Apollo

CAREER CENTER

ADULT STUDENT HANDBOOK

2019-2020

3325 Shawnee Road

Lima, OH 45806

419-998-3000

Published July 1, 2019

APOLLO CAREER CENTER – ADULT EDUCATION

SUPERINTENDENT'S MESSAGE:

The Apollo Career Center staff welcomes you to a unique, educational experience! We commend you for taking initiative to return to learn new skills and/or upgrade current skills. The first step to a brighter tomorrow.

We encourage you to take advantage of the excellent facilities provided by the voters of our member school districts.

We also encourage you to work closely with our excellent staff. We are here for one purpose, which is to help you plan for and achieve your career goals. We wish you much success.

Keith Horner
Superintendent

DIRECTOR'S MESSAGE

Thank you for choosing the Adult Workforce Education program at the Apollo Career Center for your training needs. We take pride in our emphasis on providing you with practical, hands-on experiences that are relevant for today's competitive workforce. Each program works closely with local businesses/industries to assure that the training we provide for you will create diverse opportunities for employment in West Central Ohio. Our mission to you is reflected in our quality statement, "Apollo Career Center Adult Workforce Education serves to train, or retrain individuals to gain employment, increase skills, and enrich lives."

This handbook is designed to familiarize you, the Career Development student, with our basic operational guidelines. Information pertaining to our staff and school policies will be useful as you complete your program of study. Our instructors are certified professionals committed to providing you with a quality educational experience. Our policies are designed to promote an efficient and smooth operation for your positive and enjoyable learning environment.

Please keep this handbook available for reference as questions arise. If you have additional questions, feel free to talk with your instructor or an Adult Education Administrator. We also encourage you to visit our website at: www.apollocareercenter.com for additional information and updates.

We look forward to working with you to achieve your goal.

Tara Shepherd
Director of Adult Programs

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SECTION I:

INSTITUTIONAL INFORMATION

STATEMENT OF PHILOSOPHY

The purpose of career-technical and adult education at Apollo Career Center is to educate all students to their fullest potential, utilizing state-of-the-art facilities, equipment and a highly qualified staff. We instill in students of all ages the desire to continue a lifelong pursuit of education and to keep pace with the evolving needs in our society. We seek to meet educational needs through the development of programs that are responsive to the needs of today's global workforce.

Career-technical education's focus broadens a student's abilities by not only offering training for entry level jobs, but provides advancement opportunities such as national certifications and/or licensure, and post-secondary credit transferable to higher education facilities in the state of Ohio upon completion of our programs.

OUR VISION
Reflect: Community driven responsiveness
Transform: Programs and services based on market and economic factors
Lead: 21st Century skills for preparing students for a global workforce.

OUR MISSION
Choose Apollo, Change the Future

ACCREDITATION & APPROVALS
Apollo Career Center Adult Workforce Education is fully accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 Fax: 770-396-3790, www.council.org .
As a Career and Technical School District, all of Apollo's programs are also approved by the Ohio Department of Higher Education.

Basic Police Academy – Program is approved by the Ohio Peace Officer Training Academy.

Dental Assistant – All graduates are eligible to take the Certified Ohio Dental Assistant exam through The Commission on Ohio Dental Assistant Certification (CODA).

Early Childhood Education – All graduates are eligible to take the Child Development Associate (CDA) testing to earn their CDA credential.

Esthetician – Program is approved by the Ohio State Board of Cosmetology.

Licensed Practical Nurse – Program is approved by the Ohio Board of Nursing.

Manicuring – Program is approved by the Ohio State Board of Cosmetology.

Medical Assistant – Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Medical Insurance Specialist – All graduates are eligible to take the American Association of Professional Coders national certification examination, the Apprentice Certified Professional Coder (CPC-A) exam.

Public Safety – Program is approved by the Ohio Department of Public Safety.

Spa Technology – Program is approved by the Ohio State Board of Cosmetology.

Truck Driving – Program is licensed by the Ohio Department of Public Safety. All graduates are eligible to take the skills test to obtain their Commercial Driver License (CDL).

Welding – American Welding Society's S.M.A.W., G.T.A.W., G.M.A.W., and Pipe Welding Certification available for qualified students.

ASPIRE/ABLE GED (ADULT BASIC & LITERACY EDUCATION) & ESOL CLASSES ARE FREE & AVAILABLE

Aspire-ABLE/GED (Adult Basic Literacy Education) is a FREE program to anyone 16 and over in the community. Aspire classes are a stepping stone to transition to the next chapter in life. Refresh your basic academic skills in reading, math, or language to help earn your GED or High School Diploma, enter a skills training program at Apollo Career Center, enter college, obtain a job, and/or retain your current job.

ESOL (English for Speakers of Other Languages) is a FREE program for adult English language learners 19 years and older.

Aspire-ABLE/GED and ESOL students are required to attend a 2-day orientation for entry into their program. Aspire-ABLE/GED students ages 16-18 must pre-register for orientation. All classes have students of varied ages and backgrounds. Online and computer based instruction is available.

Our FREE Learning Lab offers assistance with basic academic skills, creating career profiles, completing job search and resume writing, and basic computer skills and keyboarding.

We offer classrooms on campus and at several off campus locations in surrounding counties. Please call 419-998-2956 for more information, or email Jodi.wireman@apollocc.org .

ADULT DIPLOMA PROGRAM

Our Adult Diploma Program (ADP) is a free program for adults 22 years of age and older who have not yet obtained their high school diploma and are seeking an industry certificate in a high-growth, in-demand skilled trade. ADP participants will receive their high school diploma and industry credential upon successfully achieving the required composite score on the ACT WorkKeys test, as well as successful completion of the credentialed program. All coursework, including professional development, must be completed while maintaining a minimum of 90% attendance or higher as determined by the credential program. The high school diploma will be issued through the Ohio Department of Education.

ADP students are encouraged to go through the Aspire-ABLE/GED program to build up skills to take the ACT WorkKeys assessment testing. Students who score at or above the required ACT WorkKeys for their credential program and have a minimum of 13 composite score may contact the program manager to begin registration for the Adult Diploma Program. Please call 419-998-2992 for more information, or email barb.heffner@apollocc.org .

JOB PLACEMENT ASSISTANCE

Training in job-seeking sills, resume writing, and interview techniques are part of all full-time adult education programs at no additional cost. Your program manager and career technical instructors are available for assistance in job placement. Placement data information is available at Apollo's Adult Resource Center.

PERSONNEL DIRECTORY
ADULT WORKFORCE

Governing Body – Board of Education

President, Ned Stechschulte, Columbus Grove
Vice President, Dennis Fricke, Elida

Ron Fleming, Ada	Yvonne Marrs, Perry
Todd Hager, Allen East	Bob Loescher, Shawnee
Jackie Place, Bath	Penny Kill, Spencerville
Brad Fruchey, Bluffton	Willie Sammetinger, Wapakoneta
Dan Marshman, Hardin Northern	

Administrative Staff

Keith Horner, Superintendent 419-998-2910
Maria Rellinger, Treasurer 419-998-2912
Tara Shepherd, Adult Education Director 419-998-2971
Toby Prinsen, Assistant Director 419-998-2939
Kayce Prinsen, Evening Manager 419-998-3000

Certified Staff

Joy Baeumel, Financial Aid 419-998-2990
Ann Benfield, Welding Program Manager 419-998-2980
Lisa Brackney, LPN Program Manager 419-998-2975
Jamie Buell, Counselor, Title IX and 504 Coordinator 419-998-2920
Jennifer Dyer, LPN Instructor 419-998-2976
Wendy Fannin, Early Childhood Program Manager 419-998-2985
Patricia Floro, LPN Instructor 419-998-2976
Micah French, Truck Driving/Heavy Equipment 419-998-2969
Barb Heffner, Career Development & Testing Manager 419-998-2992
Bill Joseph, Police Commander, Basic Police Academy Manager 419-998-2952
Ralph Long, Jr., Public Safety Fire Coordinator 419-998-2996
Alex Myers, Spa Technology Manager 567-940-3889
Ruth Nichols, Nurse Aide Program Manager 419-998-2979
Jeff Orphal, Public Safety Program Manager 419-998-2997
Allison Overholt, Public Information 419-998-2957
Carrie Prince, Culinary Arts Manager 419-998-2945
Jessica Sanders, Medical Assistant Manager 419-998-2930
Jodi Wireman, Aspire-ABLE/GED Program Manager 419-998-2956

Non-Certified Staff

Trisha Kroeger, Admin. Assistant 419-998-2961
Kacie Green, Admin. Assistant 419-998-2962
Liz Hobbs, Admin. Assistant 419-998-2963
Charlotte Howbert, Admin. Assistant 567-940-3888
Evening Admin. Assistant 419-998-2960
Central Receiving and Maintenance Personnel 419-998-2907

CAMPUS LOCATIONS

MAIN CAMPUS
Apollo Career Center
3325 Shawnee Rd.
Lima, OH 45806

OTTAWA LPN CLASS
Apollo Career Center - Ottawa
124 Putnam Parkway
Ottawa, OH 45875

FACILITIES

The programs in Adult Education are housed at Apollo Career Center's main campus and extension locations. The existing physical school at all locations provides adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, parking, etc.

The Adult Education main campus consists of multiple classrooms, 3 computer labs, 3 medical labs, 8 industrial labs, and the necessary supportive administrative offices.

Training is also conducted at a classroom at Putnam County Educational Service Center, 124 Putnam Parkway, Ottawa, Ohio.

EQUIPMENT

Each classroom is equipped with computers, and the necessary audiovisual technology and internet access to allow the best instruction possible. Each trade lab is equipped with industry standard equipment to allow for proper training and competency performance for each program.

CALENDAR
2019-2020

July 4 ....Independence Day, No Classes

September 2 ....Labor Day, No Classes

November 28-29 ....Thanksgiving Break, No Classes

December 23-January 1 ....Christmas Break, No Classes

January 2 ....Classes resume

January 20 ....Martin Luther King Observance, No Classes

February 17 ....President's Day Observance, No Classes

....Optional for some Adult Ed. Classes

April 16 ....ApolloPalooza, No Classes

April 10 ....Good Friday, No Classes

May 21 (High School Senior Honors Night) ....No AE classes in High School

May 25 ....Memorial Day, No Classes

*This calendar is subject to change at/or with any Board of Education, gubernatorial or legislative direction of Ohio General Assembly, and may not apply to all programs.

Constitution and Citizenship Day

Each year, on or about September 17, the Adult Center will provide educational material and information about the US Constitution. This is in commemoration that the US Constitution was signed on September 17, 1787. The US Constitution is the foundation document for which our laws and freedoms are based. For more information about the US Constitution, visit www.constitutionday.us.

SECTION II:

SHORT-TERM CAREER TRAINING PROGRAMS

ALL CLASSES AND PROGRAMS LESS THAN 600 CLOCK HOURS ARE
CONSIDERED SHORT-TERM

SHORT-TERM CLASS OFFERINGS INCLUDE:

INDUSTRIAL TRADES	**HEAVY EQUIPMENT**	**ONLINE COURSES**
FORKLIFT	**TRUCK DRIVING**	**ROBOTICS**
PHLEBOTOMY	**INFORMATION TECHNOLOGY**	**CNC Operator**
EARLY CHILDHOOD 120	**EMT**	**Electrical Certificate**
MANICURING	**NURSE AIDE**	**HVAC**
FIREFIGHTING	**SPECIAL INTEREST**	**Short Term Welding**

ENROLLMENT DATES
A student may enroll online at any time, or in person any day that the school is open. The student will start classes at the beginning of the next term. Prerequisites are defined by program and will be made known to the student at the time of registration.

ATTENDANCE & GRADES:
Students are required to maintain a minimum attendance percentage of 90% (although certain programs are governed to require a higher attendance requirement) in order to successfully complete the program and be eligible to receive a certificate.

Public Safety programs and the Nurse Aide program require 100% attendance, and 80% pass rate on tests. Manicuring program requires 100% attendance and 70% pass rate. All missed hours have to be made up for successful completion of these programs.

Phlebotomy program requires 93% attendance and 76% pass rate on tests. Students may only miss one class in order to be eligible to successfully complete the program.

See Veteran's Administration attendance and grade requirements on page 36.

CERTIFICATE OF COMPLETION
An Apollo certificate of completion will be awarded to each student who satisfactorily completes their required training in accordance with the attendance and grade requirements of the individual program. Depending on the program area, students may need to pass licensing exams given by various state boards or other such credentialing authorities before being permitted to practice in Ohio.

PAYMENT PLAN POLICY FOR SHORT-TERM CLASSES
Short-term programs are not eligible for financial aid. Students are responsible for the entire program cost. Some short-term programs offer payment plan options, at the discretion of the institution. As a courtesy, students may elect to pay tuition in installments with no excess fees. Monthly payments are due each month per the established payment plan with an approved form of payment. Payments not received on the established dates will be assessed a late charge of $20 after the 5th business day. Payments not received by the 10th business day due may result in the student being dismissed. Dismissal must be approved by the Director. Payments that are less than the required amount will automatically be assessed the late charge and/or service fee. Vouchers due from funding sources must be received before established dates to avoid a late charge. Students are responsible for knowing all payment dates.

REFUND POLICY FOR SHORT-TERM CLASSES
The refund policy for short-term programs is the same used for full-time programs. See Cancellation & Refund Policy for more information.

REFUND POLICY FOR CAREER ENHANCEMENT (under 10 hours) AND SPECIAL INTEREST CLASSES ONLY
If a student cancels 3 business days prior to the class start date, a full refund will be given. Any no shows or last minute cancellations will not be refunded. Special Interest classes are non-refundable. If a class is canceled by Apollo Career Center, a full refund will be given, along with the option to transfer to another class.

LEAVE POLICY
The school does not allow a leave of absence for part-time students. A part-time student would be required to withdraw and re-enroll at the beginning of the next term.

TARDINESS POLICY
A student reporting over 10 minutes late for a scheduled class will be considered tardy. Three tardies will be counted as one unexcused absence.

CLASS-CUT POLICY
A class-cut will be considered a non-excused absence.

MAKE-UP WORK POLICY
Make-up is at the discretion of the instructor. The student must make up all work during the enrollment period.

SECTION III:

FULL-TIME CAREER TRAINING PROGRAMS

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PROGRAM OBJECTIVES

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Automated Manufacturing Technology (AMT)

Certificate Program	*640 Hours/ 47 weeks*	*Tuition*	*$ 7,704*
		Books/Supplies	*$ 746*
		Total	*$ 8,450*

This program will prepare students to obtain the NIMS certification and Basic Robotic certification. Students will complete a 640 hour curriculum that provides advanced training in Shop Safety, Manual Mill/Lathe Machining, CNC Lathe/Mill Setup and Operations, CNC Programming, Dimensional Metrology, AutoCAD and CAM software. Students completing this training program will have successfully demonstrated skills needed for entry-level employment in a variety of skilled machining, CNC, Auto CAD, CAM, electrical, and electronics based occupations currently in demand throughout Ohio.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Automated Manufacturing Technology program is 900 hours/66 weeks (time it would take a student to complete the program if it were a full academic year with 900 hours). Financial aid will be prorated based on the actual number of clock hours in the program (640/900 = 71%).

Basic Police Academy

Certificate Program	*740 hours/ 34 weeks*	*Tuition*	*$ 3,860*
		Books/Supplies	*$ 340*
		Total	*$ 4,200*

This program prepares you for an entry-level police officer position with hands-on and classroom training. Upon successful completion, a graduate can be eligible for positions in local police departments, county sheriff's offices, state facilities and other locations. Course includes instruction in administration, legal responsibilities, human relations, firearms, defensive driving patrol techniques, civil disorder, investigation, traffic control and physical conditioning. Weekend training is required.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Basic Police Academy program is 900 hours/41 weeks (time it would take a student to complete the program if it were a full academic year with 900 hours). Financial aid will be prorated based on the actual number of clock hours in the program (740/900 = 82%).

PROGRAM OBJECTIVES (continued)

Culinary

Certificate Program	*600 hours/ 50 weeks*		*Tuition*	*$ 7,972*
			Books/Supplies	*$ 528*
			Total	*$ 8,500*

This program prepares students for a career in food service operations. This course is broken into 15 different modules that will help to develop skills in sanitation practices, cooking, baking, customer service, and restaurant management. Through hands-on training, students gain experience in our state-of-the-art training facility and through a wide variety of project-based learning activities and externship opportunities.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Culinary program is 900 hours/78 weeks (time it would take a student to complete the program if it were a full academic year with 900 hours). Financial aid will be prorated based on the actual number of clock hours in the program (600/900 = 67%).

