



***ADULT STUDENT HANDBOOK***

***2026-2027***

***3325 Shawnee Road***

***Lima, OH 45806***

***419-998-3000***

***Published July 1, 2026***

## **APOLLO CAREER CENTER – ADULT EDUCATION**

### **SUPERINTENDENT'S MESSAGE:**

The Apollo Career Center staff welcomes you to a unique, educational experience! Apollo Adult Education programs have long had a far impacting reach on our community and this starts with you.

We commend you for taking initiative to return to learn new skills and/or upgrade current skills. We hope that what you learn will be used to help you, your family and our community.

We 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**

Welcome to Apollo Career Center, and thank you for choosing us to be part of your career journey. Whether you're just starting with us or returning to continue your path, we're honored to support your goals and proud to welcome you to the Apollo Family.

At Apollo, our mission goes beyond skills training — we are committed to preparing you to be *Next Ready* to make a positive impact in our community. Our programs are designed to reflect the needs of today's workforce by offering practical, hands-on experiences that align with the expectations of local employers. By partnering with area businesses and industries, we ensure that your education leads to real opportunities in West Central Ohio and beyond.

This commitment is captured in our quality statement: *"Apollo Career Center Adult Workforce Education serves to train, or retrain individuals to gain employment, increase skills, and enrich lives."* Every course, every classroom, and every instructor is focused on helping you develop the knowledge, confidence, and experience to succeed — and to give back to the communities where you will live and work.

This handbook is your guide to the expectations, policies, and resources that support your success. Inside, you'll find helpful information about our staff, school operations, and procedures. Please refer to it as needed, and don't hesitate to reach out to your instructor, program manager, or any member of the Adult Education team if you have questions. You can also find updates and resources anytime at [apollocareercenter.com/adult-education](http://apollocareercenter.com/adult-education).

We are excited to partner with you as you take the next step in your career. Let's get to work — and get you #NextReady to make a difference.

Tara Shepherd  
Director of Adult Education

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# **SECTION I: INSTITUTIONAL INFORMATION**

## STATEMENT OF PHILOSOPHY

At Apollo Career Center, we believe that career-technical and adult education should empower every student to reach their full potential. Through innovative programs, expert instructors, and state-of-the-art facilities and equipment, we prepare learners of all ages to be *Next Ready*—equipped with the skills, knowledge, and mindset to make a meaningful impact in their communities and the workforce.

We are committed to fostering a culture of lifelong learning, where students are encouraged to grow, adapt, and lead in an ever-changing global economy. Our programs are designed to be responsive to real-world industry needs, ensuring our graduates are ready for both immediate employment and long-term career advancement.

Career-technical education at Apollo goes beyond entry-level training. We provide pathways to national certifications, industry-recognized licensure, and college credit that can be transferred to Ohio's post-secondary institutions. Whether students are starting a new career or enhancing existing skills, Apollo is here to help them take the next step with purpose and confidence.

### OUR VISION

Apollo Career Center will prepare students to be next ready to have a positive impact in our community.

### OUR MISSION

Choose Apollo, Change the Future.

### QUALITY STATEMENT

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

### 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](http://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\*.
- ❖ **Certified Nurse Aide (CNA)** – Program is approved by the Ohio Department of Health.\*
- ❖ **Cosmetology** – Program is approved by the Ohio State Board of Cosmetology.\*
- ❖ **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).\*
- ❖ **EMR, EMT, AEMT** – Programs 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.\*

\*Graduates must meet the requirements of accrediting, state, and/or programmatic approval agencies. Graduation from this program does not guarantee graduates will be eligible for credentialing.

## **ASPIRE/HSE (HIGH SCHOOL EQUIVALENCE) & ESOL CLASSES ARE FREE & AVAILABLE**

Aspire-HSE (High School Equivalence) offers free services to individuals preparing for the high school equivalency diploma. Classes are offered in Allen, Mercer, and Van Wert counties. HSE classes are a stepping stone for students to transition to a career training program, community college or university degree program. For more information or to pre-register for classes please visit to the website: <https://www.apollocareercenter.com/adult-education/courses/aspire/>

ESOL (English for Speakers of Other Languages) is free and open to individuals 19 years of age and older. The curriculum has various levels, ranging from beginner to advanced, and address listening, speaking, reading, writing, as well as basic citizenship and workforce readiness skills. For more information or to pre-register for classes please visit to the website: <https://www.apollocareercenter.com/adult-education/courses/english-for-speakers-of-other-languages-esol/>

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

Aspire has classrooms on Apollo's campus as well as in 6 surrounding counties. New students are required to attend a 3-day orientation for entry into their program. All students must pre-register for orientation. All classes have students of varied ages and backgrounds.

## **ADULT WORKFORCE DIPLOMA PROGRAM**

Our Adult Workforce Diploma Program (AWDP) is a free program for adults 18 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. AWDP 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.

AWDP students are encouraged to go through the Aspire-HSE 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 meet the minimum composite score required by the AWDP program may contact the program manager to begin registration for the Adult Workforce Diploma Program. Please call 419-998-3000 for more information.

## **JOB PLACEMENT ASSISTANCE**

Training in job-seeking skills, 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, Mike Carpenter, <i>SHAWNEE</i>	Vice President, Ned Stechschulte, <i>COLUMBUS GROVE</i>
Brian Hershberger, <i>ALLEN EAST</i>	Ron Fleming, <i>ADA</i>
Dan Marshman, <i>HARDIN NORTHERN</i>	Jeremy Scoles, <i>BLUFFTON</i>
Danny Kelley, <i>BATH</i>	Ron Mertz, <i>WAPAKONETA</i>
Yvonne Marrs, <i>PERRY</i>	Dennis Fricke, <i>ELIDA</i>
Spencer Clum, <i>SPENCERVILLE</i>	

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Central Receiving & Maintenance Personnel	maintenance@apollocc.org	419-998-2907

**Click below for:**  
[Faculty Degrees/Certifications](#)

## **CAMPUS LOCATION**

### **MAIN CAMPUS**

Apollo Career Center  
3325 Shawnee Rd.  
Lima, OH 45806

### **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.

### **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.

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**CALENDAR  
2026-2027**

- July 3.....Independence Day, No Classes
  
- September 7.....Labor Day, No Classes
  
- November 26-27 .....Thanksgiving Break, No Classes
  
- December 24-January1.....Winter Break, No Classes
  
- January 4 .....Classes resume
  
- January 18 .....Martin Luther King Observance,  
No Classes
  
- February 15.....President’s Day Observance, No  
Classes; *some Adult Ed classes will run*
  
- March 26 .....Good Friday, No Classes
  
- April 8.....ApolloPalooza, No PM Classes
  
- May 24 .....Memorial Day, No Classes
  
- June 18 .....Juneteenth, 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](http://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  
PHLEBOTOMY  
EARLY CHILDHOOD 120  
MANICURING  
FIREFIGHTING  
TRUCK DRIVING**

**EMT  
CERTIFIED NURSE AIDE  
SPECIAL INTEREST  
ONLINE COURSES  
ROBOTICS  
BASIC ELECTRICAL**

**HVAC  
SHORT TERM WELDING  
SERVSAFE  
DENTAL ASSISTANT**

**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 78% pass rate on tests. Students may only miss two days throughout the class in order to be eligible to successfully complete the course.

See Veteran's Administration attendance and grade requirements on page 31.

**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 5<sup>th</sup> business day. Payments not received by the 10<sup>th</sup> 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.

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**REFUND POLICY FOR SHORT-TERM CLASSES**

The refund policy for short-term programs is the same used for full-time programs. See page 58 for Refund Policy.

