the Director of Student Services or the Assistant Superintendent. When appropriate, local law enforcement authorities are asked to assist campus security personnel. Any resulting disciplinary action involving students is administered through the Director of Student Services or the Assistant Superintendent of the campus where the infraction occurs. The Director of Student Services maintains written reports of all emergencies, crimes and relevant policy violations.

School Security Guidelines Regarding On-and-Off-Campus Facilities

Campus security limits its services to on-campus and school owned (or leased) property only. Any off-campus activities will be attended by an instructor who will monitor all activities of students including any evidence of criminal activity.

Canadian Valley provides a school climate that will result in the optimum opportunity for learning. A drug-free environment is part of that climate. The unlawful possession, use or distribution of illicit drugs and alcohol is absolutely forbidden and will result in appropriate consequences as defined in 4.7 of Policy & Procedures Manual and the

Uniform Controlled Dangerous Substances Act Section 489-School Laws of Oklahoma and Section 163.2 of Title 37 of the Oklahoma Statutes.

**VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)
Campus Sexual Violence Elimination Act (Pub. Law 113-4) 34 CFR 668.46(a)**

In compliance of these acts, Canadian Valley Technology Center 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, or not to, seek police assistance; possible sanctions that may be imposed following an institutional disciplinary procedure; the institution's responsibilities regarding judicial no-contact, restraining and protective orders; existing counseling, health services, mental health services, for and available assistance for, changing academic, living, transportation and work situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

CVTech's procedures for investigating and conducting discipline proceedings in domestic violence, dating violence, sexual assault and stalking cases include that the investigation and resolution will be prompt, fair and impartial; a "statement of the standard of evidence" used during the proceeding; the annual training of officials conducting the proceedings to ensure the protection of the victim's safety and the promotion of accountability; the identification of sanctions or protective measures the institution will impose after final determination that rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking has occurred; that the accuser and the accused are afforded equal opportunity to be present during the disciplinary proceeding; both parties must have the ability to be accompanied at any meeting or proceeding by an advisor of their choice; the accuser and the accused must be simultaneously notified in writing of the outcome of the proceeding, appeal procedures, any change to the result before it becomes final, when the result will become final, and that disclosure of the outcome is unconditional; and institutional policies that address the protection of a victim's confidentiality, including record keeping that excludes a victim's personally identifiable information.

CVTech will offer students and new employees counseling and programs that promote awareness and prevention of rape, acquaintance rape, domestic violence, sexual assault and definition of domestic violence, dating violence, sexual assault and stalking in the applicable jurisdiction; intervention by bystanders an individual may take to "prevent harm or intervene" in situations; about the institution's policies and procedures; and ongoing prevention and awareness campaigns for students and faculty throughout the school year.

CVTech 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."

DRUG TESTING

It has been established that the use of drugs and alcohol is a detriment to both health and wellness.

Students cannot perform to their full potential if abusing drugs or alcohol. We are interested in helping our students perform at the highest level of their capability. Students may seek assistance through our counseling programs to insure necessary referrals. Our Board of Education, in an attempt to further insure the safety and wellbeing of our students, adopted a drug and alcohol testing policy (Section 4-12 in the Policy and Procedure Manual) for students participating in clinicals and for incidents involving reasonable suspicion of drug or alcohol use.

Reasonable Suspicion of Drug Use

Canadian Valley Technology Center reserves the right to test any student who exhibits cause for reasonable suspicion of drug and /or alcohol usage.

Faculty and staff have been trained in behavioral observation methods and rapid eye tests used to detect neuro-dysfunction caused by drug use.

The following behaviors (called "flag behaviors"), may indicate drug use and are cause for reasonable suspicion of drug use and referral to the office for further evaluation.

1. Sleeping in class, listlessness
2. Fighting
3. Physical appearance, poor health
4. Tardy to class - particularly after lunch
5. Odor - any smoke or alcohol
6. Lack of concentration
7. Classroom disturbance, any abnormal behavior
8. Possession of drug paraphernalia

Students referred to the office for reasonable suspicion ("flag behaviors") will be subjected to a more thorough evaluation to determine if substance abuse exists. Part of this evaluation may include a urine test.

Federal Student Aid Penalties for Drug Law Violation

A student is ineligible to receive title IV, HEA (PELL) program funds for one to two years or an indefinite period of time if the student has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving Title IV, HEA (PELL) program funds. The school will notify a student in writing within 30 days of a determination of ineligibility.

- A conviction means only a conviction that is on a student's record. *A conviction that was reversed, set aside, or removed from the student's record is not relevant, nor is a determination or adjudication arising out of a juvenile proceeding.*
- An illegal drug is a controlled substance as defined by section 102(6) of the Controlled Substances Act (21 U.S.C. 801(6)), *and does not include alcohol or tobacco.*
- Time periods of ineligibility: One year after the date of the conviction for one possession of illegal drugs. Two years after the date of the conviction for one sale or two possessions of illegal drugs. Indefinite period of time after the date of conviction for two sales or three possessions of illegal drugs.

(Federal Student Aid Penalties for Drug Law Violation cont:)

A student may regain eligibility before that time period expires by successfully completing a drug rehabilitation program after the student's most recent drug conviction.