Dental Assistant

Certificate Program	*900 hours/ 43 weeks*		*Tuition*	*$ 8,100*
			Books/Supplies	*$ 1,000*
			Total	*$ 9,100*

This program prepares you for an entry-level dental assistant position with hands-on and classroom training. Dental Assistants help to increase efficiency of the dentist in the delivery of oral health. This program will prepare you to assist chair-side during specialty and operative procedures. Students will complete an externship experience in a local dental facility as part of the program.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Dental Assistant program is 900 hours. Financial aid will be calculate based on the actual number of clock hours in the program (900/900 = 100%).

Early Childhood Education

Certificate Program	*600 hours/ 37 weeks*	*Tuition*	*$ 3,196*
		Books/Supplies	*$ 552*
		Total	*$ 3,748*

This program prepares the student to become a childcare teacher, daycare provider, preschool teacher or director. Students will receive 120 hours of classroom training and may be provided 480 hours of required practical experience at an area child care center. Upon completion of this program, the student will be prepared to take the Child Development Associate (CDA) test to earn the CDA credential.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Early Childhood program is 900 hours/55 weeks (time it would take a student to complete the program if it were a full academic year with 900 hours). Financial aid will be prorated based on the actual number of clock hours in the program (600/900 = 67%).

Esthetician

Certificate Program	*600 hours/ 43 weeks*	*Tuition*	*$ 3,392*
		Books/Supplies	*$ 308*
		Total	*$ 3,700*

This licensure program will help prepare students to obtain credentials in Esthetics with the Ohio State Board of Cosmetology. Students will complete a curriculum that provides advanced training in skin care practices, makeup application, hair removal, anatomy, safety, chemistry, and infection control practices. Students may qualify to participate in clinical internships throughout the program. Students will gain experience in salon operations and build skills that they can apply to their careers as an independent contractor.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Esthetician program is 900 hours/65 weeks (time it would take a student to complete the program if it were a full academic year with 900 hours). Financial aid will be prorated based on the actual number of clock hours in the program (600/900 = 67%).

Fabrication Concepts and Plate Welding

Certificate Program	*696 hours/50 weeks*		*Tuition*	*$10,340*
			Books/Supplies	*$ 560*
			Total	*$10,900*

This program is designed to provide portable welding credentials for code welders. Students completing this training program will have successfully demonstrated skills needed for entry level employment in S.M.A.W., G.T.A.W., G.M.A.W., Pipe, and cutting applications and fabrications. Students will also obtain skills in, blueprint reading/metallurgy, mathematics, and welding fundamentals/metrology. Upon completion of this program, graduates will be eligible to seek AWS (American Welding Society) certification in S.M.A.W., G.T.A.W., G.M.A.W., Students will be eligible for AWS testing.   These skills have been identified as being in demand by manufacturers throughout Ohio.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Welding & Fabrication program is 900 hours/65 weeks. Financial aid will be prorated based on the actual number of clock hours and weeks in the program (696/900 = 77%).

Industrial Maintenance Technology (IMT)

Certificate Program	*648 hours/47weeks*		*Tuition*	*$ 6,970*
			Books/Supplies	*$ 1,480*
			Total	*$ 8,450*

This program offers students an opportunity to achieve a career in Industrial Maintenance skills training. This program will prepare students to obtain the OSHA 30-HR safety certification and the Environmental Protection Agency (EPA) Refrigerant Recovery Universal certification. Students will complete 648 hour curriculum that provides advanced training in Occupational Safety, Hydraulics/Pneumatics, Industrial Mechanics, Single Phase Circuits, AC Motor Controls, Machine Controls Systems, PLC's and HVAC.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the IMT program is 900 hours/65 weeks (time it would take a student to complete the program if it were a full academic year with 900 hours). Financial aid will be prorated based on the actual number of clock hours in the program (648/900 = 72%).

Licensed Practical Nurse

Certificate Program	*1376 hours/45 weeks*		*Tuition*	*$ 10,860*
			Books/Supplies	*$ 1,510*
			Total	*$ 12,370*

This program prepares the graduate for an entry-level position in structured settings at the direction of a registered nurse, licensed physician, dentist, optometrist, or podiatrist. Classroom work is integrated with lab and clinical hands-on learning in both acute and chronic care settings. The graduate is prepared to practice nursing with persons through the life span within an ethical, economic, and legal framework, and to function in accordance with the Licensed Practical Nurse scope of practice set forth by the Nurse Practice Act.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the LPN program is 900 hours/30 weeks; therefore, this program includes two academic years. Financial aid for the second Academic year will be prorated based on the actual number of clock hours in the second academic year (476/900 = 52.9%).*

Medical Assistant

Certificate Program	*900 hours/43 weeks*		*Tuition*	*$ 9,476*
			Books/Supplies	*$ 1,324*
			Total	*$10,800*

This program will prepare students to work in both the administrative and clinical areas in ambulatory care. Certified Medical Assistants (CMA's) work in private practices, clinics, and medical laboratories. The duties of a CMA include, but are not limited to administrative functions in the medical office, basic patient care, taking medical history, performing lab testing, taking vital signs, drawing blood, performing EKG's, giving injections, removing sutures, assisting with examinations, performing diagnostic procedures, and more.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Medical Assistant program is 900 hours/43 weeks. Financial aid will be calculated based on the actual number of clock hours in the program (900/900 = 100%).

Medical Insurance Specialist

Certificate Program   *856 hours/43 weeks*   *Tuition* $ 8,140

                                                                       Books/Supplies $ 1,660

                                                                       Total $ 9,800

This program will prepare students for entry-level positions in a wide variety of healthcare settings such as physician's offices, clinics, insurance companies, and various other health oriented companies. Upon completion of the Medical Insurance Specialist curriculum, students will be prepared to take the American Association of Professional Coders national certification examination, the Apprentice Certified Professional Coder (CPC-A).

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Medical Insurance Specialist program is 900 hours/45 weeks (time it would take a student to complete the program if it were a full academic year with 900 hours). Financial aid will be prorated based on the actual number of clock hours in the program (856/900 = 95%).

Network Cloud Technology

Certificate Program   *900 hours/62 weeks*   *Tuition* $ 9,236

                                                                       Books/Supplies $ 1,880

                                                                       Total $11,116

Students completing this training program will be exposed to technical skills such as computer hardware diagnostics, troubleshooting, computer software and network fundamentals, which are necessary to become A+, Network+, Security+, Server+, and MCSA/MCSE certified technician. These skills will be learned through a series of hands-on lab exercises and book assignments. The labs and exercises are designed to teach and improve the student's PC configuration and troubleshooting skills as well as develop the problem solving skills necessary to function as a PC support or helpdesk technician.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Network Cloud Technology program is 900 hours/62 weeks. Financial aid will be calculated based on the actual number of clock hours and weeks in the program (900/900 = 100%).

Spa Technology

Certificate Program   *800 hours/43 weeks*   *Tuition $ 4,512*

Books $ 488

Total $ 5,000

This dual licensure program will help prepare students to obtain credentials in both Nail Technology and Esthetics with the Ohio State Board of Cosmetology. Students will complete an 800 hour curriculum that provides advanced training in manicuring, pedicuring, artificial nail enhancements, skin care practices, makeup application, hair removal, anatomy, safety, chemistry, and infection control practices. Students may qualify to participate in clinical internships throughout the program.   In addition to working in a salon or spa, licensed Nail Technicians and Estheticians are in high demand throughout the travel industry and in various physician offices. Students will gain experience in salon operations and build skills that they can apply to their careers as an independent contractor.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Spa Technology program is 900 hours/48 weeks (time it would take a student to complete the program if it were a full academic year with 900 hours). Financial aid will be prorated based on the actual number of clock hours and weeks in the program (800/900 = 89%).

Structural Pipe and Plate Welding

Certificate Program   *768 hours/55 weeks*   *Tuition $11,380*

Books $ 570

Total $11,950

Students completing this training program will have successfully demonstrated skills needed for entry level employment in S.M.A.W., G.T.A.W., G.M.A.W., Pipe, and cutting applications. Students will also obtain skills in, blueprint reading/metallurgy, mathematics, and welding fundamentals/metrology. Upon completion of this program, graduates will be eligible to seek AWS (American Welding Society) certification in S.M.A.W., G.T.A.W., G.M.A.W., and Pipe Welding. These skills have been identified as being in demand by manufacturers throughout Ohio.

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. The Academic Year for the Structural Pipe and Plate Welding program is 900 hours/64 weeks. Financial aid will be prorated based on the actual number of clock hours and weeks in the program (768/900 = 85%).

SECTION IV:

FINANCIAL ASSISTANCE
(For Full-Time Programs)

TUITION AND PAYMENT GUIDELINES

Students are responsible for the entire program cost. As a courtesy, students may request a payment plan to pay installments with no excess fees. Payments are due to the Adult Education office on or before the due date listed in the payment plan that the student will sign. Accounts that are more than 5 business days past due will be charged a late fee of $20 for each installment payment that is late. Accounts that are more than 10 business days past due may result in the student being dismissed. Students may elect to provide a debit or credit card that will be automatically charged on the 15th of each month per their payment plan agreement in order to help avoid missing a payment.

Failure to comply with the payment plan agreement can result in the cancellation of the student's enrollment, but not the cancellation of the student's obligation to pay. Any unpaid and past due balance due at separation that is not paid within 90 days will be turned over to the Ohio Attorney General's office for collection.

FAFSA APPLICATION INFORMATION

Full-time, job skill training courses that are 600 hours or more are eligible for federal student aid. Students interested in these classes should submit a Free Application for Federal Student Aid (FAFSA). As the name states, the application does not cost anything and no student who submits a FAFSA is under an obligation to the Apollo Career Center or Federal Student Aid agencies. Avoid FAFSA-related websites that request payment. Make sure your FAFSA web site is www.fafsa.ed.gov.

It is the student's responsibility to file a FAFSA. Students who complete a FAFSA will receive a SAR (Student Aid Report) that includes important personal information regarding Pell grant eligibility and access to federal student loans. The school also receives an aid report and it cannot determine an award without this information. You do not need to speak with the Financial Aid Office before you begin, but please read the following instructions carefully.

Step 1
Gather items that will assist you in completing the FAFSA, for example: Your social security number, tax returns from 2017, current bank statements, untaxed income (such as workers comp & disability), Child Support paid out or received during Jan-Dec 2017, etc.

Step 2
Do you & your Parent (see note below) have a Federal Student Aid (FSA) ID username & password? Please visit https://fsaid.ed.gov/ to either create or retrieve your FSA ID (retain your FSA ID in a safe place for future steps).
Note: If you are under age 24, not married, and not supporting any children, you are considered a Dependent student (whether you live with or receive any support from parents). If this is the case, your Parent will also need to create an FSA ID so that they can complete their part of the FAFSA with their income tax information and sign their name electronically also.

Step 3
Go to: www.fafsa.ed.gov and choose Log In, then log-in on the left side with your FSA ID.
➢ ***File 2019-2020 (with 2017 tax info)***

Step 4
When you get to the School Selection screen, please choose Apollo Career Center as your school by entering our federal school code which is **017290**.

Step 5 – VERY IMPORTANT!! – INCOME TAX INFORMATION!!
The 2019-2020 FAFSA has an IRS Data tool to pull in your tax information directly from the IRS website. When you get to the Financial Information section you will see a question stating "Did you file a Puerto Rican or foreign tax return?" – if you can answer this as "no", then it comes up with an option to "Link to IRS", and you want to click on this, which takes you out to the IRS website where you want to fill in your address that exactly matches your 2017 tax return (for 2019-2020), and you should be able to pull up your tax data and have the option to transfer it directly into the FAFSA (exception: married filing separately status will not be able to use this tool – if this tool does not work, please follow Step 9 to obtain the IRS Tax Return Transcripts).

FAFSA Application Information (continued)

Step 6
Once you have entered your tax and asset information into the FAFSA, you will need to "sign & submit" the FAFSA. With the email address you provided within your FAFSA, the Federal Department of Education will send your Student Aid Report (SAR) by e-mail within 3-5 days. To check the status of your FAFSA: www.fafsa.ed.gov or 1-800-433-3243.

Step 7
If there are any SAR issues that need to be resolved we will contact you and may ask you to schedule an appointment, or you may receive a request for verification from the financial aid office. The verification paperwork will need to be completed before your financial aid can be processed.

Step 8
Once you have passed all sections of the entrance testing, been accepted into the program and your Student Aid Report has no unresolved issues, a financial aid package will be prepared for you and you will receive contact by email or phone call from the financial aid department to schedule an appointment to go over your financial aid awards.

Step 9
THIS IS A SEPARATE STEP OUTSIDE OF THE FAFSA, BUT IS A REQUIRED DOCUMENT IF YOU COULD NOT USE THE IRS LINK FOR YOUR TAX INFORMATION WITHIN THE FAFSA:
Student & Parent(s) (for Dependent students) MUST each order a Tax Return Transcript (this is FREE to order) as follows so that you are prepared to provide support of tax information at your Financial Aid appointment (NOTE: It takes approx.. 2 weeks to receive these – so don't delay, order today!!)

  ➢ To obtain a **2017 IRS Tax Return Transcript**, go online to www.IRS.gov and click on the "Get Your Tax Record" button, then select "Get Transcript by Mail" to have it mailed to you. Use the Social Security Number and the date of birth of the first person listed on the 2017 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the IRS income tax return). Be sure to request the **Tax Return Transcript** and not the Tax Account Transcript when ordering.

You are not eligible for financial aid unless you have completed your secondary education. We will require you to provide a copy of your high school diploma or GED for proof.

AVAILABLE FINANCIAL AID PROGRAMS

Federal Pell Grant Program

The Pell Grant is given with no repayment expected. Pell Grant is based on need and the maximum amount of Pell for the 2019-2020 award year is $6,195. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education.

To receive a Federal Pell Grant a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed on-line at www.fafsa.ed.gov.

After the FAFSA has been processed by the Dept. of Education, a Student Aid Report (SAR) will be issued. This report will contain a number referred to as the EFC (Expected Family Contribution). The school uses this number to determine the amount of the student's award.

Full awards are made only if the student is attending a program of at least 900 clock hours. A student entering a program of less than 900 hours will receive a proportionately reduced award.

Direct Loans

Direct Subsidized Loan* - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of $3,500 for the first year of undergraduate study. There is no interest charged while the student is in school at least half time, during the grace period and during authorized periods of deferment. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

Direct Unsubsidized Loan* - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for interest that accrues during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed $5,500 for a dependent student and $9,500 for an independent student, for the first year of undergraduate study. Repayment usually begins six months after the borrower ceases to be enrolled in the program.

*Programs of less than 900 hours or less than 26 weeks will be prorated down based on the number of hours or number of weeks in the student's program.

Direct Parent Loan to Undergraduate Student (PLUS) – Plus loans are meant to provide additional funds to dependent students for expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made. A parent can change the repayment plan at any time by contacting the Loan Servicer.

INTEREST RATES

Fixed rates as of July 1, 2018:

Subsidized: 4.53%	Unsubsidized: 4.53%	Plus Loan: 7.08%

NOTE: Federal student loans will not be certified until the ISIR or SAR has been received and the student's financial aid file is complete.

ENTRANCE AND EXIT LOAN COUNSELING SESSIONS

Recipients of the Federal Stafford Student Loans are required by Federal regulations to complete Entrance and Exit Loan Counseling sessions. An Entrance session must be completed prior to the student receiving the loan proceeds. An Exit session must be completed at the time of graduation or at the time of departing school. A hold will be placed on the student's record if the Exit session is not completed at that time. Information provided at these sessions should include but is not limited to:

Entrance Interview	Exit Interview
Overview of all sources of aid	Financial planning for loan repayment
Terms/conditions of various loan programs	Loan repayment obligations
Loan application process	Repayment options
Repayment obligations	Deferment/Forbearance/Cancellation provision
Obligation to keep lender informed	Obligation to keep lender informed
Obligation to maintain satisfactory progress	Consequences of delinquency/default
Personal financial planning	Name and address of lender
Importance of keeping loan documents	Estimated monthly payment information
Borrower's rights and responsibilities	Information on Ombudsman
Consequences of delinquency/default	
Master Promissory Note function	

Repayment Estimator

This chart may be used as a guide to estimate monthly payments for a standard repayment schedule based on a 4.53% interest rate and the principal balance of the loan when it enters repayment.