**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.

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# **SECTION III: FINANCIAL AID PROGRAMS AND POLICIES**

**TITLE IV PROGRAMS (ELIGIBLE FOR FINANCIAL AID)**

PROGRAM NAME	PROGRAM CREDENTIALS AVAILABLE	PROGRAM LENGTH		ACADEMIC YEAR LENGTH		TOTAL COST
		Clock Hours	Weeks	Clock Hours	Weeks	
Basic Police Academy	• Ohio Peace Officer Training Commission (OPOTC)	740	36	900	43	\$7,100 (Books & supplies of \$750 included)
Cosmetology	• State of Ohio Cosmetologist License (OSCB)	1500	66	900	40	\$12,500 (Books & supplies of \$2,484 included)
**Early Childhood Education	• Child Development Associate Credential (CDA)	600	35	900	53	\$4,150 (Books & supplies of \$652 included)
**Esthetician	• State of Ohio Esthetician License (OSCB)	600	37	900	55	\$4,950 (Books & supplies of \$1,000 included)
Fabrication Concepts and Plate Welding	• American Welding Society Certified Welder D1.1 • OSHA 10 Hour	696	49	900	63	\$13,180 (Books & supplies of \$844 included)
Industrial Maintenance Technician	• Fanuc Robotics and Material Handling • OSHA 30 Hour	648	47	900	65	\$10,150 (Books & supplies of \$1,810 included)
Licensed Practical Nurse	• Ohio State Board of Nursing – Licensed Practical Nurse (LPN) NCLEX	1376	45	900	30	\$16,280 (Books & supplies of \$2,220 included)
Medical Assistant	• Certified Clinical Medical Assistant (CCMA)	900	41	900	41	\$13,000 (Books & supplies of \$2,058 included)
Spa Technology	• State of Ohio Esthetician License (OSCB) • State of Ohio Manicuring License (OSCB)	800	37	900	42	\$6,500 (Books & supplies of \$1,450 included)

Per federal regulations, an Academic Year is a minimum of 900 clock hours and minimum of 26 weeks. For the Programs where the Program Length is less than 900 hours, Financial Aid will be prorated based on the actual number of clock hours in the program (For example, the Basic Police Academy Financial Aid is prorated at 740 program hours/900 academic year hours = 82.2%).

\*\* = Programs which are defined as half-time for enrollment status AND for which total tuition and fees are less than \$6000 will NOT be offered Direct Student Loans, they will only be offered Pell Grant. For 2026-2027, the two Title IV eligible programs that will NOT be offered Direct Student Loans are Early Childhood Education and Esthetician. If a student in these programs does not qualify for Pell Grant, they will have the option of a monthly payment plan.

## 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 may 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 15<sup>th</sup> 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).

FAFSA web site is: <https://studentaid.gov/h/apply-for-aid/fafsa>

### Step 1

Gather items that will assist you in completing the FAFSA<sup>®</sup>, for example: Your social security number, tax return from 2024, current bank statements, untaxed income (such as workers comp & disability), Child Support received during Jan-Dec 2024, etc. Go to <https://studentaid.gov/> to complete the FAFSA<sup>®</sup> form.

### Step 2

Do you and each of your Contributors (*see Step 3 for who is a Contributor*) have a Federal Student Aid (FSA) ID username & password? Please visit [StudentAid.gov](https://studentaid.gov) to either create or retrieve your individual FSA ID for yourself and also each contributor must have an FSA ID as well.

### Step 3

Determine if you are required to have any *CONTRIBUTORS* to your FAFSA<sup>®</sup>, and gather the following info from them:

>Name >Date of Birth >Social Security Number >Email Address

Your Contributors will receive an email to "contribute" their information to your FAFSA after you enter their information into your FAFSA.

#### WHO ARE YOUR CONTRIBUTORS?

Under Age 24? (Not married? Not supporting any children? Not in military?) – you are DEPENDENT

- Your Parent and their current spouse are your contributors, and they must each contribute to your FAFSA in order to receive Federal Student Aid
- If your Parents are divorced or separated, the parent who provided the most financial support in the last calendar year will complete the FAFSA with you. If that parent has remarried, you must include their current spouse as a contributor as well.
- Even if neither parent provided you support, they are required to provide their information into the FAFSA form for you to receive Federal Student Aid

Age 24 or older? (or under age 24 and meet a condition above to be Indep)– you are INDEPENDENT

- Your spouse is your contributor (if married as of the date of filing FAFSA<sup>®</sup>).
  - If you are married as of the date of filing your FAFSA<sup>®</sup>, but did not file a joint tax return in 2023, your spouse **MUST** still be a contributor and provide consent and approval to access their tax information.

### Step 4

Your consent and approval is needed to retrieve and disclose federal tax information (FTI). With your consent and approval, tax return information is obtained automatically from the IRS to help you complete the FAFSA<sup>®</sup> form. If you (or one of your contributors, if required) don't provide consent and approval, you will not be eligible for federal student aid, including grants and loans. **You must provide consent and approval even if you didn't file a U.S. federal tax return or any tax return at all.**

**Step 5**

You will answer questions regarding gender, race, and ethnicity. Please note that these have no effect on federal student aid eligibility and are included for statistical purposes and data collection only.

**Step 6**

Assets questions must be completed, if not applicable, must still enter \$0:

- Enter total cash on hand, plus savings and checking account balances as of day filling out FAFSA®
- Net worth of Investments including real estate (do NOT include the value of the home you live in, and do NOT include retirement investments)
- Net worth of family farms and small businesses are now required to be reported (enter the net worth of the business or for-profit agricultural operations. Net worth is the value of the business or farms minus any debts owed against them).

**Step 7**

When you get to School Selection screen, please choose Apollo Career Center as your school by entering our federal school code which is **017290**. Note: You can add up to 20 schools that you are interested in attending for the FAFSA award year, by adding a school, you are allowing their financial aid office to access your information.

**Step 8**

Once you have entered all your information, you will need to agree to the terms and “sign” your FAFSA. If you have any required *Contributors*; they will need to complete their contributor section through their email invitation. Once all your Contributors complete and approve consent and sign their portions, your FAFSA will be submitted for processing.

**Step 9**

If there are any 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 10**

Once you have been accepted into the program you have applied to and your FAFSA has no unresolved issues, a financial aid offer 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 offer.

**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.**

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## 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 2026-2027 award year is \$7,395. 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 <https://studentaid.gov/h/apply-for-aid/fafsa>.

After the FAFSA has been processed by the Dept. of Education, a FAFSA Submission Summary will be issued. This summary report will contain a number referred to as the SAI (Student Aid Index). The school uses this number to determine the amount of the student's financial aid.

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, 2026:

Subsidized: 6.52%

Unsubsidized: 6.52%

Plus Loan: 9.07%

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

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID**

### **You have the right to know:**

- What financial aid programs are available
- Deadlines for submitting applications for aid
- How your financial aid will be distributed
- How your financial need was determined
- The school's refund policy
- What portion of your aid package is "gift aid" and what must be repaid
- The effect outside scholarships may have on your financial aid offer
- If the aid is a loan, you have the right to know the interest rate, repayment amount and procedures, length of time to repay and when repayment begins
- How the college determines if you are making satisfactory academic progress, and what happens when you are not
- You have the right to accept, decline or seek adjustment to your financial aid offer
- Information you give to the Office of Financial Aid will be treated confidentially
- You may contact the Office of Financial Aid if you believe that special conditions exist affecting your financial need that warrants an adjustment to your financial aid package. If you experience a change in family circumstances, such as loss of employment, death, separation or divorce, extremely high medical expenses that affect your ability to pay your educational costs, a request for a review of your special circumstance may be appropriate.