The student regains eligibility on the date the student successfully completes the program.

- A drug rehabilitation program must include at least two unannounced drug tests; has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program; is administered or recognized by a Federal, State, or local government agency or court; has received or is qualified to receive payment directly or indirectly from a Federally or State-licensed insurance company; or is administered or recognized by a Federally or State - licensed hospital, health clinic or medical doctor.

INFORMATIONAL PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES ABOUT ALCOHOL OR DRUG ABUSE, CAMPUS SECURITY AND CRIME PREVENTION

Students and employees are annually provided information as part of CV Tech's Drug and Alcohol-Free School Program. The information includes: standards of conduct, disciplinary sanctions on students, applicable legal sanctions, identification of potential health risks and the location of local agencies who provide help to people experiencing problems with alcohol or drugs.

CV Tech strives to provide healthful and safe facilities, surroundings and activities for employees, students, clients and patrons. Care is taken to familiarize students and employees with information regarding the services provided by campus security.

Statistical Report

The data below reflects district-wide incidents reported to campus security personnel or local law enforcement authorities during the last three years.

	13-14	14-15	15-16
A. Murder/Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenders - Forcible	0	0	0
D. Sex Offenders - Non-Forcible	0	0	0
E. Robbery	0	1	0
F. Aggravated Assault	1	0	0
G. Burglary	1	0	0
H. Motor Vehicle Theft (Not theft from motor vehicle)	0	0	0

HATE CRIMES CRIMINAL OFFENSES

A. Murder/Non-Negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses-Forcible/Non-Forcible	0	0	0
D. Sec Offenses-Non-Forcible-Incest/Statutory Rape	0	0	0
E. Robbery	0	0	0
F. Aggravated Assault	0	0	0
G. Burglary	0	0	0
H. Motor Vehicle Theft	0	0	0
I. Arson	0	0	0
J. Simple Assault	0	0	0
K. Larceny-Theft	0	0	0
L. Intimidation	1	0	0
M. Destruction/Damage/Vandalism of Property	0	0	0

VIOLENCE AGAINST WOMEN REAUTHORISATION ACT (VAWA)

A. Domestic Violence	1	0	0
B. Dating Violence	0	0	0
C. Stalking	0	0	0

ARRESTS

A. Weapons: carrying, possessing, etc.	0	1	0
B. Drug abuse violations	0	3	1
C. Liquor law violations	0	0	0

CANADIAN VALLEY TECHNOLOGY CENTER DRUG PREVENTION PROGRAM

Standards of Conduct

As set forth in local, state and federal laws and the rules and regulations of Canadian Valley Technology Center, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds or other property owned and/or controlled by Canadian Valley Technology Center is prohibited.

Health Risks Associated with Illicit Drug Use and Alcohol Abuse

Alcohol and other drug use represent serious threats to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is probable that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

(Health Risks Associated with Illicit Drug Use and Alcohol Abuse cont:)

Alcohol - short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

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 a stroke or heart failure.

Anabolic Steroids - seriously affects the liver, cardiovascular, and reproductive systems. Can cause sterility in males and females, as well as impotency in males.

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 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. The way in which marijuana is smoked, deeply inhaled and held in the lungs for a long period, enhances the risk of getting cancer. 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 United States 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. Further information concerning health risks may be found in the Director of Student Services' office.

LEGAL SANCTIONS

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines. Federal law provides severe penalties for distributing, dispensing or possessing with the intent to distribute or dispense a controlled substance and penalties of a less severe nature for simple possession of a controlled substance. The type and quality of the drug, whether the convicted person has any prior convictions and whether death or previous injury resulted from use of the drug in question, all affect the sentence.

This, however, is not a factor in a case of simple possession. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than five years, a fine of \$250,000 or both. If, however, 50-100 kilograms of marijuana are involved, all other factors are the same as in the preceding example. You are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use. Then you are subject to not less than 20 years of life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000 or both. With regard to simple possession, the number of convictions makes both the minimum periods of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least five years in prison and not more than 20 years, a fine of \$250,000 or both.

State law provides similar penalties with regard to the simple possession, distribution or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to one year in the county jail. A second or subsequent conviction for simple possession of marijuana carries a two to ten years in the state penitentiary. Possession of marijuana with intent to distribute is a felony and carries a punishment of two years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of four years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties. In addition, intent to consume 3.2 beer by someone under 21 years of age in a public place is a misdemeanor punishable by a fine not to exceed \$100 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years of age in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstance, you may be convicted of a felony or misdemeanor for such an offense. Most likely you will also forfeit your driving privileges in the event you are convicted of such an offense. There are also county and city laws similar to those described above. If drugs are involved, the city will most likely defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record, which could prevent you from entering many careers or obtaining that badly wanted job.

1. "Illicit drug use" is defined as the use of illegal drugs and the abuse of other drugs and alcohol, including anabolic steroids.
2. Cocaine, marijuana, opiates, amphetamines and any other designated substances as set forth in Section 202 of the Controlled Substance Act (21 U.S.C., Sec. 812).
3. Cocaine, marijuana, opiates, amphetamines and any other drug or substance as set forth in Schedule I through V of the Uniform Controlled Dangerous Substance Act, 63 O.S. 1981, Sec. 2-101, et seq., as amended.