Amount Borrowed	Monthly Payment Amount	Total Number of Payments	Total Interest Paid at 4.53%
$3,000.00	$50.00	69	$410.00
$4,000.00	$50.00	96	$771.00
$6,000.00	$62.00	120	$1,462.00
$8,000.00	$83.00	120	$1,949.00
$10,000.00	$104.00	120	$2,437.00
$20,000.00	$207.00	120	$4,873.00
$30,000.00	$311.00	120	$7,310.00
$40,000.00	$415.00	120	$9,746.00
$50,000.00	$518.00	120	$12,183.00

Deferment/Forbearance

Under certain circumstances, you can receive periods of deferment or forbearance that allow you to postpone loan repayment. These periods don't count toward the length of time you have to repay your loan. You cannot get a deferment or forbearance for a loan that is already in default. For more information about deferment or forbearance you can visit www.studentloans.gov.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Federal law requires that all student loan records be submitted to NSLDS. The information is accessible by guaranty agencies, lenders and schools who are authorized users of the data system. Students may access their own records at www.nslds.ed.gov.

Under the U.S. Department of Education Regulations, schools are required to report enrollment statuses to NSLDS at least every 60 days. Apollo Career Center adheres to these regulations by certifying enrollment records and/or statuses at least every 60 days. New enrollments, withdrawals and graduates are reported to NSLDS as they occur.

OTHER SOURCES OF FINANCIAL ASSISTANCE

Opportunities for Ohioans with Disabilities Bureau of Vocational Rehabilitation (BVR) – Financial assistance may be available from this local agency for students with physical, mental or emotional disabilities. This agency provides individuals with disabilities services and supports necessary to help them attain and maintain employment. Partial to total aid may be available to cover tuition, books and supplies. Contact your local or area Bureau of Vocational Rehabilitation Office for further details. Lima office number is 419-228-1421.

Trade Adjustment Assistance (TAA) – assistance may be available for students who have lost jobs or had hours and wages reduced because of foreign trade. Contact your employer or a local County Ohio Means Jobs center for more information and eligibility requirements.

Workforce Innovation and Opportunity Act (WIOA) – Financial assistance may be available from this funding source for underemployed, single parents, economically disadvantaged, dislocated workers and other individuals. Partial to total aid may be available to cover tuition, books and supplies. Please contact your local county's Ohio Means Jobs center for additional information/eligibility requirements.

Apollo Education Foundation – Through the Apollo Educational Foundation, scholarships are available to apply for after the first session to help fund tuition costs.

VETERANS EDUCATION PROGRAMS

The following programs are eligible for VA funding:

>Automated Manufacturing Technology	>Licensed Practical Nursing
>Basic Police Academy	>Manicuring
>Certified Fire Inspector	>Medical Assistant
>Chemical Operator	>Medical Insurance Specialist
>CNC Operator	>Network & Cloud Technologies
>Culinary	>Network +
>Dental Assistant	>Nurse Aide
>Early Childhood Education	>Phlebotomy
>Electrical Certificate (324 hrs.)	>Robotics
>Emergency Medical Technician – Basic	>Spa Technology
>Esthetician	>Structural Plate & Pipe Welding
>Fabrication Concepts & Plate Welding	>Truck Driving Class A
>Fire Fighter Level 1 and 2	>Truck Driving Class B
>HVAC (144 hrs.)	>Truck Driving/Heavy Equipment
>Industrial Maintenance Technician	>Welding Certificate (336 hrs.)

Veteran's Education Assistance Benefits

- ❖ Chapter 30 Montgomery GI Bill Active Duty Educational Assistance
- ❖ Chapter 31 Vocational Rehabilitation
- ❖ Chapter 32 Veterans' Education Assistance Program
- ❖ Chapter 33 Post 911**
- ❖ Chapter 35 Survivors' and Dependents' Educational Assistance
- ❖ Chapter 1606 Montgomery GI Bill Selected Reserve Educational Assistance Program
- ❖ Chapter 1607 Montgomery GI Bill Selected Reserve Educational Assistance Program

To apply for VA Educational Benefits, please visit the VA website at https://ww.va.gov/education/how-to-apply/ and apply for benefits.

A Certificate of Eligibility is required to be presented upon registration as proof of your education benefits.

**Chapter 33 <u>only</u> pays the school directly, so you are allowed to start a program without payment if you can provide your VA Certificate of Eligibility in advance.

ALL OTHER VA EDUCATION BENEFITS ARE PAYABLE DIRECTLY TO STUDENT AND NOT TO THE SCHOOL. THEREFORE, THE STUDENT IS RESPONSIBLE FOR ALL TUITION AND FEES ASSOCIATED WITH THEIR PROGRAM.

HOW ELIGIBILITY IS DETERMINED

As previously stated, financial assistance is awarded to bridge the gap or to supplement the amount that you and your family are reasonably able to contribute toward your educational expenses. A federally approved system of "need analysis" is used to calculate your Pell Grant award and your eligibility for a student loan. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid with information concerning your family's financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

THE CONCEPT OF "NEED ANALYSIS"

Cost of Attendance	(Tuition, fees, transportation, personal, etc.)
-Family Contribution	(What you and your family are able to contribute toward your educational costs)
= Your Financial Need	(Grant, loan, other resources you can receive)

For all Title IV Programs (Pell Grant, Direct Loans and Plus Loans) a student enrolled at Apollo Career Center must:

- Have financial need, except for some loan programs.

- Be enrolled in a program that is at least 600 clock hours and 15 weeks in length.

- Be attending at least 12 clock hours per week.

- Meet Satisfactory Academic Progress standards set by the school.

- Be a U.S. citizen or eligible non-citizen.

- Register with the Selective Service if you are a male who is at least 18 and born after 12/31/59.

- Not be incarcerated in a federal or state penal institution.

- Have a high school diploma, or G.E.D.

- Have a valid Social Security Number.

- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only or educational purposes.

- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.

- Not have been convicted under federal or state law of the sale of or possession of drugs. (You may still be eligible depending on the number of offenses and when they happened.)

- Must provide information in order for school to obtain financial aid history.

- May not have property that is subject to a judgment lien for a debt owed to the United States Government.

DEPENDENCY STATUS

You are considered Independent if you meet any one of the following criteria:

- You have reached the age of 24 prior to January 1st of the upcoming award year.
- You are enrolled in a graduate or professional educational program beyond a Bachelor's Degree.
- You are married as of the date you submitted the FAFSA.
- You have children who receive more than half of their support from you. **NOTE: Having a child does not automatically make you independent. You must be providing over 50% of the child's support.**
- You have dependents (**other than your children or spouse**) that live with you and receive more than half of their support from you, now and through the end of the award year.
- Both parents are deceased or you are an orphan or Ward of the Court (or were a Ward of the Court until age 18).
- You are currently serving on active duty in the U.S. Armed Forces (other than training).
- You are a Veteran of the U.S. Armed Forces.
- You are an emancipated minor.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If you do not meet any of the above criteria, then you are considered a "**Dependent Student**" and your parents must complete part of the FAFSA and provide their financial information.

In some instances you may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make that decision and circumstances must be in line with Apollo's Dependency Override Policy, as stated below.

DEPENDENCY OVERRIDE POLICY

A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override may be granted for a student who has an unusual circumstance, which is beyond his/her control. A Dependency Override is reviewed on a case-by-case basis, not for a group of students with similar circumstances. It is not unusual for a student between the ages of 18 and 24 to move away from his/her parents and have a full-time job. This is a "life choice" and does not qualify for a Dependency Override.

To receive a Dependency Override the student must make a request to the Financial Aid Office and be able to provide necessary documentation. The Financial Aid Office will determine what type of documentation is appropriate for the situation.

DISBURSEMENT OF FUNDS

All financial aid funds are disbursed by the Treasurer's Office in conjunction with the Financial Aid office, and students are notified of all monies applied to their account. The first disbursement is made approximately 30 days after the program begins and subsequent disbursements are made at the beginning of each payment period, providing the student meets satisfactory progress standards. Disbursement schedules are provided to each student. The number of payment periods is based upon the number of hours in the program (e.g. a 900 hour program has 2 payment periods of 450 hours each).

1. Prior to the student entering a program he/she receives an offer letter from the Financial Aid Office. The offer letter shows the amount of Title IV Aid and the estimated disbursement dates.

2. At time of disbursement the Apollo Career Center Adult Education sends the student a notification form indicating the amount of aid to be applied toward his/her account for tuition and other fees. The student has the option to cancel student loans at this time.

3. Apollo Career Center Adult Education will credit the student's account for the amount of each disbursement within three days of the scheduled disbursement date. If it is determined that more funds have been provided than the student owes for tuition and other fees, the excess funds become available to the student within 14 days of the date a credit balance was created.

4. Residual fund checks will <u>not</u> be released to anyone except the student, or the parent in the case of a Plus loan.

NOTE: If funds are from a source other than Title IV or VA (i.e. IOA), those funds will not be applied to the student account until received by the school. When funds are received, Apollo Career Center Adult Education will apply the funds to the student account, and the Treasurer's office will issue a check for the residual amount, if applicable.

Payment period balance must be zero before <u>any</u> refunds will be made.

<u>SATISFACTORY ACADEMIC PROGRESS – ALL PROGRAMS (EXCEPT LPN)</u>

Please note that ALL students awarded Title IV Pell Grants and/or Direct Student Loans must maintain Satisfactory Academic Progress for continued aid eligibility; and those who want a Certificate of Completion from Apollo Career Center must also maintain Satisfactory Academic Progress.

Satisfactory Academic Progress is measured at the end of each payment period based on the following standards:

Grade Point Average (Qualitative Measure)
- Student must maintain a cumulative grade average of 1.7 GPA.
- Student must be working toward completion of a specific program.

Pace of Completion (Quantitative Measure)

<u>Clock hours successfully completed</u>
Clock hours scheduled   = Pace of Completion

- Student must maintain an aggregate 90% (100/90) pace of completion to ensure completion within the maximum time frame.
- Students must complete within 111% (100% completion divided by 90% required attendance) of the published length of the program to remain on financial aid. For example, if a program's published length takes 45 weeks to complete the maximum timeframe would be 50 weeks (45 wks. x 111%) to complete.

*Note: Periods in which a student does not receive aid will be counted toward the maximum timeframe of 111% allowed to complete a program.

Official Review of Satisfactory Academic Progress

Grades and Pace of Completion are checked at the end of each payment period. The payment period is defined as the point when the student's <u>scheduled</u> clock hours have elapsed. For example: in a 900 hour program the official check date is at the end of the first scheduled 450 hours, in a 600 hour program the official check date is at the end of the first scheduled 300 hours.

Financial Aid Disbursements
First disbursement- Requires student to have attended the first 30 days.

Subsequent Disbursements – student must be meeting the SAP policy and must have successfully completed the clock ours in the payment period. Successfully completed is defined as having attended 90% of the scheduled clock hours (in accordance with the excused absence policy); and achieved a cumulative GPA of 1.7.

If the student is not meeting SAP at the end of the payment period, the Title IV eligibility will be suspended until the student achieves SAP or wins an appeal (see appeal later in this section). The student will receive a notification from the financial aid office that they have not met the requirements to receive the subsequent disbursement, and may appeal the decision per the appeals process. A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid.

Conditions for Dismissal Due to Unsatisfactory Progress
If a student is not meeting SAP at the end of the payment period, their financial aid is suspended and they are monitored for grades and/or attendance improvements. When a student reaches a point in their program where it is not possible to reach the requirements for successful completion, they are dismissed from the program.

Grading Scale

The following grades with their quality points for averaging and their definition will be used for all programs (except LPN):

Percentage Grade	Letter Grade	Point Average
98-100	A+	4.3
95-97	A	4.0
92-94	A-	3.7
89-91	B+	3.3
86-88	B	3.0
83-85	B-	2.7
80-82	C+	2.3
77-79	C	2.0
74-76	C-	1.7
71-73	D+	1.3
68-70	D	1.0
65-67	D-	0.7
Below 65	F	0.0

Appeal Process for Financial Aid Probation

1. The student has the right to appeal the suspension of their Title IV Financial Aid eligibility by utilizing the ***Satisfactory Academic Progress Appeal Form***, as found in the Handbook or can be requested from the Financial Aid department.

2. Appeal must be given to the Financial Aid Specialist within 2 weeks of the Probation/Suspension letter. The appeal will be reviewed by the Program Manager and the Financial Aid Specialist within 2 weeks of receipt. Appeals will be reviewed on a case-by-case basis and the student will be notified of the outcome of his/her appeal.

3. Disposition of Approved Appeal: An approved appeal will allow the Financial Aid office to award one payment period of Title IV aid while on probation. The SAP will be reviewed at the end of the probation period/payment period to determine eligibility for continued financial aid. The review will occur after each payment period (prior to any financial aid disbursement) until the student regains acceptable Satisfactory Academic Progress standing.

4. Disposition for Denied Appeal: A denied appeal will mean that the student is not eligible for Title IV financial aid benefits. Once financial aid is terminated, the student must make arrangements to cover any remaining program costs within 1 week of the denial notification.

Special Grading Circumstances

Remedial Courses
- Apollo does not grant credit for remedial courses.

Transfer Coursework
- Apollo will review requests for credit for previous learning and transfer of hours on a case-by-case basis. Credits for previous training that are accepted towards a program are counted as attempted and completed hours.
- Accepted transfer coursework will be counted toward the maximum timeframe.

Repetition
- When a course is repeated the new grade replaces the old grade. The hours in both courses are counted in the time frame and for attendance percentage.
- Students that repeat coursework will be allowed to receive financial aid for one repeat and must meet all SAP requirements to be eligible. Any coursework that was part of the program that was passed before but repeated to improve grades or as a refresher will not be eligible for financial aid for that portion.
- All repeated coursework will be applied toward the maximum timeframe.

Second Certificate
- In some cases students will choose to enroll in a second program at Apollo Career Center. Most of Apollo's programs general requirements are transferable from program to program (trades and medical general requirements are different and do not transfer from one to another, students must be staying in a specific area of either medical or trade professions for previous coursework to be considered). Students will be allowed to receive aid for the second program as long as they successfully completed the previous program and they are

working toward a specific profession that warrants a second certificate. All second certificate students must be in good standing (having no financial holds).

Change in Program
- o Apollo does allow students to change their program of study once enrolled in a program. Some general coursework can be transferred but program specific requirements will not. Each instance is examined on a case-by-case basis by the financial aid office, Program Manager, and Adult Director to determine transferrable portions of the course.

Incomplete
- o A grade of incomplete is not counted in the grade point average. If the student does not complete the work in the specified time the incomplete will change to an F, which negatively impacts the grade point average.
- o A grade of incomplete will count toward the maximum timeframe and may impact a student's ability to complete the program in the required timeframe.

Withdrawal
- o Financial aid may not be available upon return to the program, depending on academic progress at time of withdrawal and the timeframe in which the student returns.
- o Any withdrawal will be applied toward the maximum timeframe and may impact a student's ability to complete the program in the required timeframe.

SATISFACTORY ACADEMIC PROGRESS – LICENSED PRACTICAL NURSING (LPN) PROGRAM

Please note that ALL students awarded Title IV Pell Grants and/or Direct Student Loans must maintain Satisfactory Academic Progress for continued aid eligibility; and those who want a Certificate of Completion from Apollo Career Center must also maintain Satisfactory Academic Progress.

Satisfactory Academic Progress is measured at the end of each payment period based on the following standards:

Grade Point Average (Qualitative Measure)
- Student must maintain a cumulative grade average of 1.7 GPA.
- Student must be working toward completion of a specific program.

Pace of Completion (Quantitative Measure)

$$\frac{\text{Clock hours successfully completed}}{\text{Clock hours scheduled}} = \text{Pace of Completion}$$

- Student must maintain an aggregate 93% (100/93) pace of completion to ensure completion within the maximum time frame.
- Student must complete within 107% (100% completion divided by 93% required attendance) of the published length of the program to remain on financial aid. For example, if a program's published length takes 45 weeks to complete the maximum timeframe would be 48 weeks (45 wks. x 107%) to complete.

*Note: Periods in which a student does not receive aid will be counted toward the maximum timeframe of 107% allowed to complete a program.

Official Review of Satisfactory Academic Progress
Grades and Pace of Completion are checked at the end of each payment period. The payment period is defined as the point when the student's underlined scheduled clock hours have elapsed. For the LPN program, the payment periods are as follows: 450 hours/450 hours/238 hours/238 hours for a total of 1,376 hours. The official check dates for SAP are at the end of the first scheduled 450 hours, again at the end of 900 scheduled hours, and a final check at the end of 1,138 scheduled hours.