### **It is your responsibility to:**

- Apply for financial aid every year
- Complete the FAFSA application form accurately and submit it on time
- Provide correct information. Information found to be knowingly falsified may be referred to the U.S. Department of Education, Office of Inspector General.
- Provide all additional documentation requested by the Financial Aid Office
- Read all forms you sign
- Keep copies of all your financial aid records
- Complete the required entrance and exit counseling sessions
- Repay all loans in accordance with the terms of your promissory notes
- Notify your lender if any of the following occurs before your loan is repaid: change of name, change of address
- Notify the Financial Aid Office if you change your enrollment status (i.e. full-time to below full-time)

## **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 Counseling session must be completed prior to the student receiving the loan proceeds. An Exit Counseling session must be completed at the time of graduation or at the time of departing school. Information provided at these sessions should include but is not limited to:

Entrance Counseling	Exit Counseling
Estimate the Cost of Your Education	
Paying for your Education - 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 6.52% interest rate and the principal balance of the loan when it enters repayment.

<b>Amount Borrowed</b>	<b>Monthly Payment Amount</b>	<b>Total Number of Payments</b>	<b>Total Interest Paid at 6.52%</b>
\$3,000.00	\$50.00	73	\$642.00
\$4,000.00	\$50.00	105	\$1,215.00
\$6,000.00	\$68.00	120	\$2,183.00
\$8,000.00	\$91.00	120	\$2,910.00
\$10,000.00	\$114.00	120	\$3,638.00

**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.studentaid.gov](http://www.studentaid.gov).

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## **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.studentaid.gov](http://www.studentaid.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) –**

<https://ood.ohio.gov/wps/portal/gov/ood/individuals-with-disabilities/services/vocational-rehabilitation>

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.

### **Workforce Innovation and Opportunity Act (WIOA) –** <https://ohiomeansjobs.ohio.gov/job-seekers/find-a-job/local-help>

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** – <https://www.apollocareercenter.com/adult-education/apollo-financial-aid/> Through the Apollo Educational Foundation, scholarships are available to apply for after the first session to help fund tuition costs.

### **Federal Parent PLUS Loan -** <https://studentaid.gov/plus-app/parent/landing>

Available for Dependent students and contingent upon parent application approval. Parent must not have adverse credit history. Must be repaid by parent.

### **Private Student Loan**

Private student loans are offered through private lenders and should only be used after all federal loan eligibility has been exhausted. These loans are in the student's name but may require a cosigner and a credit check of the cosigner to determine eligibility.

### **Payment Plan**

Apollo Career Center offers a monthly payment plan for those students who need to spread their tuition and fees across the program.

## VETERANS EDUCATION PROGRAMS

The following programs are eligible for VA funding:

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| >Basic Police Academy                 | >Industrial Maintenance Technician |
| >Certified Nurse Aide                 | >Licensed Practical Nursing        |
| >Cosmetology                          | >Manicuring                        |
| >Dental Assistant                     | >Medical Assistant                 |
| >Early Childhood Education            | >Phlebotomy                        |
| >Emergency Medical Technician-Basic   | >Short Term Welding                |
| >Esthetician                          | >Spa Technology                    |
| >Fabrication Concepts & Plate Welding | >Truck Driving Class A CDL         |
| > Fire Fighter Level 1 and 2          |                                    |

### Apprenticeships

- |                            |   |
|----------------------------|---|
| >Electrical Apprenticeship | > Industrial Maintenance Apprenticeship |
|----------------------------|---|

### 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

## VETERANS EDUCATION PROGRAMS (continued)

To apply for VA Educational Benefits, please visit the VA website at <https://www.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 only 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.**

**Note: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>**

## **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, living expenses, transportation, personal, etc.)

- **Student Aid Index** (Eligibility index number)

= **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.
- Not be incarcerated in a federal or state penal institution.
- Have a high school diploma, or High School Equivalency.
- 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.
- 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 1<sup>st</sup> 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 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.

Dependent students may be considered for a dependency override by the Financial Aid Office if there are very extenuating circumstances that would warrant such a change. Before the Financial Aid Office will grant a dependency override, the student must be able to provide third party testimony to justify the request for an override.

Dependency overrides are most often granted in the case of parental abuse or abandonment where the parents can't be found or shouldn't be contacted. They are not granted simply because the student is self-supporting, the parent's do not claim the student as a dependent for income tax purposes, the parents refuse to provide information on the FAFSA or the parents refuse to contribute to the student's education.

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. All decisions regarding such requests are at the discretion of the Financial Aid Office and cannot be appealed.

In very limited situations, a student who cannot provide parental information and does not meet the criteria for a dependency override may receive Unsubsidized Federal Direct Loan funds at dependent, undergraduate levels.

## FINANCIAL AID DISBURSEMENT OF FUNDS

All Financial Aid funds are disbursed by the Treasurer's office in conjunction with the Financial Aid office.

Federal student aid disbursements are required to be disbursed in at least two installments. Eligible programs at Apollo Career Center will consist of a minimum of two payment periods. A payment period consists of half of the clock hours and half of the weeks of instruction in a program. The payment period is defined as the point when the student's scheduled 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.

Before funds are disbursed, the school must confirm that the student is an eligible student. Confirmation includes, but is not limited to, the following:

- The student is enrolled at least half time enrollment status
- For Direct Loans, the student has a valid, linked MPN
- For a student otherwise eligible for a Pell Grant, the scheduled disbursement will not cause the student to exceed his or her lifetime eligibility (600% is the lifetime maximum)
- First time FSA borrowers have completed entrance counseling
- 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 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 eligible for the disbursement, the student will receive a written notification from the financial aid office (through email and/or written documentation passed through instructor) that they have not met the requirements to receive the subsequent disbursement. A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid. The written notification will include a future date that the eligibility requirements will be checked in order to regain financial aid eligibility if the student decides to continue in the program with out-of-pocket payments, and the potential to regain financial aid eligibility.

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 of federal student Loans 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 not 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. WIOA), 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 any refunds will be made.**

## 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.

## SATISFACTORY ACADEMIC PROGRESS

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.

### **Maximum Time Frame**

- Students must complete within 150% (100% completion divided by 66.67% 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 67.5 weeks (45 wks. x 150%) to complete.

\*Note: Periods in which a student does not receive aid will be counted toward the maximum timeframe of 150% allowed to complete a program.

### **Official Review of Satisfactory Academic Progress**

Grades and Maximum Time Frame are checked at the end of each payment period. The payment period is defined as the point when the student's scheduled 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.

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 written notification from the financial aid office (through email and/or written documentation passed through instructor) 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 to be able to complete within the maximum time frame. 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, Medical Assistant, Dental Assistant and Phlebotomy):

<b>Percentage Grade</b>	<b>Letter Grade</b>	<b>Point Average</b>
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

**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+	3.3
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

**Grading Scale-** The following grades with their quality points for averaging and their definition will be used for the Medical Assistant, Dental Assistant, and Phlebotomy programs:

Percentage Grade	Letter Grade	Point Average
100	A+	4.3
96-99	A	4.0
93-95	A-	3.7
90-92	B+	3.3
87-89	B	3.0
84-86	B-	2.7
81-83	C+	2.3
78-80	C	2.0
76-77	C-	1.7
74-75	D+	1.3
72-73	D	1.0
70-71	D-	0.7
69 and Below	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. Student may appeal the suspension based on: injury or illness, the death of a relative, or other special circumstance. The appeal must explain why the student failed to make satisfactory progress and what has changed in their situation that will allow the student to make satisfactory progress at the next evaluation.
3. Appeal must be given to the Financial Aid Specialist within 2 weeks of the 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.
4. 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.
5. 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.
- Transfer coursework is not included in the GPA calculation at Apollo Career Center
- 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 clock hour coursework can receive financial aid if they have completed a program and reenroll to take that program again or to take another program. In addition, when a student reenters a clock hour program *after* 180 days, the student may receive financial aid for repeated hours, and must meet all SAP requirements to be eligible.
- 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). All clock hour coursework that is transferable from one program to another will be included in the satisfactory progress determination of the new program, but coursework and grades that do not count towards the second program will not be included in the SAP determination.

