

# Greater Johnstown Career and Technology Center



## Financial Aid Policy and Procedures Handbook

### Section I

September 1997  
Adopted June 27, 2023  
Revised August 7, 2024

**SCHOOL CODE: 016626**

*The Greater Johnstown Career and Technology Center complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99). This is a Federal law that protects the privacy of student education records.*

## TABLE OF CONTENTS

	<b><u>PAGE</u></b>
Academic Year Definitions. . . . .	3
Admissions and Registration Policy and Procedures . . . . .	3
Financial Aid Application Process. . . . .	6
Initial Processing of Financial Aid Applications. . . . .	6
Financial Aid Eligibility. . . . .	6
Free Application for Federal Student Aid (FAFSA). . . . .	7
Direct Loan Programs. . . . .	7
Student Lending – Code of Conduct . . . . .	7
Entrance Interviews for Loan Recipients. . . . .	8
Exit Interviews. . . . .	9
Verification Policy. . . . .	9
Cost of Attendance. . . . .	9
Tuition Policy. . . . .	10
Excess Funds (Credit Balances) From Student Aid. . . . .	12
Leave of Absence. . . . .	13
Withdrawal From School. . . . .	15
Federal Return of Funds Policy. . . . .	16
Tuition Refund Distribution. . . . .	17
Student Progress. . . . .	18
Student Progress Appeals. . . . .	23
Job Placement Services. . . . .	23
Direct Loan/Direct PLUS Loan Disbursement Process. . . . .	23
Drug-Free School and Communities Act Amendment of 1989. . . . .	24
Legal Sanctions. . . . .	26
Safety and Security . . . . .	28

**GJCTC Vision Statement:** Positively impacting an ever-changing workforce.

**GJCTC Mission Statement:** Ensure Student Success

### **Academic Year Definitions:**

The Greater Johnstown Career and Technology Center defines its academic year for each Title IV eligible programs as stated below:

All borrowers in all programs are considered Level I for financial aid purposes, with the exception of LPN students who move into Level II for their 2nd academic year as indicated below.

Mobile Equipment Program: One academic year - equal to 800 hours (24 weeks)

Practical Nursing Program:

Full-Time Program – Length 1500 hours

1<sup>st</sup> academic year - equal to 900 hours (26 weeks)

2<sup>nd</sup> academic year - equal to 600 hours (prorated grant) (22 weeks)

Full-Time Career in a Year Programs: One academic year - equal to 720 hours

Electrical Technology Program (24 weeks)

Welding Program (25 weeks)

Heating and Air Conditioning Program (24 weeks)

Intergenerational Programs: One academic year – equal to 720 hours (39 weeks)

Cosmetology Program: One academic year –equal to 1250 hours (42 weeks)

1<sup>st</sup> academic year – equal to 900 hours (31 weeks) 2<sup>nd</sup>

academic year – equal to 350 hours (11 weeks)

### **Admissions and Registration Policy and Procedures:**

The following are entrance requirements to enroll in a postsecondary program:

1. Applicants must request the high school they graduated from send an official transcript indicating a graduation date be sent to the GJCTC Adult Education Office in an official, sealed envelope and a member of the Adult Education Department will review the transcript;  
Or a copy of a GED certificate or transcript. Students must bring the original GED certificate to the Adult Education Office to be copied.
2. Candidates for admission must have a personal interview with a member of the adult education staff.
3. At the time of registration, all applicants must pay a \$100 registration fee.

If the school believes that there is an issue with the student's qualifications or if the Department of Education considers student's high school credentials questionable, steps to validate the high school credentials must be completed. A member of the Adult Education Department will use the necessary tools to verify validity of a

student's high school credentials such as reviewing the final transcript (which must be sent directly to GJCTC from the school in which it was granted) or the National Center for Education Statistics (NCES). Additionally, a member of the Adult Education Department will 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.

Credentials that are issued by another country other than the United States must be verified by an approved Education Credential Evaluator. This evaluator must verify that the prospective students' credentials are equivalent to a High School Diploma or GED issued in the United States. This will be the responsibility of the prospective student. Educational Credential Evaluators (ECE) is a possible site that offers this service (ece.org).

Acceptance into a program of study is based upon the applicant meeting the requirements of the specific program.

Counseling services are available to individuals to assist them regarding their educational needs. Students experiencing difficulty with their choice of training should make an appointment to speak with a member of the adult education staff.

**Registration process** - To be considered for admission into a postsecondary program, prospective students must adhere to the following procedure:

1. Schedule an interview with a member of the adult education staff
2. Pay a non-refundable application fee of \$100.00 at the time of the interview.
3. Meet all of the entrance requirements.
4. Receive acceptance into the desired program by mail.
5. Attend an orientation to review school policies prior to, or on, the first day of the program.

### **Practical Nursing Procedures**

LPN Admission requirements: In addition to above registration process, admission requirements to the LPN program include:

1. Satisfactory achievement on pre-admission test (Psychological Services Bureau Aptitude for Practical Nursing Examination or Assessment Technologies Incorporated - HESI). Applicants may take the test twice within a one-year time period. Scores are valid for one year. Pre-admission test may be waived.
2. Submission of three personal references
3. Evidence of good physical and mental health determined by pre-admission examination by physician, laboratory testing, and current immunization status.
4. Current Cardiopulmonary Resuscitation (CPR) Certification, Health Care Providers Course.
5. Liability insurance with \$1,000,000 to \$3,000,000 coverage prior to admission to the program.
6. Satisfactory Criminal Record Check and Child Abuse History Clearance.
7. Negative urine drug screen.