Financial Aid Disbursements
First Disbursement – Requires student to have attended the first 30 days.

Subsequent Disbursements – student must be meeting the SAP policy and must have successfully completed the clock hours in the payment period. Successfully completed is defined as having attended 93% of the scheduled clock hours; and achieved a cumulative GPA of 1.7.

If the student is not meeting SAP at the end of the payment period, the Title IV eligibility will be suspended until the student achieves SAP or wins an appeal (see appeal later in this section). The student will receive a notification from the financial aid office that they have not met the requirements to receive the subsequent disbursement, and may appeal the decision per the appeals process. A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid.

Conditions for Dismissal Due to Unsatisfactory Progress
If a student is not meeting SAP at the end of the payment period, their financial aid is suspended and they are monitored for grades and/or attendance improvements. When a student reaches a point in their program where it is not possible to reach the requirements for successful completion, they are dismissed from the program.

Grading Scale

The following grades with their quality points for averaging and their definition will be used for the LPN program.

Percentage Grade	Letter Grade	Point Average
99-100	A+	4.3
96-98	A	4.0
94-95	A-	3.7
91-93	B+	.3
88-90	B	3.0
86-87	B-	2.7
83-85	C+	2.3
80-82	C	2.0
78-79	C-	1.7
75-77	D+	1.3
72-74	D	1.0
70-71	D-	0.7
69 and Below	F	0.0

Appeal Process for Financial Aid Probation

The student has the right to appeal the suspension of their Title IV Financial Aid eligibility by utilizing the ***Satisfactory Academic Progress Appeal Form***, as found in the Handbook or can be requested from the Financial Aid department.

1. Appeal must be given to the Financial Aid Specialist within 2 weeks of the Probation/Suspension letter. The appeal will be reviewed by the Program Manager and the Financial Aid Specialist within 2 weeks of receipt. Appeals will be reviewed on a case-by-case basis and the student will be notified of the outcome of his/her appeal.

2. Disposition of Approved Appeal: An approved appeal will allow the Financial Aid office to award one payment period of Title IV aid while on probation. The SAP will be reviewed at the end of the probation period/payment period to determine eligibility for continued financial aid. The review will occur after each payment period (prior to any financial aid disbursement) until the student regains acceptable Satisfactory Academic Progress standing.

3. Disposition for Denied Appeal: A denied appeal will mean that the student is not eligible for Title IV financial aid benefits. Once financial aid is terminated, the student must make arrangements to cover any remaining program costs within 1 week of the denial notification.

Special Grading Circumstances

Remedial Courses
   o Apollo does not grant credit for remedial courses.

Transfer Coursework
   o Apollo will review requests for credit for previous learning and transfer of hours on a case-by-case basis. Credits for previous training that are accepted towards a program are counted as attempted and completed hours.
   o Accepted transfer coursework will be counted toward the maximum timeframe.

Repetition
   o When a course is repeated the new grade replaces the old grade. The hours in both courses are counted in the time frame and for attendance percentage.
   o Students that repeat coursework will be allowed to receive financial aid for one repeat and must meet all SAP requirements to be eligible. Any coursework that was part of the program that was passed before but repeated to improve grades or as a refresher will not be eligible for financial aid for that portion.
   o All repeated coursework will be applied toward the maximum timeframe.

Second Certificate
- o In some cases students will choose to enroll in a second program at Apollo Career Center. Most of Apollo's programs general requirements are transferable from program to program (trades and medical general requirements are different and do not transfer from one to another, student must be staying in a specific area of either medical or trade professions for previous coursework to be considered). Students will be allowed to receive aid for the second program as long as they successfully completed the previous program and they are working toward a specific profession that warrants a second certificate. All second certificate students must be in good standing (having no financial holds).

Change in Program
- o Apollo does allow students to change their program of study once enrolled in a program. Some general coursework can be transferred but program specific requirements will not. Each instance is examined on a case-by-case basis by the financial aid office, Program Manager, and Adult Director to determine transferrable portions of the course.

Incomplete
- o A grade of incomplete is not counted in the grade point average. If the student does not complete the work in the specified time the incomplete will change to an F, which negatively impacts the grade point average.
- o A grade of incomplete will count toward the maximum timeframe and may impact a student's ability to complete the program in the required timeframe.

Withdrawal
- o Financial aid may not be available upon return to the program, depending on academic progress at time of withdrawal and the timeframe in which the student returns.
- o Any withdrawal will be applied toward the maximum timeframe and may impact a student's ability to complete the program in the required timeframe.

<p align="center">**<u>VETERANS ADMINISTRATION REQUIREMENTS FOR EDUCATION BENEFITS</u>**</p>

Apollo Career Center is required to ensure that students receiving Veteran's Administration (VA) Education Benefits are making adequate progress toward completing their program. Students receiving VA Education Benefits are required to meet the following standards:

Attendance:
VA students are monitored for attendance at least every 30 days within the program calendar. Students must maintain at least a 90% attendance rate.

Grades:
Grades for students receiving VA Education benefits will be reviewed every 30 days within the program calendar. Students are required to maintain, at a minimum, a grade average of 1.7 GPA (refer to Program Specific grading scales above).

Satisfactory Academic Progress:
- o The first time a student has a percentage of attended clock hours below 90% of their scheduled clock hours at an evaluation point or a GPA below the minimum standards will be placed on **Attendance and/or Academic Warning** and notified in writing.
- o A student on Warning status who has a percentage of clock hours below 90% of their scheduled clock hours at the next evaluation point or a GPA below the minimum standards will be placed on **Attendance and/or Academic Probation** and notified in writing. An Academic Plan, showing the steps needed to be removed from this status before the next evaluation point, will be outlined for the student by the Program Manager.
- o A student on Probation status who has a percentage of clock hours below 90% of their scheduled clock hours at the next evaluation point or a GPA below the minimum standards will be **Terminated/Withdrawn** from their VA Education benefits in the VA-Once system and will lose VA Education benefits for the program at this time. It is possible that this may create a debt with VA for the student.

Conditions for Dismissal Due to Unsatisfactory Progress
When a student reaches a point in their program where it is mathematically impossible to reach the requirements for successful completion, they are dismissed from the program.

Appeal Process & Re-Enrollment
All policies and procedures for Satisfactory Academic Progress Appeal & Re-Enrollment as set forth in this Handbook apply to Veterans Education benefit students as well.

<p align="center">**<u>VETERANS ADMINISTRATION PAYMENTS</u>**</p>

Apollo Career Center abides by the Veterans Benefits and Transition Act of 2018, Section 103. Veteran students who are recipients of Chapter 31 or Chapter 33, and have provided proof of their GI Bill entitled benefits, will not have any negative consequences imposed in regards to late payments by Veterans Affairs. For these Veterans, Apollo will not impose any penalty or late fee, nor deny access to classes or institutional facilities due to late payment of tuition and/or fees due from Veterans Affairs. This restriction on penalties would not apply in cases where the student owes additional payment to the school beyond the amount of the tuition and fees payment from the VA.

ADULT EDUCATION

Satisfactory Academic Progress Appeal

Satisfactory Academic Progress (SAP) is cumulative in nature and takes into account all hours attempted. If you have experienced extenuating circumstances that prevented you from satisfying the requirements, you may appeal using this form.

PLEASE INDICATE THE NATURE OF PROBLEMS THAT HAVE CONTRIBUTED TO YOUR INABILITY TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS (CHECK ALL THAT APPLY)

- ☐ Personal problem (family or relationship issues).
- ☐ Adjustment to school (first time in post-secondary, study skills, issues with adjusting to academic demands).
- ☐ Issues with balancing school and work (the combination of work, school and family is overwhelming).
- ☐ Illness (recent or long-term), death of an immediate relative, family crisis, or injury.
- ☐ Job-related problems (working full-time, need to find a job, need to change jobs).
- ☐ Other, please specify:_____

DESCRIBE WHAT HAS CHANGED THAT WILL ALLOW YOU TO DEMONSTRATE SATIFACTORY ACADEMIC PROGRESS DURING THE NEXT PERIOD OF ENROLLMENT
(any additional documentation to support the appeal should be attached):

_____

_____

_____

_____

_____

Print Name: _____

Student Signature: _____   **Date:** _____

- Submit the completed appeal and any supporting documentation to the Financial Aid office.
- The Program Manager and Financial Aid Specialist will review your academic status to determine if it is possible to continue under an academic plan towards the completion of your program. If it is determined that you have the potential to successfully complete this plan, the Program Manager will meet with you to develop a plan for implementation. If followed, this plan will allow you to meet satisfactory academic progress for the completion of your program. (Please note: If it is determined that you would not be able to complete the program under an academic plan and your appeal is denied, you will be notified in writing within 2 weeks of receipt of your appeal).
- The Financial Aid office will award, **one payment period only**, and review your satisfactory academic status at the end of the probation period/payment period to determine if you are eligible for continued financial aid. The review will occur after each payment period (prior to any financial aid disbursement) until you regain acceptable Satisfactory Academic Progress standing.
- **Failure to successfully complete your academic plan may result in the immediate loss of your financial aid eligibility at Apollo Career Center.**

VERIFICATION/CORRECTION POLICIES AND PROCEDURES

The school is responsible for verifying the accuracy of the financial data used to calculate the student's expected family contribution (EFC). If there is an asterisk (*) next to EFC number on the SAR or ISIR, it means that the student has been selected for verification by the U.S. Department of Education, to verify the information on the student's Federal Application. The school may also select a student for verification.

- The Financial Aid office will notify the student that their FAFSA has been selected for verification and provide instructions on how to proceed, and provide the appropriate Verification worksheet.

- The student (spouse or parent, as applicable) must complete the worksheet and return it to the Financial Aid office, along with any required documentation. In some instances, the Financial Aid Office may require the student to schedule an appointment and meet with the Financial Aid Officer.

- The Financial Aid Officer will review the worksheet/documentation and make any necessary corrections. Corrections are then submitted electronically to the Dept. of Education.

Required Verification Items

Some students may be required to verify all items while some may only have to verify certain items. Determination is made by the Federal processor and is placed into categories V1, V4, or V5. The Financial Aid Office is also required to resolve any other discrepancies and may request additional documentation.

- Household size
- Number Enrolled in College
- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- High School Completion Status
- Identity/Statement of Educational Purpose

Acceptable Documentation

> V1 – Standard Verification Group requires Standard Verification Worksheet and IRS transcript (if tax info was not imported into FAFSA). If taxes were not filed, the student and/or Parent must obtain Verification of Non-filing as proof from the IRS.
>
> V4 – Custom Verification Group requires Verification Worksheet with proof of high school completion status, and proof of identity with statement of educational purpose.
>
> V5 – Aggregate Verification Group requires Verification Worksheet with items in V1 plus proof of high school completion status and proof of identity with statement of educational purpose.

Deadlines

If verification has not been completed prior to the first day of class, the student will be required to pay first period fees. If the student fails to submit the required documentation by the end of the period he/she will forfeit any aid which could have been disbursed for that time period. No funds will be disbursed prior to verification being completed. If a student's award changes as a result of verification/correction, a revised award notification will be sent within two weeks of the completed verification/correction process.

EFC – Your Expected Family Contribution is the number that's used to determine your eligibility for federal student aid. This number results from the financial information you provided in your FAFSA application. Your EFC is reported to you on your SAR.

SAR – Your Student Aid Report summarizes the information you submit on your Free Application for Federal Student Aid (FAFSA) and provides you with your Expected Family Contribution (EFC).

REFERRAL OF OVERPAYMENTS AND FRAUD CASES

If the school discovers that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U.S. Department of Education for collection. Such applicants will be ineligible for future federal aid funds.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U.S. Department of Education.

If you received federal financial aid because you reported incorrect information, you will have to repay any portion of aid you should not have received. Also, any person who intentionally makes false statements or misrepresentations on a federal aid application is violating the law and is subject to fine, imprisonment, or both.

CONFIRMATION OF CITIZENSHIP

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Aid to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Record (ISIR) and the following will apply:

U.S. Citizen or National:
- Must correct SSN, name or date of birth if these are in error and re-submit application
- If data still doesn't match student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization

Eligible Noncitizen:
- A number is sent to DHS for primary verification
- If status is not confirmed an automatic secondary confirmation will be performed by DHS
- School will wait at least five but no more than 15 days for result of secondary confirmation
- If no secondary confirmation the school will begin paper confirmation on form G845
- Form G845 is sent to DHS field office with documentation from student

Students who are required to undergo secondary confirmation will be provided in writing:
- Explanation of documentation to be submitted
- Deadline for submitting 30 days
- Notice that student may not receive aid for the payment period if deadline is missed
- Statement that eligibility is not decided until student has a chance to submit documentation.

NOTE: Citizenship issues must be resolved prior to any aid being disbursed.

'C' CODE ON SAR/ISAR – TITLE IV ELIGIBILITY ISSUES

If a "C" Code is displayed on the Student Aid Report (SAR) and the ISIR, this is a flag that pertains to an issue with the student's eligibility for Title IV financial aid. The associated comment code/eligibility issue will be reviewed by the Financial Aid Officer, and the student will be informed on the issue and possible resolution. If the eligibility issue cannot be resolved, the student may be denied Title IV aid. When a student is denied access to Title IV funding, the student is notified in writing with the specific reasons for denial and school appeal process is made available at that time. When denials affect the ability of the student to obtain federal financial aid not only at this institution (based on professional judgment) but overall (based on federal policy), the written process for notifying the Department of Education and the student are followed. If an appeal is pursued by the student, the review process and final decision will be delivered in writing to the student and kept on file.

UNUSUAL ENROLLMENT HISTORY POLICY

The U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program. They have done this by identifying financial aid students with unusual enrollment histories. If a student has received Pell Grant funding while attending multiple institutions during the last four academic years, the student may be flagged for unusual enrollment history (UEH). While most students have legitimate reasons for unusual enrollment histories, other students enroll in school just long enough to receive cash refunds of federal student aid. These students will often leave school, after receiving their financial aid refund, and repeat the process again by enrolling at another school.

Students with unusual enrollment histories will be flagged on their Student Aid Report (SAR) as having either a *possible* or *questionable* enrollment pattern problem. Once identified as having a UEH flag, the Office of Financial Aid at Apollo Career Center is required to review the student's enrollment information and determine if academic credit was earned during the last four award years.

Students with UEH flags will be required to provide Apollo Career Center Financial Aid department with their academic transcripts from each college from which financial aid was received in the past four award years. As part of the review process, Apollo has the authority to request missing academic transcripts from the student. Apollo's Financial Aid Specialist is able to determine if academic records are missing by reviewing data from the National Student Loan Data System (NSLDS).

Students will be ineligible for financial aid until all required transcripts are received by the Financial Aid department. Once all required academic transcripts are received, the Office of Financial Aid will review the student's enrollment and financial aid records to determine if academic credit was earned. Records may be reviewed from previously attended schools.

Academic Credit Earned: If Apollo determines that academic credit was earned, and the student is not enrolling just to receive a financial aid refund, no further action is required. The student becomes eligible for financial aid.

Academic Credit Not Earned: If Apollo determines that the student did not ear academic credit at a previously attended institution, the student will be required to provide additional documentation before eligibility for financial aid can be determined.

If Academic Credit was not earned, students will be asked to provide documentation explaining why they failed to earn academic credit. Documentation provided by the student must support the following:
1. The reason(s) why the student was unable to earn passing grades; and
2. That the student did not enroll solely for the purpose of receiving a credit balance of financial aid.

Students may include personal and academic reasons to explain their failure to earn academic credit. Personal reasons include: illness, a family emergency, a death in the family, changes in living status, and military obligations. Academic reasons may include unexpected academic challenges, or a determination that the academic program did not meet the student's needs.

The documentation provided when academic credit is not earned will be reviewed by a committee consisting of the Adult Education Director, the Program Manager, and the Financial Aid Specialist. Students who have lost their eligibility for financial aid will be notified in writing by the Office of Financial Aid.

Regaining Title IV Eligibility: If Apollo Career Center denies a student Title IV aid for Unusual Enrollment History, the student may attend a full-time program at Apollo without receiving Title IV aid and pay out-of-pocket for the first payment installment period. At the end of the first payment installment period, if the student is meeting the requirements of Satisfactory Academic Progress, the student could then be considered for Title IV Eligibility for the remaining program hours.

SECTION V:

CONSUMER DISCLOSURES & POLICIES

ADMISSIONS POLICY

Any adult age 18 and over, has a GED or high school diploma, is not enrolled in high school, may register for admission. Students must provide their high school diploma, or GED, prior to enrollment, if they are to receive Title IV, Federal funding awards. No student will be admitted who owes an outstanding balance to Apollo.