### Change in Program

- 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. All clock hour coursework that is transferable from one program to another will be included in the satisfactory progress determination of the new program, but coursework and grades that do not count towards the second program will not be included in the SAP determination.

### Incomplete

- 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.
- 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

- 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.
- Any withdrawal will be applied toward the maximum timeframe and may impact a student's ability to complete the program in the required timeframe.

### **MEANINGFUL INTERACTION POLICY**

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 "**Documentation of Conference**" 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.

## **VETERANS ADMINISTRATION REQUIREMENTS FOR EDUCATION BENEFITS**

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:**

- 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.
- 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.
- 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.

### **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.

## **VETERANS ADMINISTRATION PAYMENTS**

Apollo Career Center abides by Public Law 117-68 The Colonel John M. McHugh Tuition Fairness for Survivors Act of 2021. Veteran students who are recipients of Chapter 31, Chapter 33, or Chapter 35 and have provided proof of their Veterans Education 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.



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 SATISFACTORY ACADEMIC PROGRESS DURING THE NEXT PERIOD OF ENROLLMENT

(any additional documentation to support the appeal should be attached):

Four horizontal lines for describing changes and providing documentation.

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.
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.
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 SAI (Student Aid Index). A student's FAFSA Submission Summary and Institutional Student Information Record (ISIR) will indicate if a student is selected for verification. On the FAFSA Submission Summary, there will be an asterisk (\*) next to the SAI And a comment in the "Application Status" section informing the student that their school has the authority to ask for additional documentation to complete verification. On the ISIR, there will be a verification indicator tracking flag set to a value of "Y" and a verification tracking group noted. 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.

- Adjusted gross income
- Income earned from work
- U.S. Income Tax Paid
- Family size
- Identity/Statement of Educational Purpose

### **Acceptable Documentation**

V1 – Standard Verification Group requires Standard Verification Worksheet and IRS transcript (if tax info was not directly transferred from the IRS into FAFSA). If taxes were not filed, the student and/or Parent must sign a statement certifying that the individual is not required to file an income tax return, and sources and amounts of earnings, other income, and resources that supported the individual(s) for the tax year.

V4 – Custom Verification Group requires proof of identity with statement of educational purpose.

V5 – Aggregate Verification Group requires Verification Worksheet with items in V1 plus V4.

### **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.

**SAI (Student Aid Index)** – The SAI is an eligibility index number that the financial aid office uses to determine how much federal student aid you are eligible to receive if you attend. This number results from the financial information you provided in your FAFSA application. Your SAI is reported to you on the FAFSA Submission Summary

**FAFSA Submission Summary** – The FAFSA Submission Summary includes your estimated eligibility for a Federal Pell Grant and Federal Student Loans, your Student Aid Index (SAI), and whether you've been selected for Verification.

## DIRECT LOAN QUALITY ASSURANCE

In accordance with the Direct Loan program regulations at 34 CFR 685.300(b) (9), Apollo Career Center has implemented and documented a quality assurance process to ensure we are complying with program requirements and meeting program objectives that ensures Apollo Career Center:

1. Reports Direct Loan records, disbursements, and adjustments to disbursements correctly to the Common Origination Disbursement (COD) system.
2. Disburses and returns Direct Loan funds in accordance with regulatory requirements.
3. Disburses the correct Direct Loan amount to the correct student.
4. Completes monthly reconciliation and Program Year Closeout.

### **Procedures**

1. Initial Direct Loan awards and disbursements are calculated by the Financial Aid Specialist based on the results of the FAFSA as well as the program of enrollment, and a Financial Aid Offer is prepared and presented to students during their financial aid appointment.
2. Programs which are defined as half-time for enrollment status AND for which total tuition and fees are less than \$6000 will NOT be offered Direct Student Loans, they will only be offered Pell Grant. For 2026-2027, the two Title IV eligible programs that will NOT be offered Direct Student Loans are Early Childhood Education and Esthetician. If a student in these programs does not qualify for Pell Grant, they will have the option of a monthly payment plan.
3. Students are required to review, and sign, their Financial Aid Offer prior to Apollo Career Center originating Direct Loan Awards.
4. The Financial Aid Specialist will then originate Direct Loan awards and disbursements in EdExpress (current award year). These records are then submitted to COD via EdConnect.
5. The Financial Aid Specialist will import files from COD to EdExpress and view any origination/anticipated response import edit reports, disbursement response import edit reports, and origination response reports.
6. Errors in these reports will be reviewed and corrected by the Financial Aid Specialist and resubmitted to COD.
7. Prior to disbursement, the Financial Aid Specialist will conduct a final review of student award and disbursement records and verify the amounts match those entered in EdExpress and the student management system. If a correction is needed in EdExpress, the Financial Aid Specialist will make the correction and resubmit the records to COD. Corrections needed in the student management system will be corrected by the Financial Aid Specialist.
8. Direct Loan disbursements are requested through G5 by the Apollo Career Center Treasurer. The disbursements are receipted in the District Account System by the Treasurer's office.
9. Any return of student federal aid funds will be submitted back to the Department of Education by the District Treasurer as a stand-alone transaction (return) through G5.
10. The students' Direct Loan origination and disbursement record(s) will be decreased by the amount calculated per the Return to Title IV (R2T4) Worksheet provided by the Department of Education. The process is completed by the Financial Aid Specialist.
11. An adjustment to the student's record, in the student management system, will be made for the amount calculated through the R2T4 process and completed by the Financial Aid Specialist.
12. Month end Direct Loan reconciliation is completed by the Financial Aid Specialist.
  - a. Review total monthly Direct Loan disbursements in the student management system and COD; both systems should agree.
  - b. Review total monthly Direct Loan disbursements in District Accounting System; should match total amounts in the student management system and COD.
  - c. All discrepancies must be resolved prior to additional disbursements.
13. Year-end Direct Loan Program closeout is completed by the Financial Aid Specialist.
  - a. Repeat steps for month end reconciliation.
  - b. Retrieve balance confirmation report from Direct Loans on COD and verify Apollo Career Center's ending Direct Loan balance agrees with COD's ending balance, this should be zero, and submit.

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**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. In the case where the student is responsible for an overpayment of federal aid to the U.S. Department of Education, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the U.S. Department of Education Student FSA's Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

As administrators of Title IV federal student aid programs and funds, Apollo Career Center is obligated to ensure processes are in place to protect against fraud. If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, Title 34 Code of Federal Regulations CFR 668.16(g) Standards of Administrative Capability require an institution to refer to the Department's Office of Inspector General (OIG) any credible information indicating that an applicant for Title IV federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application.

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.

All cases of fraud will be reported to the Office of Inspector General (OIG):

Inspector General's Hotline: 1-800-MIS-USED  
Inspector General's Online Hotline: <http://www.ed.gov/about/offices/list/oig/hotline.html>

Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1510

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**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 Student 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 perform a Third-step Verification through the SAVE portal
- Documentation is obtained from student to upload into the SAVE portal for Third-step Verification

**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.

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## 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 earn 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.