Referrals for Counseling, Treatment and Rehabilitation

Canadian Valley Technology Center provides referral and support services for students and employees. A list of additional programs, their location and phone number is main-trained in the offices of the Director of Student Services and counselors. Seeking help from or being referred to or from these services is confidential and will not alone result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free hotline numbers may be of use to someone needing help or advice:

National Institution of Drug Abuse Information and Referral Line
1-800-662-HELP, M-F, 8:30 - 4:30

National Council of Alcoholism 1-800-622-2255, 7 days a week, 24 hours a day

Workplace Helpline
1-800-967-5752, M-F, 8:00 – 4:30
www.drugfreeworkplace.gov

National Drug Abuse Hotline 1-800-241-9746

Cocaine Helpline 1-800-COCAINE

Reach-Out-Hotline (alcohol, drug crisis, intervention, mental health and referral) 1-800-522-9054

Careunit Hospital Program - St. Anthony Hospital 262-6935 or
1-800-854-0318, 1000 N. Lee Ave., Oklahoma City

Chance to Change Foundation 840-9000, 5228 N. Classen Boulevard, Oklahoma City

Disciplinary Sanctions

Students - Any student found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or his/her designee. Offenses involving weapons result in a one year suspension. All other offenses may result in suspensions for the balance of the current semester and succeeding semester. Law enforcement may be asked to assist if school officials deem necessary.

Employees - An employee who violates the terms of the drug-free work place policy (section 2.23) may be non-renewed or employment may be suspended or terminated, pursuant to employee disciplinary procedures.

What to Disclose, When and to Whom	CVTC's Annual Notice of Required Disclosures of Student Consumer Information Description of Information to be Disclosed	Where to Find Information*
What: Institutional Information When: Upon Request To: Enrolled Students Prospective Students	<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 tech career majors • Copyright/peer to peer • Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them • Vaccination Policy • Net Price Calculator • Constitution Day/Voter Registration 	<ul style="list-style-type: none"> • *Student Handbook • **Consumer Information Handbook • CVTC Website www.cvtech.edu • Voter Registration www.elections.ok.gov
What: Financial Assistance Information When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award • Financial Aid Shopping Sheet • Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements; (5) books and supplies policy • Loan disclosures 	<ul style="list-style-type: none"> • *Student Handbook • **Consumer Information Handbook • CVTC Website www.cvtech.edu • Financial Aid Policy & Procedures Handbook
What: Family Education Rights and Privacy Act (FERPA) When: Upon Request To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students	<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 Policy and Procedure Manual • Consumer Information Handbook • http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
What: Completion/Graduation Rate and Transfer-Out Rate When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • The institution's completion or graduation rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or 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 Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in 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 or degree-seeking first-time full-time undergraduate students 	<ul style="list-style-type: none"> • U.S. Dept of Ed's College Opportunities On-Line website: http://nces.ed.gov/ipeds/ Select College Navigator • http://nces.ed.gov/college/navigator/
What: Campus Security Report When: Annually by Oct. 1 To: Enrolled Students Current Employees When: Upon Request and/or first day of class To: Prospective Students When: Upon Request To: Prospective Employees When: Prospective Employees Request Job Application	<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 • Emergency Response and Evacuation Procedures 	<ul style="list-style-type: none"> • *Student Handbook • ** Consumer Information Handbook • CVTC Website www.cvtech.edu • Paper copy available upon request in the Financial Aid Office • http://ope.ed.gov/security
What: Drug and Alcohol Abuse Prevention To: Enrolled Students When: Annually first day of class To: Current Employees When: Annually Included with first paycheck of the school year What: Gainful Employment To: Prospective Students	<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 • Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc. 	<ul style="list-style-type: none"> • *Student Handbook • ** Consumer Information Handbook • Paper copy available upon request in the Financial Aid Office • CVTC Website www.cvtech.edu

* Paper copy available in the Student Services Office and on the CVTC website at www.cvtech.edu.

** Paper copy available in the Financial Aid Office and on the CVTC website at www.cvtech.edu.

Canadian Valley Technology Center Additional Student Consumer Information

A copy of the Student Handbook is provided to all students enrolled in approved/accredited programs. The contents of the Student Handbook are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of the Student Handbook or a separate paper copy of each disclosure are available upon request from the Student Services office.

All prospective students must complete the admissions process which includes taking an assessment test. At this time, this list of required disclosures is provided to each prospective student in paper copy.

The Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and the additional consumer information. The Board Policy Manual is available for public/student access in the Student Services office.



Canadian Valley Technology Center Campuses

CVTC, Chickasha Campus
1401 Michigan Avenue
Chickasha, OK 73018
405.224.7220

CVTC, El Reno Campus
6505 E. Hwy 66
El Reno, OK 73036
405.262.2629

CVTC, Dr. Earl Cowan Campus
1701 S. Czech Hall Road
Yukon, OK 73099
405.345.3333