You are not officially seated until you have submitted a registration, met with the program manager, taken any required entrance examination, and secured payment of the program either by check, cash, personal loan, money order, credit card or financial aid or third-party funding agency voucher. *Fees must be paid before you are officially registered.* Scholarship monies received on your behalf will be applied to tuition. Individuals are required to pay any amount not covered by financial aid or scholarships.

Those applying for financial aid should do so at least two months prior to the program start date. Financial assistance for most full-time career development programs is available in the form of federal aid, veteran's benefits, local scholarships, and payback loans for those that qualify. Contact the financial aid office at 419-998-2990 for further details.

If the school questions the validity of the high schools' credentials, we will ask for a transcript from the high school showing classes completed and passed. If we are still not satisfied as to the validity of the credential, we may contact the states' Department of Education in which the school is located to ascertain if the high school is approved by the state.

Foreign Diploma
If your diploma is from a foreign country, you must:
1. Have the diploma translated into English
2. Once the diploma has been translated into English it must be reviewed by a credential evaluator to determine if it is the equivalent to a U.S. diploma.

PROGRAM SPECIFIC POLICIES AND PROCEDURES

You may be provided a handbook that reflects policies and procedures specific for the program in which you are enrolled.

VACCINATON POLICY

Apollo Career Center does not require a student to have vaccinations to attend classes. However, some programs require certain vaccinations before students can begin their clinical/externships.

POLICY ON STUDENT ADMISSION BY EXCEPTION TO THE INSTITUTION'S STANDARD POLICIES EXCEPTION:

For short-term programs that are part of the state of Ohio Adult Diploma Program (Early Childhood Education, HVAC, Manicuring, Microsoft Essentials, Phlebotomy, Robotics, and STNA), a high school diploma or GED is not required as an enrollment requirement until after a student successfully completes the program and passes the state test and receives the certification. The student will then be granted an Adult Diploma and fulfill enrollment requirements.

High school students who are in good academic standing, may dual enroll in an adult education program so long as it is compliant with the programmatic governing agencies rules.

NONDISCRIMINATION AND EQUAL OPPORTUNITIES

No person, on the basis of race, color, gender, religion, age, ancestry, disability, national origin, military status, genetic information, or social or economic background, will be excluded from participation in any program of instruction, or be subjected to discrimination in any employment practice in the Apollo Career Center.

Any person who feels that some form of discrimination is being practiced in the Apollo Career Center may express that concern, or file a grievance with Jamie Buell, Instructional Supervisor, who is the Title IX/Section 504 equality opportunity compliance officer for the school at 3325 Shawnee Road, Lima, Ohio 45806; or call (419) 998-2991 or contact the Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Room 750, Cleveland, Ohio 44114-2611. Phone (216) 293-4970; TDD line is (216) 522-4944.

In the event that a student or employee believes that his or her rights have been violated and allege some form of discrimination, the following procedure shall be followed:

Step I – Discussion with Instructor or Immediate Supervisor
A student or employee who wishes to file a grievance must first discuss the matter of concern with his or her immediate supervisor within five (5) working days of the matter of grievance. In this procedure, a student must first appeal to his or her instructor. An employee shall first appeal to his or her immediate supervising administrative office.

After discussing the matter with the student or employee, the appropriate instructor or administrative officer shall verbally respond to the complaint within five (5) working days.

Step II – Filing of Written Appeal
If the student or employee does not feel that the discussion with the instructor or administrative officer referred to in Step I has resolved the problem, he or she may file a written appeal with the same instructor or administrative officer describing the cause for complaint. Such written appeal shall be filed within five (5) working days after the conference provided in Step I.

Upon receipt of the written appeal, the instructor or administrative officer shall, within five (5) working days submit a written response to the person filing such appeal.

Step III – Appeal to the Compliance Officer
If the person filing the appeal in Step II is not satisfied with the decision of the instructor or administrative officer, a further written appeal may be filed with the Equal Opportunity Compliance Officer. Such appeal must be submitted within ten (10) working days after the receipt of the written response provided for in Step II. Upon receipt of such appeal, the Compliance Officer shall hold, within ten days, an informal conference with the student or employee to discuss the appeal.

A written decision shall be rendered within ten (10) working days after the conference and submitted to the person filing such appeal.

Step IV – Appeal to the Board of Education
If the person filing the appeal in Step III is not satisfied with the decision rendered by the Compliance Officer a further written appeal may be filed with the Superintendent for presentation to the Board of Education. Such appeal must be filed within five (5) working days after receipt of the written response provided in Step III.

If notice of further appeal is not received by the Superintendent for presentation to the Board of Education within five (5) working days after such written decision is rendered by the Compliance Officer, the matter shall be considered closed.

If the notice of further appeal beyond Step III is filed, the Superintendent shall forward a copy of all appeals and responses recorded in Steps II and III to the Board of Education. The matter will be placed on the agenda of the next regular meeting of the Board of Education occurring not earlier than ten (10) days after the receipt of the appeal by the Superintendent. Such appeal may be discussed by the Board of Education in executive session and such witnesses as the Board may invite may be heard.

The official action of the Board shall be taken in an open meeting. Such action shall be considered final except that no part of these rules shall infringe upon the right of any student or employee to appeal, at any time during the process, directly to the Director of the Office of Civil Rights for Region Five (5).

Students who feel their grievances that have not been addressed through this protocol at the institutional level may contact the Council on Occupational Education.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
770-396-3898
www.council.org

APOLLO CAREER CENTER ADULT WORKFORCE EDUCATION

STUDENT ALLEGED DISCRIMINATION GRIEVANCE COMPLAINT FORM
(to be completed in triplicate)

Apollo Career Center is an equal opportunity educational institution. Complete the following report and submit this complaint alleging non-compliance of your civil rights.

SECTION I
IDENTIFICATION OF COMPLAINT

Name _____ Telephone # _____

Home Address _____
                      Street   City   State   Zip

Campus _____ Program _____ Instructor _____

SECTION II
DESCRIPTION OF COMPLAINT

Exact Place _____ Date/Time _____

Persons present or witnessing: Title

_____   _____

_____   _____

_____   _____

_____   _____

SECTION III

A.   Concise statement of facts reciting basis of complaint, which alleges non-compliance.

_____

_____

_____

B.   How do you interpret this situation or incident to be a violation of your civil rights?

_____

_____

_____

C.   Did you make an effort to correct the situation by suggestions, actions, or personal restraints? Explain and give the results as you see them.

_____

_____

_____

_____   _____
        Student Signature   Date

PRIVACY POLICY

Apollo considers certain information as directory information. A student's name, photograph, major field of study, participation in officially-recognized activities, dates of attendance and graduation, certificates awarded, and awards received are considered directory information. If you do not want Apollo to release your directory information, please send a letter to: Tara Shepherd, Adult Education Director, Apollo Career Center, 3325 Shawnee Road, Lima, OH 45806-1497.

PUBLIC'S RIGHT-TO-KNOW

In fulfillment of the rationale for the creation of public governing bodies, the meeting and records of the Board will be considered a matter of public information.

Educational matters will be discussed and decisions made at public meetings of the Board, except for such matters as are properly and legally discussed in private executive sessions.

The official minutes of the Board, its written policies, and its financial records will be open for inspection in the office of the treasurer during the hours the administrative offices are open. However, no records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons without students' or staff members' written knowledge or as a result of meeting a statutory or judicial mandate.

The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information.

CREDIT FOR PREVIOUS TRAINING

Apollo Career Center will review transcripts from previous training in the field of study in which they are enrolling. This includes transcripts within Apollo as well as from other institutions where credit was earned.

Students may earn advanced standing in their program for previous training earned at Apollo Career Center or another institution. Requests for credit for previous training or transfer of hours will be reviewed and approved or denied on a case-by-case basis by the appropriate Program Manager.

If credit is granted, the program hours and tuition will be prorated accordingly. Apollo Career Center reserves the right, on a case-by-case basis, to not extend credit. Students are required to meet all enrollment requirements of Apollo Career Center prior to transfer approval.

*Veterans using VA educational benefits are required by VA regulation to provide a transcript for previous related training.

CREDIT FOR PREVIOUS TRAINING – Transfer between Programs

Transfer between programs is only allowed during the first three days of the program start date. The transfer will be considered only if there is space available and must be approved by the Adult Director. There will be no credit issued. Application fees are not transferable between programs.

COPYRIGHT PROTECTION

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assesses costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov .

This does not mean that all media found on the Internet cannot be used in school projects. If a website states that the content presented on that website can be used for public or private use, then a student may use material from the website. As always, any material used in student work, that is not his or her own work, must be cited appropriately.

MISREPRESENTATION POLICY

Apollo Career Center strives to be a career center of high integrity and is committed to providing the most accurate information through all mediums to anyone associated with the school. Apollo Career Center will make every effort to not engage in misrepresentation of any form as defined by the U.S. Department Regulatory Citation: 34 CFR § 668.71 (c) which defines misrepresentation as any false, erroneous or misleading statement an eligible institution, 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 makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary. A misleading statement includes any statement that has the likelihood or tendency to deceive. A statement is any communication made in writing, visually, orally, or through other means. Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program.

COMPUTER TECHNOLOGY AND NETWORK GUIDELINES

Computer use at Apollo Career Center is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, monitor, survey, revise, and/or delete all files and records, or information on school owned computers and network systems, and to monitor, survey, review computer and network use by students without notice. E-mail, sites visited on the Internet, and information created/communicated on school equipment and/or software is not private and will be monitored through random checks. The use of the network is a privilege, not a right. The privilege may be revoked at any time. Students are restricted and are to refrain from accessing materials that are offensive or inappropriate while using school equipment.

ADDITIONAL INFORMATION ABOUT THE SCHOOL

Your best sources of information are the Apollo Career Center Adult Workforce catalog and the Student Handbook. If you still have unanswered questions, please feel free to contact the Financial Aid Office, Adult Education Director, or an Apollo Career Center Counselor.

Student Services
Training in job-seeking skills, resume writing, and interviewing techniques are part of all full-time adult education programs at no additional cost. Your career tech instructor is available for assistance in job placement.

An adult evaluator is available to administer student assessments and interpret assessment results. An assessment test is given to all career development students.

A financial aid advisor is available by appointment. The advisor can assist with information concerning the various grants and funding opportunities that are available to students. Call 419-998-2990 to schedule an appointment, or stop by the Adult Resource Center.

Services for Adults with Disabilities
Adults with documented disabilities may enroll in any of Apollo Career Center's Adult Education programs. Students should provide documentation of their disability prior to enrollment. Apollo will attempt to provide reasonable accommodations to students to create an opportunity for success, however success is not guaranteed.

- Documentation should be completed and signed by a professional familiar with the applicant and the applicant's disability such as a physician, psychologist, or rehabilitation counselor.
- Documentation should verify the disability and suggest appropriate accommodations. Accommodations may be made after the student submits the required documentation.
- If no current documentation is available, it is the responsibility of the student to have new documentation prepared. Students are responsible for any costs associated with obtaining existing or new evaluations.
- If students who do not disclose the need for accommodations and produce documentation to substantiate that need, it will be assumed that none are required. Accommodations must be reasonable in nature and not alter the fundamental nature of the program.

This information is confidential and is not a part of the student's permanent record. If the documentation is more than 5 years old the Student Services office **may** ask the student to complete various assessments to determine the academic and career-technical level of the individual. Upon completion of the evaluation process, Apollo Career Center Adult Education Office will work with program coordinators and instructors to develop a program plan to target career technical competencies and training accommodations.

For additional assistance students may contact Jamie Buell, Instructional Supervisor, who is the Title IX/Section 504 equality opportunity compliance officer for the school at 3325 Shawnee Road, Lima, Ohio 45806; or call (419) 998-2991 or contact the Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Room 750, Cleveland, Ohio 44114-2611.
Phone (216) 93-4970. TDD line is (216) 522-4944.

EDUCATIONAL COSTS

Before applying for financial aid, students and parents should assess all of the costs of attending Apollo Career Center. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical period of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided below. Indirect costs include personal expenses, room/board, transportation, child care and loan fees. Some tuition/fees may be estimated and could be subject to change.

	Direct Cost			Indirect Cost (cost of attendance)	
Program	Tuition	Books & Supplies	Additional Fees	Independent Student	Dependent Student
LPN	$10,860.00	$1,510.00	$1,134.00	$26,089.00	$20,689.00
Dental Assistant	$8,100.00	$1,000	$ 739.00	$21,874.00	$16,714.00
Medical Insurance Spec.	$8,140.00	$1,660.00	$1,124.00	$22,959.00	$17,799.00
Medical Assistant	$9,476.00	$1,324.00	$ 940.00	$23,512.00	$18,615.00
AMT	$7,704.00	$746.00		$22,085.00	$16,445.00
IMT	$6,968.00	$1,482.00		$22,085.00	$16,445.00
Fabrication Concepts & Plate Welding	$10,340.00	$ 560.00		$25,360.00	$19,360.00
Structural Plate & Pipe Welding	$11,380.00	$570.00		$27,785.00	$21,185.00
Network Cloud Technology	$9,236.00	$ 1,880.00		$29,501.00	$21,701.00
Early Childhood Dev.	$3,196.00	$ 552.00		$14,483.00	$10,043.00
Spa Technology	$4,512.00	$ 488.00		$17,035.00	$11,875.00
Esthetician	$3,392.00	$ 308.00		$15,735.00	$ 10,575.00
Basic Police Academy	$3,860.00	$340.00	$1410.00	$15,995.00	$11,555.00
Culinary	$7,972.00	$ 528.00		$23,010.00	$16,770.00

 *Listed prices are for the 19-20 Award Year.

CODE OF CONDUCT FOR APOLLO FINANCIAL AID PROFESSIONALS

An Apollo Career Center financial aid professional is expected to maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity.

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.

   a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
   b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publically disclosed. Borrowers will not be auto-assigned to any particular lender.
   c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
   d. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).

2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.

3. Institutional award notifications and/or other institutionally provided materials shall include the following:

   a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
   b. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
   c. Standard terminology and definitions, using NASFAA's glossary of award letter terms.
   d. Renewal requirements for each award.

4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."

5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Adapted from National Association of Financial Aid Administrator's (NASFAA) Professional Code of Conduct
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
As defined by the Federal Department of Education
http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

APOLLO CAREER CENTER POLICIES/PROCEDURES UNDER FERPA
For Postsecondary Students

Student Records Access
All students shall have the right to review their records. Access must be provided within 45 days after the request. All materials in the cumulative folder and intended for school use shall be available. The Adult Education Director/Designee shall be present during any review of student records. Parents of *dependent students may be allowed access to student records, but only if the student signs a release form giving them permission.

Request for Amendment and Further Appeal
Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Director/Designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the Adult Education Supervisor/Designee may be appealed to the Director of Adult Workforce Development within one workweek after receiving it. All records concerning the complaint and how it was handled must be sent to the Director of Adult Workforce Development. Within one workweek after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the President/CEO/Designee and Board of Directors according to the due process of the law.

*Dependent Student – A dependent student is one who answers NO to every question in step there of the Free Application for Federal Student Aid (FAFSA).

STUDENT DEMOGRAPHIC INFORMATION

Information about the composition of students at Apollo Career Center is available on the College Navigator website (https://nces.ed.gov/collegenavigator/). College Navigator is a free consumer information tool which makes information gathered about postsecondary institutions by the National Center for Education Statistics (NCES) available to prospective college students, parents, guidance counselors, and the general public in an easily accessible manner. To view information for Apollo Career Center, enter our school name into the search tool. The following information is available on the College Navigator website:
- General Information
- Tuition, Fee, and Estimated Student Expenses
- Financial Aid (data regarding the various financial aid sources for students, including federal Pell grants)
- Net Price
- Enrollment (gender and race/ethnicity distribution of students)
- Admissions
- Retention and Graduation Rates (Retention rate for certificate seeking, first-time, full-time, undergraduate students)
- Programs/Majors
- Service members and Veterans
- Accreditation
- Campus Security
- Cohort Default Rates

The direct link for Apollo Career Center is:
https://nces.ed.gov/collegenavigator/?q=apollo+career&s=all&id=201034

DEFAULT PREVENTION AND MANAGEMENT PLAN

These activities in this Default Prevention and Management Plan promote student and school success by increasing retention and reducing delinquency and default. Schools and students receive benefits when schools implement the activities, techniques, and tools outlined in this plan. Schools benefit by avoiding any limitations on participation in the loan programs due to excessive cohort default rates (CDRs). Students benefit by having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and establishing a healthy credit history. Schools that are actively committed to promoting student success help their students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds borrowed to finance their education.