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**SECTION IV:**

**CONSUMER  
DISCLOSURES  
& POLICIES**

### **ADMISSIONS POLICY**

To enroll in one of Apollo Career Center's training programs, a student must complete the following steps:

- 1) Complete and sign a Registration Form for the Program enrolling into.
- 2) Provide a valid high school diploma (or transcript) or GED
  - a. Exceptions: State Tested Nurse Aide, Emergency Medical Technician Basic (EMT), and Truck Driving do not require proof of high school graduation or equivalent.
  - b. Homeschool Diploma: Homeschooled applicants must submit documentation that the curriculum provided meets state requirements for homeschooling.
  - c. Foreign Diploma: If your diploma is from a foreign country, you must:
    - i. Have the diploma translated into English
    - ii. 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.
    - iii. Student must submit the credentialed evaluator's determination information in its original format.
      1. A list of evaluators who belong to The National Association of Credential Evaluation Services can be found online at <https://www.naces.org/> . Evaluators do charge for this service and it can take several weeks, so be sure to start this process early in your enrollment process
- 3) Provide a valid Photo I.D.
- 4) Proof of U.S. citizenship or eligible non-citizenship status (*Required per the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, following the February 19, 2025, Executive Order 14218*)
- 5) Certain programs require testing for admittance and have specific eligibility requirements. Contact the Program Manager for specific requirements for your program of interest.
- 6) Secure payment of the program through cash, check, debit/credit card, payment plan, financial aid or third party agreement/voucher.

### **HIGH SCHOOL DIPLOMA VERIFICATION POLICY**

When registering, prospective students must provide proof of high school completion with their diploma or official transcript from a State Department of Education recognized high school, HSE/GED certificate, or its equivalent. If the student's diploma is from a foreign country, the student must have the diploma translated into English and evaluated as noted in the Admissions Policy

If the school has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the school will evaluate the validity of the student's high school completion. In doing so, the school may: 1) check with the high school to confirm the validity of the student's diploma; and 2) confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education. The school may also require additional documentation: Acceptable documentation for checking the validity of a student's high school completion will include obtaining a copy of the diploma and a final transcript that shows all the courses taken by the student.

### **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.

### **VACCINATION 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. For specific vaccination requirements, please contact the appropriate Program Manager.

## ADULT WORKFORCE DIPLOMA PROGRAM

The July 1, 2026 House Bill 96 of the 136<sup>th</sup> General Assembly set requirements via Ohio Revised Code 3313.902 for an Adult Workforce Diploma Program. This 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 18 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 Workforce 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 Workforce Diploma Program eligible:

<u>Program Name</u>	<u>Total Clock Hours</u>	<u>Targeted In-Demand Occupation</u>	<u>Industry Credential</u>
HVAC	144	HVAC Technician	EPA-608
Manicuring	200	Manicurist	Ohio State Board of Cosmetology – Manicurist
Phlebotomy	148	Phlebotomist	Phlebotomy Technician
State Tested Nurse Aide	76	Nurse Aides	STNA
Truck Driving	200	Truck Drivers	CDL
Welding	132	Welder	American Welding Society (AWS) Certified Welder GMAW

*\*Adult Workforce Diploma Program eligible programs availability subject to change.*

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

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

Students enrolled in the Adult Workforce 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 a WorkKeys score of 14.

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.

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## **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 the Section 504 equality opportunity compliance officer, Title IX Compliance Officer for the school at 3325 Shawnee Road, Lima, Ohio 45806; or call (419) 998-3000 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

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**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

**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, another institution, and/or the military. 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.

**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.

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## **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 assess 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](http://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.

## **INTERNET USAGE POLICY**

Internet access to global electronic information resources on the World Wide Web is used by the Career Center and Health Care Institutions to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage in addition to the policy adopted by Apollo Career Center's Board of Education.

All Internet data that is composed, transmitted, or received via Apollo Career Center's computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the business information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided via the Internet are the property of the school. As such, the school reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the school in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the University name, titles and positions in any publication that may be perceived as offensive
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other inappropriate or illegal activities

### **ADDITIONAL INFORMATION ABOUT THE SCHOOL**

Your best sources of information are the Apollo Career Center Adult Education Catalog, website, 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.

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 Dave Howard, Director of Special Education and Section 504 equality opportunity compliance officer/ Title IX officer for the school at 3325 Shawnee Road, Lima, Ohio 45806; or call (419) 998-3000 or contact the Office for Civil Rights, 233 N Michigan Ave, Suite 240, Chicago, IL 60601. Phone (800) 368-1019. TDD line is (800) 537-7697.

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**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, Cost of Attendance budgets have been provided below.

**Direct Cost + Indirect Cost = TOTAL COST OF ATTENDANCE**  
**(Tuition & Books/Supplies) (Living Exp & Transportation)**

Program	Tuition	Books, Course Materials, Supplies & Equipment	Dependent Student Living w/Parent(s)	Living Off Campus	Living Off Campus w/Dependents
Basic Police Academy	\$6,350	\$750	\$9,809	\$17,623	\$22,915
Cosmetology	\$10,016	\$2,484	\$14,888	\$29,215	\$38,917
Early Childhood Education	\$3,498	\$652	\$7,878	\$15,466	\$20,611
Esthetician	\$3,950	\$1,000	\$8,326	16,346	\$21,785
Industrial Maintenance Technician	\$8,340	\$1,810	\$10,568	\$20,750	\$27,659
Licensed Practical Nursing	\$14,060	\$2,220	\$11,454	\$21,238	\$27,853
Medical Assistant	\$10,942	\$2,058	\$10,104	\$19,002	\$25,029
Spa Technology	\$5,050	\$1,450	\$8,338	\$16,368	\$21,807
Fabrication Concepts & Plate Welding	\$12,336	\$844	\$11,024	\$21,644	\$28,847

**\*Listed prices are for the 26-27 Award Year, please see Program’s webpage for further breakdown of indirect costs included in the Cost of Attendance budget <https://www.apollocareercenter.com/adult-education/>**

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## 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 publicly 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 financial aid offers shall include the following:
  - a. A breakdown of estimated individual Cost of Attendance components, including which are direct (billed by the institution) costs vs. indirect (not billed by the institution) costs.
  - b. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
  - c. Estimated net price.
  - d. Standard terminology and definitions, using NASFAA's glossary of terms.
  - e. 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.*

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**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**  
**As defined by the U.S. Department of Education**  
**<https://studentprivacy.ed.gov/?src=fpco>**

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.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Apollo Career Center receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Apollo Career Center to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Apollo Career Center decides not to amend the record as requested, Apollo Career Center will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Apollo Career Center discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Apollo Career Center discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the Apollo Career Center in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Apollo Career Center who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Apollo Career Center.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Apollo Career Center to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**APOLLO CAREER CENTER POLICIES/PROCEDURES UNDER FERPA**  
**For Postsecondary Students**

**Directory Information**

FERPA requires that Apollo Career Center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Apollo Career Center may disclose appropriately designated "directory information" without written consent, unless you have advised Apollo Career Center. The primary purpose of directory information is to allow Apollo Career Center to include this type of information from your education records in certain school publications.

The Apollo Career Center Board of Education designates the following as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Students may refuse to allow Apollo Career Center to disclose any or all of such "directory information" upon written notification to the Director of Adult Education within fourteen (14) days after receipt of the FERPA notice.

**Health and Safety Exemption**

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency under § 99.31(a) (10) and § 99.36 of the FERPA regulations. In particular, § 99.36(a) and (c) provide that educational agencies and institutions may disclose information from an education record "to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals" and that the exception will be "strictly construed."