Coordination and implementation of the Default Prevention and Management plan is the responsibility of the Financial Aid office in conjunction with the Adult Ed Director and Program Managers.

Consequences of Default for Borrowers

Borrowers who default on student loans face serious consequences. Stafford Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection efforts continue and the defaulter will be ineligible for additional federal student aid. The Department, guarantors, and servicers undertake many activities to prevent borrowers from defaulting. With a minimal amount of time, effort, and expense, schools can play a critical role in helping borrowers avoid the damaging consequences of default.

Consequences of Default for Schools

Schools may face serious consequences due to high CDRs. Consequences include the loss of participation in the Direct Loan, and/or Pell Grant programs. The objective of the Apollo Career Center Adult Education office is to reduce defaults, promote student and school success, help preserve the integrity of the loan programs, and reduce costs to taxpayers.

Management Strategies

The following strategies are used to manage Apollo Career Center's cohort default rate and promote responsible student borrowing:

- Awarding aid based on Apollo Career Center's established student cost of attendance and annual federal loan limits.
- The Financial Aid Office will offer loan counseling and provide financial literacy resources to borrowers throughout their attendance at the school –from enrollment, through graduation or withdrawal, and beyond.
- The Financial Aid Office monitors both entrance and exit counseling information to ensure that the required counseling sessions are completed by every student who has had a loan certified.
- The Financial Aid Office will timely and accurately report enrollment status to NSLDS to promote school and student success.
- In order to maintain eligibility for financial aid, students must be making satisfactory academic progress (SAP) toward a certificate.
- Students who were dismissed for financial aid and/or academic probation violations and subsequently reinstated via the appeal process may have loans reduced or eliminated until satisfactory academic progress is re-established.
- Exceptions may be approved by the Director of Adult Education and the Financial Aid Office.

After Students Leave School

The Apollo Career Center Financial Aid office accesses electronic versions of delinquent borrowers from the NSLDS Professional website. Periodically throughout the year, the Financial Aid office mails personalized delinquency letters to students. The delinquency letter indicates how many days delinquent the student is on their Direct Loan repayments, and includes the loan servicer name and contact number for the student to call the loan servicer to resolve their delinquency.

If a delinquency letter is returned as undeliverable, the Financial Aid office will work with the Program Manager to determine if they have any point of contact with the student to attempt to provide information to the student and help resolve delinquency.

Analyze Defaulted Loan Data to Identify Defaulted Characteristics

No matter how effective and far-reaching a default prevention and management plan is, some borrowers default. When the Draft Cohort Default Rate and associated Loan Detail Reports become available, the Financial Aid office will review the data and compile a listing of the borrowers by program and status of "graduated" or "withdrew", which will be provided to the Adult Education Director and all Program Managers to help determine who is defaulting and why. Apollo Career Center then uses this information to improve their default prevention and management practices and initiatives. Apollo Career Center promotes success by taking preventive measures to correct ineffective practices thereby preventing current and future borrowers from experiencing the same difficulties that plagued past defaulters. One solution to preventing future defaults lies in understanding what caused past defaults.

DELINQUENT STUDENT ACCOUNTS

Delinquent student accounts that are not resolved with Apollo Career Center's Financial Aid office will be assigned to the Ohio Attorney General's Office. The Attorney General's Office will apply a full range of collection efforts to resolve the debt, include but not limited to withholding state tax refunds. The Attorney General's Office and/or their approved collections agencies will assess collections fees to your account with the Attorney General's Office. The collection fees are based on a percentage of your outstanding debt. Students whose accounts have been forwarded to the Attorney General's Office must contact them to make payments. The Ohio Attorney General's Office can be reached at 1-888-665-5440.

A collections hold will be placed on all delinquent accounts. Students are not permitted to enroll in additional programs and/or classes, request official transcripts, or obtain program credentials until their account is paid in full.

GRAMM-LEACH-BLILEY ACT (GLBA): SAFEGUARDING OF CONFIDENTIAL FINANCIAL AND PERSONAL INFORMATION

Introduction
Apollo Career Center is committed to the ongoing protection of confidential financial information that it may collect from faculty, staff, students, alumni and others. The Gramm-Leach-Bliley Act* ("GLBA") addresses the privacy of non-public identifying information and describes the necessity for administrative, technical and physical safeguarding of that type of information. GLBA mandates that Apollo develop, implement and maintain a comprehensive information security program (the "Plan") to insure the safeguarding of Confidential Financial Information ("CFI"). Apollo Career Center obtains CFI from students, faculty, staff and others that may include, but is not limited to:
- Names
- Social Security Numbers
- Date and location of birth
- Gender
- Driver's license information
- Salary history
- Tax or financial information from a student or a student's parents

This policy applies to Apollo Career Center personnel who administer, manage, maintain or use CFI. It also applies to the supervisors of those individuals. It applies to all locations of this information, whether on campus or from remote locations. CFI includes any paper or electronic record containing non-public personal information about a customer that Apollo, or its affiliates, handle and maintain. CFI includes any personally identifiable information provided by students in order to obtain a financial product or service from Apollo Career Center (such as financial aid).

Specific Authority
The GLBA is implemented by 16 CFR Part 314 and the Federal Trade Commission (FTC) Rules on "Standards for Safeguarding Customer Information". This policy statement sets Apollo Career Center's policy to ensure ongoing protection of CFI and serves as written evidence of a Security Plan in compliance with 16 CFR Part 314.3(a). The GLBA uses the term "customer" to describe persons whose information is to be protected under the Act.

GLBA Objectives and Requirements
The objectives of GLBA are to:
- Insure the security and confidentiality of customer information
- Protect against any anticipated threats or hazards to the security and integrity of such information
- Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer

"Customers" of Apollo Career Center include, but are not limited to faculty, staff, students, alumni and others. To comply with safeguarding confidential financial records and related personal information and achieve those objectives, Apollo Career Center is required to:
- Designate one or more employees to coordinate the safeguards
- Identify and assess risks to customer information and evaluate the effectiveness of the current safeguards
- Designate and implement a safeguards program that includes regular compliance monitoring and evaluation
- Select appropriate service providers and ensure that contracts with those providers include adequate safeguards for customer information
- Provide for evaluating and adjusting the program in light of relevant circumstances
- Ensure that all new and existing employees who are involved in activities covered under the Act receive safeguarding training

Who Receives Information and Why?

As required by GLBA, PRCTC does not disclose any non-public financial information about our students/customers, or former student/customers, to anyone, except as permitted by law. Apollo Career Center may exchange such information with its affiliates and certain nonaffiliated third parties (under limited circumstances) to the extent permissible under law to service student loan accounts, collect on delinquent accounts, or provide other financial services related activities.

Upon request, a student/customer shall be informed of the existence, use and disclosure of their information, and shall be given access to it. Students/customers may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate. Student Services is responsible for obtaining and presenting information when requested by a customer.

Technology Coordinator

The department that is responsible for the implementation and execution of the Plan at Apollo Career Center is the District IT Department and Staff. All correspondence and inquiries should be directed to the Technology Coordinator in the IT Department.

The Technology Coordinator should assist the various offices of the University that have access to CFI to identify and reasonably foresee internal and external risks to the security of CFI. Further, the Technology Coordinator should (1) evaluate the effectiveness of the current safeguards for controlling these risks; (2) regularly monitor and test the Plan; and (3) design and implement any necessary changes to the Plan. The Technology Coordinator should also work with other relevant departments to identify third-party providers who have access to CFI so that PRCTC secures contracts with those third party providers to ensure the protection of CFI.

Implementation for Policy
- Employee Training and Management
  - Apollo Career Center employees that will have access to CFI shall receive proper training on the importance of confidentiality of certain records, such as student records, student financial information, tax records and any other CFI maintained by PRCTC, and the proper storage of CFI materials. All Apollo Career Center employees with access to computers shall be trained in the proper use of CFI and the use of passwords to prevent the transmission or communication of CFI to unauthorized persons.
- Information Security System
  - Access to CFI through the PRCTC computer network shall be limited to those PRCTC employees who have a valid legitimate reason to have such information. All CFI that may be accessed through the Apollo Career Center computer network shall be protected by, and each Apollo Career Center employee that needs to have access to CFI shall be assigned, a username and password. Such usernames and passwords shall expire periodically and shall not be posted in public spaces. Apollo Career Center will take all reasonable and appropriate steps consistent with current technological development to ensure that all CFI remains secure.
  - Safeguards for information processing, storage, transmission, retrieval and disposal may include:
    - Requiring electronic data (covered by the GLBA) be entered into a secure, password-protected system
    - Using secure connections to transmit data outside Apollo Career Center; using secure servers
    - Ensuring data is not stored on transportable media (floppy drives, zip drives, etc.)
    - Permanently erasing covered data from computers, diskettes, magnetic tapes, hard drives, or other electronic media before re-selling, transferring, recycling, or disposing of them
    - Storing physical records in a secure area and limiting access to that area; providing safeguards to protect covered data and systems from physical hazards such as fire or water damage
    - Disposing of outdated records under a document disposal policy; shredding confidential paper records before disposal
- Detecting, Preventing, and Responding to Attacks, Intrusions, and Other System Failures
  - Apollo Career Center will maintain effective systems to prevent, detect, and respond to attacks, intrusions and other system failures. Such systems may include maintaining and implementing current anti-virus software; checking with software vendors and others to regularly obtain and installing patches to correct software vulnerabilities; maintaining appropriate filtering or firewall technologies; alerting those with access to covered data of threats to security; imaging documents and shredding paper copies; backing up data regularly and storing back up information off site, as well as other reasonable measurers to protect the integrity and safety of information system.
  - Systems will be implemented to regularly test and monitor the effectiveness of information security safeguards. Monitoring will be conducted to reasonably ensure that safeguards are being followed, and to quickly detect and correct breakdowns in security. The level of monitoring will be appropriate based upon the potential impact and probability of the risks identified, as well as the sensitivity of the information provided. Monitoring may include sampling, system checks, reports of access to systems, reviews of logs, audits, and any other reasonable measures adequate to verify that information security's controls, systems and procedures are working.

- Physical Security of Paper Records
  - Education records shall be stored in secured facilities and/or equipment, and shall be available only to those specified in policy or these guidelines. Reasonable and appropriate methods (including but not limited to physical and/or technological access controls) shall be utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.
- Disposal of Records
  - Student records shall be maintained in accordance with Board of Education Policy **8330** and disposed of in accordance with Apollo Career Center School District Administrative Guideline **– Records Retention and Disposal**.

Review & Revision of the Plan
GLBA mandates that the Plan be subject to periodic review and adjustment. The Plan shall be evaluated and adjusted in light of relevant circumstances, including changes in Apollo Career Center business arrangements or operations, or as a result of testing and monitoring the safeguards. Periodic auditing of each relevant area's compliance shall be done by the District IT Department and Staff, but no less often than annually.

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GRADUATION REQUIREMENTS

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- Students must have met the attendance and grade requirements of their individual program.
- Students shall have mastered the program competencies.
- Student must have no outstanding monies owed to the school.
- All equipment and/or materials owned by the school must be accounted for.
- Must complete required exit interviews and testing.
- Any other specific program requirements.

A certificate will be awarded to each student who successfully completes a career development program and meets the above criteria.

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COMPLETION RATES

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The following information is being disclosed as required by the Student Right-to-Know Act. The information reflects first-time, full-time students, who completed within 150% of the normal time allowed for their program. This information is for reporting purposes only and does not accurately represent total enrollment of our school. Rate = 62%

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RETENTION RATE

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The following information is being disclosed as required by the Student Right-to-Know Act. The information reflects a Fall Cohort of first-time, full-time students, and their status as of the following Fall. This information is for reporting purposes only and may not accurately represent total enrollment of our school. Rate = 59%

REFUND POLICY

A full tuition refund will be made if the student withdraws before the start date of the program, or if a course is canceled prior to start date. Refunds, when due, are made without requiring a request from the student. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. In the event a student does not commence class, withdraws, is terminated, or drops out of his or her program of study, tuition costs and related educational fees and expenses are subject to refund pursuant to the following guidelines:

Refund Policy is based upon the cost of tuition. If a student withdrawals:

On or before the first day of class and during the first 3% of the total hours of the program	100% refund
After the first 3% of the total hours of the program And until the end of the first 25%	75% refund
After the first 25% of the total hours of the program And until the end of the first 50%	50% refund
After the first 50% of the total hours of the program And until the end of the first 75%	25% refund
After the first 75% of the total hours of the program	0% refund

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

*In addition to any tuition retained by the District under the Refund Policy, if books, tools or supplies have been opened/used they cannot be returned and the student is responsible for payment. Each Program Manager may allow returns upon their discretion.

For Non-Title IV programs (less than 600 clock hours): Students enrolled in accredited programs that are not Title IV eligible may be permitted a one-time transfer to the class immediately following the class in which they are enrolled to complete hours with no additional charges. Students who do not return as scheduled will be considered withdrawn and charged according to the Refund Policy. Certain programs may not be able to accommodate a transfer, the Program Manager will determine if a one-time transfer is allowable.

VETERANS REFUND POLICY

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 & 1607 of Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and length. A registration fee of $10 need not be refundable: any amount beyond that is subject to pro ration and refund (38 CFR 21.4254(c) (13)). The pro rate portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

RETURN TO TITLE IV POLICY

Apollo Career Center returns unearned funds received from Federal student assistance programs to the proper program accounts in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

A student receiving assistance from Federal Title IV programs is required to complete a minimum number of clock hours for the payment period in which assistance was received.

- If the student withdraws from a program before completing 60% of the payment period, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the payment period remaining. The student's last day of attendance will serve as the "withdrawal date" when calculating the return of Title IV Funds formula.

- If the student remains enrolled and attends class beyond the 60% mark of the payment period in which aid is received, all federal aid is considered earned and not subject to this policy.

Return of Federal Title IV funds will be distributed according to statutory regulations. For calculation purposes, Apollo Career Center utilizes the Return of Title IV Funds software provided by the U.S. Department of Education. The Return of Title IV Funds calculation determines the percentage of financial aid students have earned for the payment period. This is based on the number of clock hours scheduled in the enrollment period. For example, if the student completed 20% of the scheduled clock hours in the payment period, they earn 20% of the federal funds that they were originally scheduled to receive.

Apollo Career Center must return funds, based on calculations, up to the total net amount from each source, in the following order:

1. *Federal Unsubsidized Direct Loan*
2. *Federal Subsidized Direct Loan*
3. *Federal PLUS Loan*
4. *Federal Pell Grant*

If the student did not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get the student's permission before the funds can be disbursed.

Once Apollo Career Center has determined that a student has withdrawn, a Return of Title IV Funds calculation will be performed within 45 days. The institution will notify the student in writing of their revised eligibility after the Return of Title IV Funds calculation is completed. If the student owes unpaid tuition and fees, the student will receive an invoice from Apollo Career Center.

EXCUSED ABSENCE POLICY

Apollo has a 10% excused absence policy for most programs. This means that the student may graduate with 90% of the required clock hours in the program as long as they have completed the competencies. The Program Manager will determine if an absence is considered excused or not. Some programs have specific attendance requirements due to program certification. Check with the program manager for your program specific attendance requirements.

READMISSION / LEAVE OF ABSENCE POLICY

Leave of Absence
A "leave of absence" will be granted in extreme circumstances only and requests must be submitted in detail, in writing, be signed, and be dated by the student. If this is medically-related, a doctor's slip will be required to be attached. The student must apply for a leave of absence in advance unless unforeseen circumstances prevent the student from doing so.

There must be a reasonable expectation that the student will return from the LOA.

A student may be granted multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period. This 12-month period begins on the first day of the student's initial LOA. A student on a LOA cannot be assessed any additional charges or e awarded any additional Title IV financial aid. The Program Manager and Financial Aid Specialist will review the request for leave of absence and determine from the information provided if the situation will be eligible for this request. These decisions will be on a case-by-case basis.

If a student is on an approved leave of absence, but fails to return as planned, the student will be processed as a withdrawal, with the withdrawal date as the last date of attendance. A possible consequence of not returning from a LOA would be that the grace period for direct loans may be exhausted, and loan payments would start immediately.

Readmission
To apply for readmission, a student must re-apply for the program and fill out a new registration form. Students must meet the school's admissions requirements and pay all outstanding charges from the previous enrollment. The program manager will review the application and will evaluate any previously earned hours to determine if credit will be given. Students applying for readmission must obtain approval from the Adult Director before final admittance into a program.