The health and safety exception is strictly limited to a specific situation that presents imminent danger to a student, other students, or other members of the school community – or to a situation that requires the immediate need for information from education records in order to avert or diffuse serious threats to the safety or health of a student or other individuals.

Under the health and safety exception school officials may share relevant information with "appropriate parties," that is, those parties whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals. 20 U.S.C. § 1232g (b) (1) (I); 34 C.F.R. § 99.36(a). Typically, law enforcement officials, public health officials, and trained medical personnel are the types of parties to whom information may be disclosed under this FERPA exception. FERPA's record keeping requirements (§ 99.32) apply to disclosures made pursuant to the health or safety exception.

Apollo Career Center will notify eligible students of their rights under FERPA at the time of enrollment

**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:

[\*\*College Navigator\*\*](#)

## **DEFAULT PREVENTION AND MANAGEMENT PLAN**

The purpose of this Default Prevention and Management Plan is to 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.
- The Financial Aid office will conduct a periodic review of defaulters to discern who is defaulting and why. A review of data can assist in determining common characteristics among defaulters. Causes for defaults may include: absent or incomplete internal procedures, practices, and communication, particular programs and course requirements or structure, and ineffective counseling.
- 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.

### **Wright International Student Services (WISS)**

In addition to the above mentioned management strategies, Apollo Career Center has also contracted with Wright International Student Services (WISS) to assist in our default management and prevention efforts for our delinquent students. Apollo Career Center provides access to a school portfolio report from NSLDS to WISS. This report will include all accounts for students who have obtained a Title IV student loan through Apollo Career Center, and have graduated or withdrawn. Apollo Career Center also has provided WISS with access to all loan servicers in which Apollo's Title IV student loans are serviced.

WISS works on behalf of Apollo Career Center to contact delinquent students and assist in bringing their student loan account current and/or prevent their default. WISS will also attempt to locate students who have moved without a forwarding address or telephone number. WISS then sends Apollo a monthly summary of students that WISS is tracking and has assisted.

## **DELINQUENT STUDENT ACCOUNTS**

Upon enrollment, students agree to specific payment arrangements and timelines relevant to their program of study. The Apollo Career Center Adult Education office periodically reviews, and notifies students of delinquent accounts. Delinquent student accounts that are not resolved after 90 days of collection attempts will be assigned to the Ohio Attorney General's Office for collection. 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 1-888-871-8838.

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 a qualified individual responsible for overseeing and implementing the institution's information security program and enforcing the information security program (16 CFR 314.4(a)).
- Identify and assess risks to customer information and evaluate the effectiveness of the current safeguards (16 CFR 314.4(b)).
- Implement a safeguards program to control the risks the institution identifies through its risk assessment (16 CFR 314.4(c)). At a minimum, the written information security program (WISP) must address the implementation of the minimum safeguards identified in 16 CFR 314.4(c)(1) through (8).
- Implement testing and monitoring of the effectiveness of the safeguards it has implemented (16 CFR 314.4(d)).

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

- Implement policies and procedures to ensure that personnel are able to enact the information security program (16 CFR 314.4(e)).
- Select appropriate service providers and ensure that contracts with those providers include adequate safeguards for customer information (16 CFR 314.4(f)).
- Provide for evaluating and adjusting the information security program in light of relevant circumstances (16 CFR 314.4(g)).
- Establish an incident response plan (16 CFR 314.4(h)).
- Technology Coordinator to report annually to the Board of Education on the institution's information security program (16 CFR 314.4(i)).

### **Who Receives Information and Why?**

As required by GLBA, APOLLO CAREER CENTER 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 Technology Coordinator is the designated individual that is responsible for the implementation and execution of the Information Security Program Plan at Apollo Career Center. 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 Career Center 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 APOLLO CAREER CENTER 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 APOLLO CAREER CENTER, 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 APOLLO CAREER CENTER computer network shall be limited to those APOLLO CAREER CENTER 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

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

- 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 measures 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**.

**Incident Reporting**

If a student suspects, discovers, and/or determines that a security breach has occurred, the student shall promptly notify his/her instructor, in writing. The instructor will then notify their immediate supervisor and the Director of Adult Education. The Director of Adult Education will immediately notify the Technology Specialist and Superintendent.

In the event of a security breach, Apollo Career Center will utilize the Data Breach Response Checklist provided by the U.S. Department of Education's Privacy Technical Assistance Center. Apollo Career Center will notify affected individuals whose sensitive information, including PII, has been compromised, as required by applicable federal, state, and local laws. Apollo Career Center will also notify the U.S. Department of Education's security operations center and will report the following information:

- Date of breach (known or suspected)
- Impact of the breach (number of records, number of students, etc.)
- Method of the breach (hack, accidental disclosure, etc.)
- Information security program point of contact (name, email address, and phone number)
- Remediation status (complete, in-process, etc. with detail)
- Next steps (as needed)

**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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### **PROGRAM COMPLETION/ GRADUATION REQUIREMENTS**

- Attendance rate not less than 90% (A higher percent may be specified by individual program of study)
- Student must have met the grade requirements for their individual program.
- Payment of all outstanding obligations to the school
- All equipment and/or materials owned by the school must be accounted for.
- Must complete required exit interview.

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

### **STUDENT RIGHT TO KNOW ACT**

Also known as the "Student Right-to-Know and Campus Security Act" (Public Law 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all current and prospective students.

To help students make a good decision about their educational future, Apollo Career Center discloses completion or graduation rates and retention rates reported to Integrated Postsecondary Education Data System (IPEDS). The rates are based on the 12-month period that ended August 31 of the prior year. The IPEDS data is available below.

Detailed statistics and information is also available to prospective and current students through the College Navigator function of the National Center for Education Statistics (NCES) website at: [College Navigator](#)

Student and prospective students can also find information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions on the U.S. Department of Education College Scorecard website at: [College Scorecard](#)

### **GRADUATION/COMPLETION RATES**

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%

### **RETENTION RATE**

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 = 68%

### **REQUIRED BOOKS, SUPPLIES, AND/OR TOOLS**

Apollo Career Center does not have a campus bookstore. Apollo Career Center will provide students with all required books, supplies, and/or tools; which can be obtained by the seventh day of the payment period. Books and supplies for students are purchased on an as needed basis based on current editions and enrollment. For this reason, books and supplies are non-refundable once disbursed.

The total cost for all required books, supplies, and/or tools will be included on the student's account statement, and Financial Aid Offer, if applicable. Students have the right to opt out of this process and obtain all required books, supplies, and/or tools elsewhere utilizing their own resources. For students that wish to opt out, the program specific books and supplies list is available on the program page on our website: <https://www.apollocareercenter.com/adult-education/>

**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 withdraws:

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.

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## 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.

Once Apollo Career Center has determined that a student has withdrawn, a Return of Title IV (R2T4) Funds calculation will be performed. A student is considered withdrawn when they have formally notified their Program Manager or the Student Services Manager, or if they are absent for the lessor of seven consecutive scheduled program calendar days, or 2 calendar weeks without any notification or response to inquiries of their whereabouts. The last date of attendance is used as the official withdrawal date for Return of Title IV calculations, and would be determined no later than 14 days from the last day attended.

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.

Apollo Career Center will return funds or make a post-withdrawal disbursement as soon as possible, but no later than 45 days after determining the student has withdrawn. 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*

Once the R2T4 calculation is completed, then Apollo Career Center's Refund Policy is applied to the student's account. If the student owes unpaid tuition and fees, the student will receive an invoice from Apollo Career Center. If the student has a Title IV credit balance at withdraw, then within 14 days of the R2T4 calculation, Apollo Career Center will pay any remaining Title IV credit fund balances to the student (or parent for a Direct PLUS Loan) or reduce the student's Title IV loan debt with written (or emailed) authorization from the student.