Note: Specific attendance and progress requirements and dismissal and appeal procedures are detailed in the LPN handbook given to each nursing student admitted to the program.

SPECIAL CIRCUMSTANCES

The EFC formula is basically the same for all applicants and prior year income is used in the calculation. The financial aid officer has the authority on a case-by-case basis to adjust* certain data elements for a student with special or unusual circumstances. Some examples would be a layoff (we do not adjust income for students who quit a job or work less hours while attending school), unusually high medical or tuition bills, etc. If you feel that you have a special circumstance please contact the financial aid office to discuss your situation and find out what documentation is needed. After reviewing all documentation the financial aid office will make a decision to approve or deny your request. **The decision is final and cannot be appealed to the Federal Department of Education.** Please note that the use of professional judgment is allowed but not required of the school. Professional judgment is the discretionary action available to a financial aid administrator to address unusual circumstances that affect a student's ability to pay educational expenses. Financial aid administrators may make adjustments on a case-by-case basis, and must document justification in the student's file.

*If the student's FAFSA has been flagged for Verification, that process must be completed before any adjustments can be made. For information about Verification, see "Verification/Correction Policies and Procedures" in the Financial Section.

WITHDRAWAL POLICY

Voluntary Withdrawal – If a student plans to discontinue classes at any time, the student is encouraged to notify their program manager and submit a formal signed document of their intention to withdrawal.

Involuntary Withdrawal – If a student is absent for seven consecutive scheduled program calendar days without notifying the instructor or program manager, the school will consider them officially withdrawn.

Withdrawal Date – The last date of attendance according to the school's attendance record. This date is used to determine the amount of aid a student has earned.

Exit Counseling – If the student has a Federal Direct loan, it is the student's responsibility to complete Federal loan exit counseling. If the student does not complete the exit counseling before leaving school, he/she will receive a letter from the Financial Aid Office. The letter will include instructions on how to complete the exit counseling.

PUBLIC COMPLAINTS

Constructive criticism of Apollo Career Center is welcomed by the Board. Although no members of the community will be denied the right to bring complaints to the Board, they will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions may be made when the complaints concern board actions or Board operations.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given the opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. The proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher / Instructor
2. Supervisor / Manager
3. Director
4. Superintendent
5. Board of Education

If a complaint, which was presented to the Board and referred through the proper channels, is resolved before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files.

The Board expects the staff to receive complaints courteously and to make a proper reply to the complainant.

Matters referred to the Superintendent and/or Board must be in writing and should be specific in terms of the action desired.

STUDENT CODE OF CONDUCT

Students may be subject to disciplinary penalty for conduct disruptive to the educational process or destruction of school property, or for violation of board rules and policies, or for other sufficient cause. Classes must operate in accordance with rules and regulations as set forth by the school administration and board of education. Students shall be expected to observe and comply with the policies, rules, and regulations of the Board of Education and its employees. Failure to comply with school policies, rules, and regulations, or to maintain a standard of conduct appropriate for the school, may be considered by school authorities as sufficient cause for disciplinary action which may include removal from class, removal from a school-related activity, suspension, expulsion, or other disciplinary action deemed appropriate by school authorities. A student may be dismissed for poor attitude, lack of progress or interest, lack of cooperation, misconduct, sexual harassment, not following directions from instructors, or extensive absences. Insubordination is grounds for immediate dismissal. Students whose progress is unsatisfactory will be notified in writing and may be placed on disciplinary probation for a time determined by the instructor and the adult education supervisor, and are subject to the other penalties established in the student conduct code. Students who do not show improvement during the probationary period will be dismissed. Students will not be eligible for Title IV funding while they are on probation.

STUDENT DUE PROCESS RIGHTS

Students will have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures will conform to the following basic practices.
1. They must be fair.
2. They must apply equally to all.
3. They must be enforced in a fair manner, which involves:
   a. Adequate and timely notice and an opportunity to prepare a defense.
   b. An opportunity to be heard at a reasonable time and in a meaningful manner.
   c. The right to a speedy and impartial hearing on the merits of the case.

STUDENT COMPLAINT / GRIEVANCE PROCEDURES

In the event that a student has a grievance against Apollo Career Center or any of its employees, including but not limited to disputes concerning participation in the academic program, disputes concerning a disciplinary decision, and/or disputes concerning termination from a program, the following procedure shall be followed:

1. **Discussion with Instructor**
   A student who wishes to file a grievance must first discuss the matter of concern with his/her instructor within five (5) working days of the matter of grievance.

2. **Filing of Written Appeal to the Program Manager**
   If the student does not feel that the discussion with the instructor has resolved their concerns, he/she may file a written appeal with the Program Manager, describing the cause for complaint. Such written appeal shall be filed within (5) days after the discussion with the Instructor described in Step 1. Upon receipt of the written appeal, the Program Manager shall, within five (5) days, hold an informal conference with the student to discuss the appeal. A written decision shall be rendered within ten (10) days after the conference and submitted to the student filing the appeal.

3. **Filing of Written Appeal to the Adult Director**
   If the student is not satisfied with the decision of the Program Manager, a further written appeal may be filed with the Adult Director of Apollo Career Center. Such appeal must be submitted within five (5) days after receipt of the written response provided for in Step 2. Upon receipt of such appeal, the Adult Director shall hold within ten (10) days, an informal conference with the student to discuss the appeal. A written disposition shall be rendered within ten (10) days after the conference and submitted to the student filing the appeal.

4. **Filing of Written Appeal to the Superintendent**
   If the student is not satisfied with the decision of the Adult Director, a further written appeal may be filed with the Superintendent. Such appeal must be submitted to the Superintendent within five (5) days after receipt of the written response provided for in Step 3. Upon receipt of such appeal, the Superintendent shall hold, within ten (10) days, an informal conference with the student to discuss the appeal. A written disposition shall be rendered within ten (10) days after the conference and submitted to the student filing the appeal. The Superintendent's decision shall be final.

Students who feel their grievances that have not been addressed through this protocol at the institutional level may contact the accreditation agency:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
770-396-3898
www.council.org

If, after contacting the school and accreditor, your grievance still cannot be resolved, you have the right to contact the State Approving Agency:
Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215
614-466-6000
www.ohiohighered.org

TRANSCRIPTS

An official copy of the student's record is issued to the student. Prospective employers or other institutions will receive transcripts only upon authorization by the student. Transcript requests will be processed as soon as possible, but at least five days should be allowed. A $10 processing fee per transcript or student record requested will be charged.

USE OF CELL PHONES / ELECTRONIC DEVICES

It is the policy of the Apollo Career Center that at no time shall a student use a cell phone, or other technological communication device that may disrupt the learning environment or hinder the conduct of organizational business. Ringtones, notifications, and other audible sounds must be turned off while on campus. Students are not to engage in texting or other social communications while participating in the academic classroom or laboratory learning environment. Course instructors will determine whether a student's behavior is disruptive to the learning environment. Cell phones MUST BE turned off and put away during times of testing and test review. Use of such devices in the clinical setting must meet that institution's policy.

Incoming telephone messages will be relayed to students only in the event of an emergency. Students normally will not be called from class unless the situation warrants such action. Apollo Career Center Adult Education's main number is (419) 998-3000.

SEXUAL AND OTHER FORMS OF HARASSMENT

The Apollo Career Center recognizes every student equal on the basis of race, color, gender, religion, age, ancestry, disability, national origin, social or economic background. Therefore, sexual or other forms of harassment will not be tolerated during school hours or while under the supervision of school personnel while student is involved in any school related activity. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability, and/or any other characteristic.

The harassment by or toward a student or a staff member of this District or third party is strictly forbidden. Any student who is found to have harassed a staff member, student, or a third party will be subject to discipline in accordance with the law and student conduct code. When a student perceives harassment by an employee of the school, guest of the school and/or student, he/she should report their perception to Title IX compliance officer at Apollo Career Center. The student may also file a grievance with the adult education center director. The director's office is located in the main office of the adult career center.

Complaints will be acted on by an investigation conducted by the compliance officer and one other administrator of the district in a timely manner after the signed complaint has been filed. If harassment or inappropriate conduct is established, corrective action will be taken. Penalties for infractions may include termination from the program, if warranted. Copies of the complaint will be filed in the administrative office.

PUBLICATION OF THE PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING
Source: Apollo Board of Education Policy JFCF, "Hazing and Bullying"

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy. The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the building administrator/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

EMPLOYABILITY, SAFETY AND GROOMING CODE

Employment within your chosen area is a goal of Apollo Career Center. Your future employer will hire those people who will satisfy the public both in attitude and grooming. Extremes in dress are not acceptable. The word "extreme" refers to anything that draws unusual attention to oneself. Your instructors will advise you concerning what you should wear and how you should dress. Our chief concern is with the conditions affecting the health and safety of our students. We do not want anyone injured due to unsafe working conditions. Violations of safety rules and regulations will not be tolerated.

At no time during your course will equipment be operated without the direct supervision of a course instructor. Your personal safety and that of fellow students and instructors will continually be reinforced throughout your training. Infection control practices will be employed throughout the course. Any student who sustains an injury or illness during class shall immediately notify the course instructor so that appropriate emergency procedures and paperwork may be completed.

VISITORS

All visitors must report to the main office in either building before going into any classroom. All visitors to a class must have their prior permission of the classroom instructor. Visitors are not permitted to participate in any activity related to your class. No children are permitted to attend classes and the person with the child will be sent home. Children are not permitted in any classroom and are not to be left unattended in any part of the building or parking lot.

EATING AND SOFT DRINKS

Eating in the designated break areas or lounge or in the hallway by the break room is acceptable. Soft drinks will be permitted in classrooms with instructor approval. NO FOOD OR DRINK in computer labs, on computer tables in classrooms, or labs. Please help us keep our building clean.

STUDENT MEDICAL INFORMATION

It is the student's responsibility to make Apollo Career Center aware of any medical condition that may need emergency treatment or limit participation. All part-time or full-time students will be asked to complete a medical form at the beginning of their classes as a safety precaution.

SECTION VI:

CAMPUS SECURITY

CRIME AWARENESS REPORT

The following information is provided and updated annually as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act. Please visit the Apollo Career Center Adult Education website and click on the "Campus Crime Security Report" which is prepared by October 1st of each year to view the most recent statistics and policies.

<div align="center">Crime Statistics Chart</div>

	On Campus			Off Campus*			Public Property Bordering Campus		
Criminal Offense	**2015**	**2016**	**2017**	**2015**	**2016**	**2017**	**2015**	**2016**	**2017**
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible:	**2015**	**2016**	**2017**	**2015**	**2016**	**2017**	**2015**	**2016**	**2017**
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible:	**2015**	**2016**	**2017**	**2015**	**2016**	**2017**	**2015**	**2016**	**2017**
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes - Criminal Offense	**2015**	**2016**	**2017**	**2015**	**2016**	**2017**	**2015**	**2016**	**2017**
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

VAWA Offenses	2015	2016	2017	2015	2016	2017	2015	2016	2017
Domestic violence	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests	2015	2016	2017	2015	2016	2017	2015	2016	2017
Illegal weapons possession	1	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions	2015	2016	2017	2015	2016	2017	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0

*Off Campus locations:
- Putnam County Educational Service Center: 124 Putnam Pkwy, Ottawa, OH 45875
- GED Locations:

Apollo Adult Resource Center	3325 Shawnee Rd., Lima, OH 45806
Ohio Means Jobs-Allen Co. Job Center	1501 S. Dixie Hwy., Lima, OH 45805
St. Paul's Church	201 N. Perry St., St. Marys, OH 45885
Ottawa Public Library	136 Putnam Pkwy, Ottawa, OH 45875
Mercer County	585 E. Livingston, Celina, OH 45822
Vantage Career Center	818 N. Franklin St., Van Wert, OH 45891
Ohio Means Jobs-Paulding Co. Job Center	50 Dooley Drive #B, Paulding, OH 45879

- The Lima Police Department, the Allen County Sheriff's Office, the Shawnee Police Department, the Ottawa Police Department, the Putnam County Sheriff's Office, the Celina Police Department, the St. Marys Police Department, the Paulding Police Department, the Van Wert Police Department, and the Van Wert County Sheriff's Office were contacted and requested to provide crime statistics for the locations within their jurisdiction.

Building Security

Please exit the building promptly after the close of class. In order to maintain the safety of our staff and students, security cameras are installed to observe parking lots, building entrances, and internal building locations. All cameras are recorded to assist in documentation of potential events. Lockers, desks and other property of the Board of Education are subject to random search at any time and without reasonable suspicion of any wrongdoing.

Campus Security

In the event of an emergency situation, call 9-1-1 immediately for assistance

Anyone observing r suspecting criminal activity will immediately report it to the instructor or Adult Education Director, who will immediately conduct an investigation and report the activity to the Shawnee Township Police Department and ask for their assistance. The Shawnee Township Police Department will investigate, determine facts and issues, and take action, which it feels necessary under their powers. A record of this report will be kept on file.

Students should use the following preventive measures to deter crime from occurring:

1. Keep cars locked.
2. Do not leave personal possessions unattended in the building.
3. Walk in pairs (groups) to vehicles when possible.
4. Be aware of your surroundings.
5. Know where to ask for help or get to the nearest phone in the building.

6.   Report to school administration any restraining orders that a student may have been granted against another individual. Crime prevention and sexual assault information will be offered annually to adult students and staff. Statistics will be collected from the local police department for publishing and for reporting to federal agencies as required by Public Laws 101-542 and 101-226. No other reporting will be made except as directed and authorized by the Superintendent.

Accidents

In case of an accident or injury, notify the nearest instructor or staff member. Immediately thereafter, the office should be contacted to indicate the type and extent of the injury and the location of the injured person. An accident report will then be filed.

Emergency Warnings

Drills and Emergency protocol can vary based on your position in the building. Please ask an instructor for directions on what to do in the event of an emergency, whenever directives are not posted in your area.

Fire Drills

For fire, a steady intermittent tone coming over the public address system will occur. Directions for exiting the building are posted in each lab and each classroom. Your instructor will give further instructions. Leave the building quickly and quietly. Do not run.

Wait until the signal is given to reenter the building and return directly to your classroom or lab.

Severe Weather Drills

In case of a tornado warning or severe weather, an irregular intermittent tone will be sounded over the P.A. system. Students must follow the directions of their instructor, move quickly, and crouch down by a west brick or concrete wall avoiding areas of glass. The front of the building, or that facing Shawnee Road, is the direction of west.

Automatic External Defibrillators (AED's)

They are located in the office areas of the High School and Adult Education building, the Automotive building, and the Construction Equipment building. An alarm and flashing lights will appear when the AED box is opened. Ohio Law states only trained personnel should operate the equipment.

Lock Down

During a stay-in-place lock down, students and staff will be alerted of the need to lock down over the public address system. Proper protocol is that classroom doors will be locked, lights turned off, and you are to move away from doors. Whenever possible, you will be notified over the public address system of any new information or developments. When it is determined it's safe to move, and an evacuation is in order, instructors will guide you to the rally point.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted with or without the student's consent. Random searches of district lockers, desks, and other property may also occur.

School Closing/Delays (Due to inclement weather)

For morning announcements on school delays and/or closings, go to www.hometownstations.com and click on 'School Closings' or listen to: WLIO TV-35, WIMA 1150 AM, WIMT 102.1 FM, WBUK 107.5 FM, WMLX 103.3 FM, WZOQ 92.1 FM, WLJM 94.0 AM, WAJC 104.9 FM, WFGF 93.1 FM, WDOH 107.1 FM, WKTN 95.3 FM, WONB 94.9 FM. For fog, ice, or snow delays Apollo Adult Education will automatically delay 2 hours. Classes will start at 10 a.m. and end at the regular time. For fog cancellations, Apollo Adult Education will not cancel. For ice and snow cancellations, Apollo Adult Education will also cancel day classes. Evening classes will meet as scheduled unless conditions warrant cancellation. A decision will be made by 3 p.m. and announced on the radio stations listed above.

Students should always exercise good judgement when determining whether it is safe to travel to class. Hours missed due to inclement weather may be required to be made up depending on the individual program policy or students financial aid status.

Facilities for Individuals with Disabilities

Accessible parking spaces and entrance/exit ramps are provided for individuals with disabilities needing access to Apollo Career Center. Lowered exterior door handles are provided. Automatic door openers are provided at the main entrance of the Adult Resource Center. Adapted restroom facilities are available in various areas of the buildings.

Weapons and Dangerous Instruments

Ohio Law bars the conveyance or attempt to convey a firearm or other deadly weapon or dangerous ordinance in a school or a school safety zone except for Law Enforcement officers or officials. Students are prohibited from bringing firearms, knives, dangerous weapons or devices, or other dangerous ordinance onto school property, in a school safety zone, in any school vehicle, to any school sponsored activity or on any other property that is owned or controlled by the Board. This restriction also applies to weapons within a student's personal vehicle. Violation of this policy will result in disciplinary action and/or suspension and will be reported to the proper authorities.

Smoking/Tobacco Products

Adult students may use tobacco products **ONLY** in their cars. Please respect our request that you keep this a SMOKE FREE CAMPUS. Do not discard of your cigarette butts onto the property.

DRUG PREVENTION PROGRAM

Drugs and Alcohol (Drug-Free School and Community Act of 1989)

Apollo Career Center is unequivocally opposed to the misuse of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989 (PL 101-226), Apollo Career Center has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within the campus setting. The policies and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct the individual toward the best assistance available.

Student & Employee Compliance with Apollo Career Center Drug and Alcohol Policies

All Apollo Career Center students and employees are expected to abide by the terms of the school's policies. A student and/or employee found to be in possession or illegally using drugs and/or alcohol may be subject to appropriate sanctions. Such sanctions may include:

- Referral prosecution,
- Termination of employment, and/or
- Reprimand, probation, suspension or expulsion.

A disciplinary sanction may include the completion of an appropriate rehabilitation program. Students and employees are guaranteed due process.

Standards of Conduct

Apollo Career Center is committed to maintaining a campus free of illegal drugs or the unlawful use of alcohol or illicit drugs. It is the policy of Apollo Career Center not to permit the possession, consumption, and sale of alcoholic beverage on campus in accordance with the laws of the State of Ohio, the regulations of the Ohio Department of Commerce, Division of Liquor Control (DOLC) and the policies of Apollo Career Center. Apollo Career Center has the responsibility of upholding federal, state, and local laws regarding the use of drugs and alcohol. Students who choose to possess or use unlawful drugs or misuse lawful drugs or alcohol subject themselves to both arrest and prosecution, and Apollo Career Center action.

Apollo Career Center Student Sanctions

In cases of civil or criminal action against an Apollo Career Center student, Apollo Career Center does reserve the right, for educational purposes, to review any action taken by authorities. Apollo Career Center may, at its discretion, introduce further sanctions if the student's conduct has interfered with the Apollo Career Center exercise of its educational objectives or responsibilities to its members.

The Apollo Board Policy JFCH/JFCI expressly prohibits any student to possess, transmit, conceal, offer for sale, consume, or show evidence of having consumed or used any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles.

A student admitted to Apollo Career Center accepts the responsibility to conform to all Apollo Career Center rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including expulsion, disciplinary probation or reprimand.

Local, State and Federal Laws and Sanctions

Applicable legal sanctions under local, state or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available upon request from an Adult Education Supervisor.

Local State

Ohio Revised Code Chapter 2925 – Drug Offenses 3719 – Controlled Substances 4301 – Liquor Control Laws

Federal

Federal (Harrison) Narcotic Act Federal Narcotic Drugs Import and Export Act Federal Food Drug and Cosmetic Act Federal Alcohol Administration

These sanctions can include probation, fines, driver's license suspension, and/or incarceration. Future revisions, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference.

Health Risks

Physical or psychological damage may occur when the following substances are abused. Here are some of the health risks related to each substance.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgment and coordination, and increase the incidence of aggressive behavior. Very high doses can cause respiratory depression and death. Alcohol intoxication is equivalent to a drug overdose. If combined with other depressants of the central nervous system, the effects of alcohol are multiplied. Repeated use of alcohol can lead to change in tolerance and dependence. Cessation of alcohol intake can produce withdrawal symptoms including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Children of alcoholic parents have a 40 percent greater risk of developing alcoholism than those whose parents are not alcoholic.

Anabolic-Androgenic Steroids

Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when women use steroids. Psychological impairment includes mood swings, depression, and very aggressive behavior.

Depressants

The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.

Hallucinogens

Phencyclidine (PCP). Large doses of PCP may result in a convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks are the spontaneous reappearance of the drug experience after use has ceased may occur.

Narcotics

Tolerance, especially at the euphoric effect of narcotics, and physical dependence, develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable, however, they are seldom life threatening.

Stimulants

High doses of stimulants result in intense personality disturbances including visual and auditory hallucination, delusions, and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs (e.g. methamphetamine and cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than with depressants, depression can make a person vulnerable to suicide.

Cannabis

The mood altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and can remain in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

Substance Abuse Resources

Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse, and information regarding the availability of, and/or referral to, community-based substance abuse counseling and rehabilitation services are available through a variety of Apollo Career Center and community-based services including:

There are drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The yellow pages of the local telephone book and the internet are an excellent source. Look under the heading "Drug Abuse & Addiction-Information and Treatment." Or the web address: http://www.ohiodrugrehabilitation.com/ . The Ohio Office of the Bureau of Drug Abuse in Columbus is the State Drug Abuse Prevention and Treatment coordinator at (614) 466-7893. There are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is open 24 hours a day. The National Institute on Drug Abuse Hotline is available 8:00 a.m.-2:0 a.m., Monday through Friday and 11:00 a.m.-2:00 a.m. on weekends, 1-800-662-4357.

Contact any of the resources listed above for referral. Your anonymity will be respected.

APPENDIX A

Federal penalties and sanctions for illegal possession of a controlled substance

21.U.S.C. 844 (a)

1st conviction: Up to 1 year imprisonment and fined at least $1,000.00 but not more than $100,000.00 or both

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500.00 but not more than $250,000.00 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000.00 but not more than $250,000.00 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000.00 or both if:
   A)   1st conviction and the amount of crack possessed exceeds 5 grams.
   B)   2nd crack conviction and the amount of crack possessed exceeds 3 grams.
   C)   3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

22. U.S.S. 853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21. U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21. U.S.C. 844 (a)

Civil fine of up to $10,000.00 (Pending adoption of final regulations).

21. U.S.C. 853 (a)

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses.

18. U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

Miscellaneous:

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

APPENDIX B
State Laws, Penalties and Sanctions for Drug Offenses

- 2925.02 Corrupting another with drugs.

- 2925.03 Trafficking, aggravated trafficking in drugs.

- 2925.04 Illegal manufacture of drugs – illegal cultivation of marihuana – methamphetamine offenses.

- 2925.041 Illegal assembly or possession of chemicals for manufacture of drugs.

- 2925.05 Funding, aggravated funding of drug or marihuana trafficking

- 2925.06 Illegal administration or distribution of anabolic steroids.

- 2925.09 Unapproved drugs – dangerous drug offenses involving livestock.

- 2925.11 Possession of controlled substances.

- 2925.12 Possessing drug abuse instruments.

- 2925.13 Permitting drug abuse.

- 2925.14 Drug paraphernalia

- 2925.22 Deception to obtain a dangerous drug

- 2925.23 Illegal processing of drug documents.

- 2925.24 Tampering with drugs

- 2925.31 Abusing harmful intoxicants

- 2925.32 Trafficking in harmful intoxicants – improperly dispensing or distributing nitrous oxide

- 2925.33 Possessing nitrous oxide in motor vehicle

- 2925.36 Illegal dispensing of drug samples

- 2925.37 Counterfeit controlled substance offenses

- 2925.38 Notice of conviction of professionally licensed person sent to regulatory, licensing board or agency

- 2925.55 Unlawful purchase of pseudoephedrine product

- 2925.56 Unlawful sale of pseudoephedrine product

- 2925.57 Illegal pseudoephedrine product transaction scan

- 2925.58 Unlawful sale of pseudoephedrine product to minor – affirmative defense

APPENDIX C
Health Risks Associated With Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high dose of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

As described in What Works: Schools Without Drugs (1989 Edition, Department of Education)

APPENDIX D
Quality Statement 9/9/19

Apollo Career Center Adult Workforce Education serves to educate, train, or retrain individuals to gain employment, increase skills, and enrich lives.

Apollo Career Center
Assuring the Health and Safety of the Institution's Employees, Students and Guests Plan

OBJECTIVE
To provide procedures that ensure prompt and efficient handling of all accidents, sickness or emergency health care needs of students, staff, and guests.

SCOPE OF SERVICES

Although Apollo Career Center does not maintain a health services center, the health and safety of students, staff and guests is of primary concern. During the day our School Nurse and Nursing Instructors are Registered Nurses, virtually all programs, secondary and adult, receive training in CPR and AED use, and many are trained in first aid as well, and of the Public Safety programs in session the instructors are licensed Emergency Medical Technicians and Paramedics.

First aid kits and eye wash stations are located in each laboratory. Buildings are equipped throughout with Automatic External Defibrillators (AED). In the event of a significant injury or illness emergency services (EMS, fire and police) are requested (911).

ILLNESS/INJURY PROCEDURES

Students and staff who experience a minor illness during class should excuse themselves and return home after notifying the instructor or their immediate supervisor. Guests who become ill should also excuse themselves from their visit to the school and leave school property. If the ill student, staff member, or guest is not able to return home or leave school property on their own, arrangements will then be made for someone to pick them up at school. For students, staff and guests who become seriously ill and are in need of emergency care, the Safety Plan for that campus becomes effective, the instructor or other staff member will immediately notify Campus Security and call 911 for assistance using a school desk telephone, if possible. If a student or guest is injured in a laboratory or elsewhere on school premises, the injured person is to be given immediate attention. Only properly trained staff members may provide assistance to the injured person. In cases of serious injury where emergency care is needed, the instructor or another staff member will make immediate notification to 911 and to the Campus's Main Office. Emergency contact information for students is maintained in the student's classroom by the Instructor and/or the Program Supervisor. Emergency contact information for staff is collected by the Adult Workforce Development Secretary and is accessible through each program's Supervisor.

REPORTING AND INVESTIGATING ACCIDENTS

All incidents resulting in serious injury or illness shall be reported immediately by completing the student Incident/Accident Injury Report form. Instructors and/or staff members are to complete the Incident/Accident Report form and submit the completed form to the Adult Workforce Development Director through their Program Supervisor for follow up. Program Supervisors will be responsible for follow up communication with Instructors.

Reports of injury and/or serious illness are reviewed by the appropriate Program Supervisor and the Apollo Career Center Health and Safety Coordinator. The District Health and Safety Coordinator/ School Nurse and Program Supervisor will conduct an investigation of the incident to determine the cause, accountability, system/equipment changes needed, and the need for updating illness/injury procedures.

Copies of the injury and illness report will be kept on file in the Program Supervisor's office and the District Health and Safety Coordinator's office.

EMERGENCY PROCEDURES

The primary consideration in any emergency situation must be the safety of the students, staff and guests. To that end, all campuses have a campus-specific emergency plan that addresses Evacuation, Fire/Tornado/Lockdown drills, and response actions for specific incidents or emergency situations. All classrooms shall have a clipboard mounted on the wall near the primary ingress/egress doorway that contains the emergency response actions flip chart and a student/staff accountability form. Mounted nearby will be an evacuation map indicating the current location and the primary emergency egress route.

DISSEMINATION OF PLAN

Safety information is contained in the Student and Staff Handbooks. All students and staff receive a copy of their respective handbook and/or have access to them in the classroom or online. Students and staff wishing to provide input into the plan should share their comments with the campus Safety Team and/or the District Health and Safety Coordinator.

Detailed campus-specific plans have been developed and are available in the office of the Adult Workforce Development Director on the main campus, and in the office of the Program Supervisor on each branch campus. In addition, the plans are available online through the web-based Navigate Prepared. A link to Navigate Prepared is on each instructor's computer desktop.

PLAN REVIEW

The Apollo Career Center pan for the health and safety of students, staff, and guests is reviewed and evaluated approximately annually by the District Health and Safety Coordinator in coordination with each campus's administration and Safety Team.

OPERATION & MAINTENANCE PLAN

A copy of the full Operation & Maintenance Plan is available in the Adult Education Office, room 523 and the Facilities Manager's Office, room 309 of the Apollo Career Center Campus.

Approved: 12/18/2019

Pell Crossover Payment Periods

A crossover payment period is one that includes both June 30 and July 1 overlapping two award years. When a student enrolls in a crossover payment period, Apollo Career Center will always treat the crossover as a header to the award year. Exceptions may be made on a case-by-case basis, as it determines most beneficial to the student.

Approved: 12/18/2019

APPENDIX G

Admission by Exception Policy

ADULT DIPLOMA PROGRAM

House Bill 483 of the 2014 Mid-Biennium Review set requirements via Ohio Revised Code 3313.902 for an Adult Diploma Pilot Program. The Adult Diploma Program aims to create career pathways for adults to complete their high school education, earn technical training, and gain employment in high-growth, high-demand fields. This program only applies to adults age 22 and older who do not have a high school diploma (or its recognized equivalent) or completed a secondary education in a home-school setting, and are enrolled in an "eligible career pathway program".

Eligible career pathway programs integrate adult basic education with post-secondary coursework that leads toward an industry credential and/or certification. These programs must also be aligned with local labor markets. In addition, the career pathway programs will include Success Skills and Employability classes. Adult Diploma Program participants will receive their high school diploma upon successful completion of the credential program, acquire the designated industry credential, and attain industry and program specific ACT WorkKeys scores. The high school diploma will be issued through the Ohio Department of Education. Apollo Career Center has identified the following programs as Adult Diploma Program eligible:

Program Name	Total Clock Hours	Targeted In-Demand Occupation	Industry Credential
Early Childhood Education	600	Daycare/Preschool	Child Development Associate (CDA)
Fanuc & Yaskawa Robotics	72	Manufacturing Technician	Fanuc Material Handling Yaskawa Material Handling
HVAC	144	HVAC Technician	EPA-608
Manicuring	200	Manicurist	Ohio State Board of Cosmetology – Manicurist
Microsoft Essentials:	84	Computer User Support Specialist	Excel, Outlook, PowerPoint, Word OPAC
Phlebotomy	148	Phlebotomists	CPT
State Tested Nurse Aide	76	Nurse Aides	STNA

Adult Diploma Program eligible programs availability subject change.

Adult Diploma Program eligible programs are not eligible for Federal Student Aid.

Prior to course enrollment, Adult Diploma applicants are required to meet or exceed Apollo program specific ACT WorkKeys assessment scores.

Students enrolled in the Adult Diploma Program are required to adhere to all enrollment and program specific policies as stated in the Apollo Career Center Student Handbook and/or program supplemental handbooks.

SENIOR ONLY PROGRAM

The Senior Only Credential Program targets the specific needs of students in their senior year of high school who have completed most of their curriculum requirements. Students must have time in their schedule to pursue an industry-recognized credential. Students who want to graduate using an industry-recognized credential must earn one credential or a combination of credentials in a single career field totaling 12 points and the ODE Required Composite Score for WorkKeys.

Apollo Career Center identifies what career development adult education programs are Senior Only Credential Program eligible. A list of eligible programs is developed and sent to all high schools prior to each semester. Applicants must be a high school senior at an Apollo Career Center district high school. Applicants are required to obtain authorization from their high school and parent/guardian.

Students enrolled in the Senior Only Credential Program are required to adhere to all enrollment and program specific policies as stated in the Apollo Career Center Student Handbook and/or program supplemental handbooks.

SECONDARY STUDENTS

Any high school students, who are in good academic standing, may dual enroll in an adult education program so long as it is compliant with the programmatic governing agencies rules.

Approved: 12/18/2019

<u>Meaningful Interaction Policy</u>

Managers will meet with students to review current progress within the program/class to ensure student's success and needs are being addressed. This will include, but not limited to, discussing current grades, competencies being met or not met, program/class objectives being met or not met, and any other areas of concern.

The progress of the student will be reviewed one-on-one between the program manager and student. This will be done at the minimum, during the 1/3 point, 2/3 point, and at the end of the program for full-time programs. Part-time programs will review student progress at the halfway point and end of the program/class. The manager will complete the required **"<u>Documentation of Conference"</u>** form or a similar form to keep on record in the student's physical or electronic file. The student should receive a copy of this form after it is signed by both the manager and student.

Additional conferences with students can be scheduled to discuss any issues or concerns that arise. This interaction must be documented, signed by both the student and manager/instructor, kept in the students file and/or Achademix, and a copy provided to the student.

Approved: 12/18/2019

FOR A LARGER MAP, VISIT OUR WEBSITE.