If the student did not receive all of the funds earned, they may be due a post-withdrawal disbursement. The post withdrawal disbursement will be based on the Return to Title IV Aid worksheet and in accordance with federal law. If a student is receiving only Federal Pell Grant funds as a result of the post withdrawal calculation, Apollo Career Center will automatically draw funds on the behalf of the student within 45 days of determination. If the post withdrawal disbursement calculation includes available loan funds, the loans must be offered to the student within 30 days, allowing the student 14 days to respond. Apollo Career Center will require the student to respond in writing, or email, to the notification sent giving consent or rejecting the loan post withdrawal disbursement. Post withdrawal disbursements are posted to the student account first, and any resulting credit balance is disbursed to the student as soon as possible but no later than 14 days from the date of disbursement.

If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, this is called a student grant overpayment situation. Apollo Career Center will choose to return all of a student's grant overpayment that would otherwise be the responsibility of the student to return, and will debit the student's school account for this amount returned on the student's behalf.

## 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

### **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.

### **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.

## SPECIAL CIRCUMSTANCES/PROFESSIONAL JUDGMENT

A Federal Methodology is used to determine a family's eligibility for federal financial aid funds based on the information provided on the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office understands that special circumstances may arise when the Federal Methodology does not accurately reflect a family's true ability to contribute to the cost of education. Students who believe their circumstances warrant reconsideration of their eligibility may meet with the Financial Aid Specialist to discuss their situation. The Financial Aid Specialist 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, separation/divorce, death in family, or unusually high medical bills, etc. We cannot adjust income for students who quit a job or work less hours while attending school; with the exception of Full-Time programs with enrollment intensity. 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 may exercise Professional Judgement and make adjustments to the student's aid eligibility on a case by case basis. **The Professional Judgement decision is final and cannot be appealed to the Federal Department of Education.** Professional Judgment is the discretionary action available to a financial aid administrator to address special or unusual circumstances that affect a student's ability to pay educational expenses. The Financial Aid Office 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.

^^ - Exception for Full-Time enrollment intensity students. For example, our full-time LPN program consists of 1,376 Clock Hours within 45 weeks. These students attend approximately 32 hours of in-person classroom and clinical hours each week, plus extensive study hours outside of the institution for multiple tests each week. The rigor of this program does not allow students to hold down a full-time job while attending school; therefore, LPN students that decrease their work hours and income level to attend this program may choose to file a Special Circumstance Form to have the lessor income considered for Professional Judgement.

## 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 the lessor of: seven consecutive scheduled program calendar days (OR) 2 calendar weeks, without any notification or response to inquiries of their whereabouts, 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.

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## 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.

## **APOLLO MISSION MARKET**

### **Purpose**

The Apollo Mission Market is designed to provide temporary food assistance to currently enrolled students who may be experiencing food insecurity. The pantry supports student success by helping meet basic nutritional needs while students pursue their educational goals.

### **Eligibility**

- Food pantry services are available to all currently enrolled students of Apollo Career Center Adult Education.
- Use of the pantry is confidential and will not affect a student's academic standing, financial aid eligibility, or participation in any school program.

### **Hours and Access**

- Pantry hours and locations will be posted by the school.
- Students may access the pantry once per week or as otherwise determined by pantry staff based on inventory availability.
- Food distribution is provided on a first-come, first-served basis.

### **Food Distribution Guidelines**

- Students are encouraged to take only the items needed for their household to ensure resources remain available for others.
- Quantity limits may be established based on inventory levels.
- Pantry staff reserve the right to limit quantities of high-demand items.

### **Food Safety**

- All donated and purchased food items will be inspected before distribution.
- The pantry may distribute shelf-stable foods up to six (6) months past the manufacturer's "Best By" date, provided the packaging is unopened, undamaged, and the product shows no signs of spoilage. "Best By" dates indicate product quality, not food safety.
- Foods past their "Use By" date, damaged, opened, recalled, or showing signs of contamination will not be distributed.
- Students are responsible for inspecting food items and determining whether they wish to accept them.

### **Donations**

- The pantry accepts non-perishable food items and monetary donations as approved by the school.
- Donated items must be unopened, in their original packaging, and within acceptable date guidelines.
- The school reserves the right to decline any donation that does not meet safety or quality standards.

### **Conduct**

- Students are expected to treat pantry staff, volunteers, and fellow students with courtesy and respect.
- Disruptive behavior, misuse of pantry resources, or providing false information may result in suspension of pantry privileges.

### **Nondiscrimination**

- Food pantry services are available without discrimination based on race, color, national origin, sex, disability, age, religion, veteran status, or any other protected status under applicable federal or state law.

### **Disclaimer**

- The Student Food Pantry is intended as a supplemental resource and cannot guarantee the availability of specific food items or quantities. Inventory depends on donations, purchases, and available funding.

## **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. Students are not permitted to record and/or video any parts or portions of the program or class without expressed consent of the instructor and without giving proper identification and credit to the instructor if consent is given. In which case, a recording agreement shall be signed.

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.

## **ARTIFICIAL INTELLIGENCE**

*Source: Apollo Board of Education Policy EDEC*

The Board recognizes the need to prepare staff and students for an increasingly technological future. Thus, the Board is committed to providing staff and students with the knowledge and skills necessary to navigate emerging technological innovations effectively and appropriately, including generative artificial intelligence (AI). This includes placing emphasis on building AI literacy within the District as an essential component of technological readiness for both staff and students.

For purposes of this policy, "AI tool" is defined as AI applications, algorithms or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.

The Board directs the Superintendent/designee to develop procedures for staff and students concerning the use of AI and AI tools, consistent with the following:

1. Prohibits use inconsistent with District policies and procedures, classroom instructions and requirements, AI tool terms of service including age limits, or State and Federal law;
2. Prohibits use inconsistent with expectations for staff and student conduct, including for discrimination, harassment or hazing and bullying;
3. Prohibits input of confidential staff and student data;
4. Prohibits representing content created using AI or AI tools as their own work product;
5. Requires disclosure of use of AI and AI tools;
6. Requires that all AI tools, whether free or fee-based, be reviewed and receive prior approval from the Superintendent/designee before being recommended or used in connection with staff work or student assignments;
7. Establishes guidelines for seeking approval of new AI tools and maintains a list of approved AI tools and
8. Clarifies that staff and students are responsible for all reasonably foreseeable consequences of use of AI and AI tools.

All District staff and students must comply with all provisions of the District's policies and procedures on the use of generative AI and other emerging technologies and State and Federal law.

### **Reporting AI Concerns and Misuse**

Staff and students with concerns about the safety and effectiveness of the use of AI or AI tools, or who suspect misuse that violates District policies and procedures or other applicable law, should contact the Superintendent/designee. All educators are required to comply with the Licensure Code of Professional Conduct for Ohio Educators. Uses of AI not aligned with the Licensure Code of Professional Conduct for Ohio Educators may be reported to the State Board of Education for further investigation.

## **ARTIFICIAL INTELLIGENCE (continued)**

### **Data Privacy and Management**

The District recognizes the importance of effective data privacy and management, including the protection of District data and information. The District will ensure that confidential data and other sensitive staff and student information is protected while using AI and AI tools.

### **Review of AI Use**

The District will regularly review its use of AI and recommend updates to the Board that address safety, privacy, staff and student needs and other relevant areas. Recommendations to the Board will also address relevant updates to State and Federal laws and guidance concerning regulation of AI.

### **Training**

The District will incorporate AI literacy into relevant curriculum and professional learning opportunities for staff and students. The District will train staff and students on the requirements of this policy and procedures, other District policies and procedures regarding data privacy and management, acceptable uses of AI and AI prohibitions.

Staff and students may be disciplined for use of AI and AI tools inconsistent with District policies and procedures.

## **STAFF-STUDENT RELATIONS**

*Source: Apollo Board of Education Policy JM*

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Soliciting, encouraging, engaging or consummating an inappropriate relationship with any student, minor or individual who was a student in the preceding 12 months is prohibited.

### **STAFF-STUDENT RELATIONS (continued)**

7. Staff members shall not use disparaging remarks, insults or sarcasm against students under any circumstances.
8. Staff members shall maintain appropriate professional, emotional and social boundaries in the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships
12. Staff members shall not willingly or knowingly violate any student confidentiality required by Federal or State law.
13. Staff members shall not groom a student or minor for the purpose of establishing an inappropriate emotional, romantic or sexual relationship.

### **Social Media**

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing personal social media passwords to students.
3. Fraternalization between District staff and students via the internet, personal email accounts, text messaging, personal social media and other modes of virtual technology is also prohibited.
4. Access of personal social media during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Violations by staff also may be reported to the State Board of Education for further investigation. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social media created for curricular, cocurricular or extracurricular purposes.

## **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. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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.

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 principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

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.

## **PUBLICATION OF THE PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING (continued)**

Source: Apollo Board of Education Policy JFCF, "Hazing and Bullying"

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 and Workforce 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.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

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.

### **EPIDEMIC AND PANDEMIC**

The COVID-19 or any other outbreak that occurs may cause public health guidelines to be implemented. Implementation of such guidelines at Apollo can create unique challenges to our students and their instruction. Therefore, students will be expected to follow the most recent state mandated and/or local health department guidelines to provide for the health and safety of our entire campus.

### **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 V: 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 1<sup>st</sup> of each year to view the most recent statistics and policies: [Annual Safety & Security Report](#)

Crime Statistics Chart

Criminal Offense	On Campus			Off Campus*			Public Property Bordering Campus		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Murder / Non negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	1	0	1	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	2	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Hate Crimes - Criminal Offense</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
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

<b>VAWA Offenses</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Domestic violence	0	0	0	0	0	0	0	0	0
Dating violence	0	0	1	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Weapons: carrying, possessing, etc.	1	2	2	0	0	0	0	0	0
Drug abuse violations	7	10	9	0	0	0	0	0	0
Liquor law violations	0	1	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Weapons: carrying, possessing, etc.	0	0	2	0	0	0	0	0	0
Drug abuse violations	0	0	8	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0

**\*Off Campus locations:**

- Aspire Locations:

Apollo Adult Resource Center	3325 Shawnee Rd., Lima, OH 45806
Wapakoneta YMCA	1100 Defiance St, Wapakoneta OH 45895
Ottawa Public Library	136 Putnam Pkwy, Ottawa, OH 45875
Mercer County ESC	540 E Market St, 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
YWCA Resource and Referral	608 W High St, Lima, OH 45801

- 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 Wapakoneta 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 or 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:

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

## **PLAN FOR ASSURING THE HEALTH & SAFETY OF THE INSTITUTION'S EMPLOYEES, STUDENTS & GUESTS**

### **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).

### **COVID-19 Statement**

The COVID-19 or any other outbreak that occurs may cause public health guidelines to be implemented. Implementation of such guidelines at Apollo can create unique challenges to our students and their instruction. Therefore, students will be expected to follow the most recent state mandated and/or local health department guidelines to provide for the health and safety of our entire campus.

### **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 & 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 plan 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.

### **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](http://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.-2:00 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.

## **FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE**

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

1<sup>st</sup> 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) 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams.
- B) 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds 3 grams.
- C) 3<sup>rd</sup> 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 1<sup>st</sup> offense, up to 5 years for 2<sup>nd</sup> 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.

## **STATE LAWS, PENALTIES AND SACTIONS 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

**HEALTH RISKS ASSOCIATED WITH ALCOHOL**

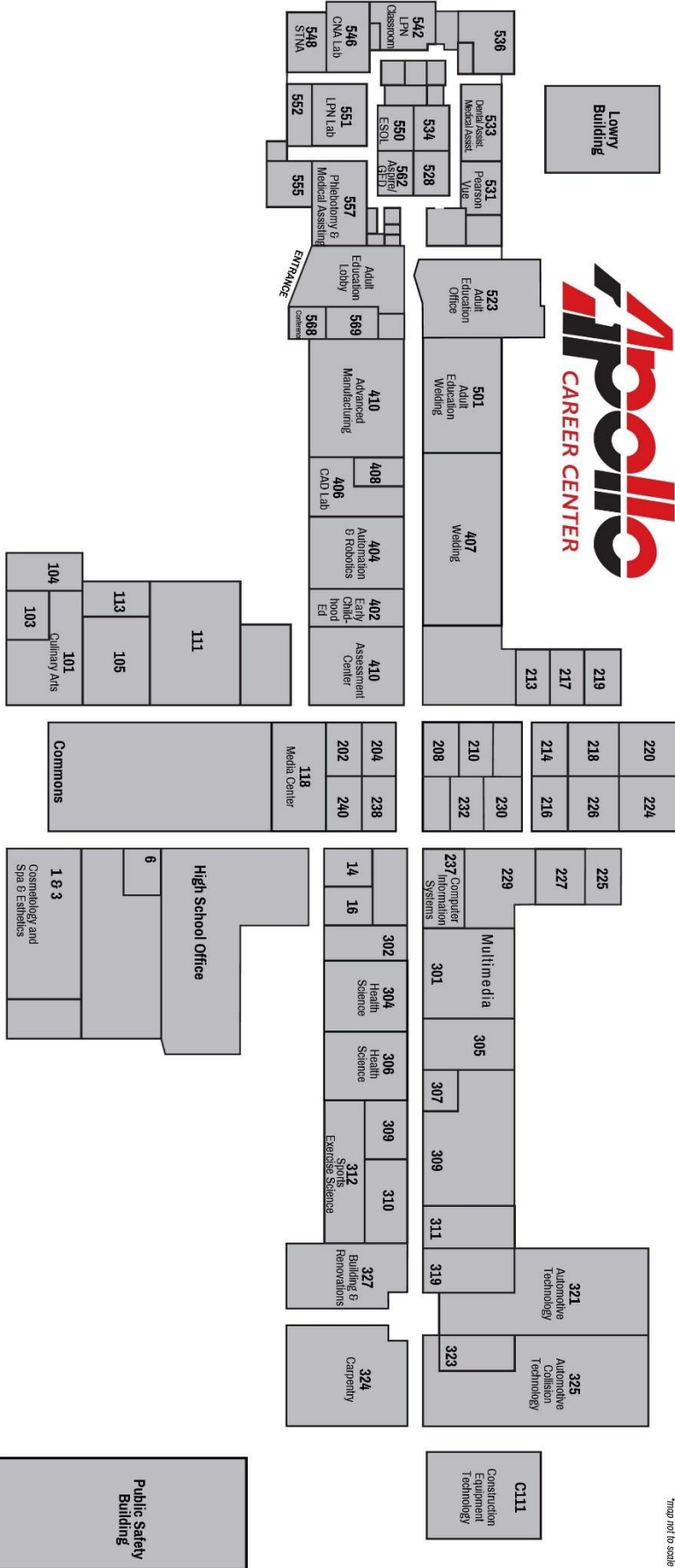
Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence 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)

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