### **Admission Policy**

Applicants for admission are selected by the Greater Johnstown Area Vocational Technical Practical Nursing Program Faculty based on their academic qualifications, personal attributes and general health status. Applicants are given individual consideration in the selection process. Qualified applicants are selected without discrimination, regardless of age, sex, race, religion, creed, marital status, familial

status, ancestry, national origin, sexual orientation, height, weight, disability or status as a disabled veteran or a veteran of the Vietnam era, or handicap which does not interfere with attainment of program objectives.

Individuals who complete the application procedure and meet the admission criteria will be considered for acceptance into the program. The selection of students is based on individual qualifications. Acceptance of a position in the program by the applicant signifies agreement to abide by the policies and procedures of the School. The faculty reserves the right to select applicants who best meet the admission criteria, demonstrate motivation and personal qualities suitable for practical nursing and give evidence of satisfactory pre-admission health examinations. Acceptance of a position in the program by the applicant signifies agreement to abide by the policies and procedures of the School.

Admission requirements:

1. Graduate of an accredited high school or GED equivalent
2. Satisfactory achievement on pre-admission test (Psychological Services Bureau Aptitude for Practical Nursing Examination or Assessment Technologies Incorporated - HESI).  
Applicants may take the test twice within a one-year time period. Scores are valid for one year.
3. Submission of three personal references
4. Personal conference with the coordinator or staff member.
5. Evidence of good physical and mental health determined by pre-admission examination by a physician, laboratory testing, and current immunization status
6. Current Cardiopulmonary Resuscitation (CPR) Certification, Health Care Providers Course
7. Liability insurance with \$1,000,000 to \$3,000,000 coverage prior to admission to the program
8. Satisfactory Criminal Record Check and Child Abuse History Clearance  
To attend clinical experiences, students must have a clear child abuse history clearance. Students must also have a clear criminal record for certain types of offenses to attend clinical experiences. A list of prohibited criminal offenses is given to the applicant with the program application and at the orientation session prior to admission. Students who have not been a resident of Pennsylvania for a minimum of 2 years are required to submit a FBI criminal check. If the student is ineligible to attend clinical experiences, the student is ineligible for admission.
9. Negative urine drug screen

**\*\* Students are responsible for submitting records on time and should keep a copy of all materials submitted for their records**

**INDIVIDUALS WHO HAVE BEEN CONVICTED OF A CRIME:**

Completion of the Practical Nursing Program is not a guarantee that the Pennsylvania State Board of Nursing will allow the student to sit for the NCLEX-PN licensure examination. Individuals convicted or having charge pending against them regarding a violation of any Federal, State or local law (except for minor violations of traffic laws) may be denied. Licensure may be denied if an individual has had 1) disciplinary action taken against or been denied any license, certificate, registration, or permit as a nurse or any regulated health occupation, 2) is now or ever been treated for drug abuse or alcohol problem, 3) been convicted of, pled guilty or nolo contendere to an offense, misdemeanor, or felony in any state, or 4) violated any Federal, State or local law related to the use, manufacture, distribution or dispensing of controlled substances, alcohol or other drugs. *If a student has convictions, it is his/her responsibility to contact/petition the State Board of Nursing for notification and consideration of their petition.*

Revised 12/00; 12/01; 2/02; 12/02; 7/03; Reviewed 12/08; Revised 4/2023

### **Financial Aid Application Process:**

The Greater Johnstown Career and Technology Center participates in U.S. Department of Education (DOE) Title IV funding programs. Our participation is in compliance with the latest Higher Education Reauthorization Act for Title IV eligibility and certification requirements. Students in long-term programs are eligible for funding. Students in programs consisting of less than 900 hours may be eligible to apply for a reduced amount of financial aid.

Free *Application for Federal Student Aid* (FAFSA) forms are available through the Financial Aid Office. The FAFSA may be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or on paper. Completion of this form is the first step in the application process to apply for financial aid. Students will be notified of any approved funding.

A financial aid officer will be available to meet with students and parents during day and evening hours by appointment. The telephone number of the financial aid officer is 814-266-6073 ext. 123 and the e-mail address is [ksnyder@gjtc.org](mailto:ksnyder@gjtc.org).

### **Initial Processing of Financial Aid Applications:**

Once a student is processed through the Greater Johnstown Career and Technology Center Adult Education/Workforce Development Office, a student's *Financial Aid Student Information* form is completed by the Greater Johnstown Career and Technology Center Adult Education Office and distributed. A copy is placed in the student's admissions file and a copy is given to the Financial Aid Office. If the Financial Aid Office is not available on the student's interview date, the student is instructed to call for an appointment. The student is given a packet containing:

1. Financial Aid Information Sheet.
2. FAFSA Application - Students are offered the option of completing the FAFSA and mailing it in on their own, or completing it on-line.
3. Contact the Financial Aid Office if assistance is needed in answering the questions on the FAFSA.

### **Financial Aid Application Sheet**

The *Financial Aid Information Sheet* will ask the student if he/she is expecting to apply for aid from Title IV funds or any other sources such as Office of Vocational Rehabilitation (OVR), Social Security, Veterans Administration, Workforce Investment Act (WIA), Trade Adjustment Assistance (TAA), scholarships, etc. This form will be kept in Financial Aid folder, Business office file, and in admissions folder. This form also asks for information of previous post- secondary school enrollments.

### **Financial Aid Eligibility:**

To be eligible to receive federal financial aid available through the Greater Johnstown Career and Technology Center, a student must:

- Have financial need
- Be enrolled in an approved course of study
- Have a high school diploma or a G.E.D. certificate

- Be a U.S. citizen or eligible non-citizen
- Make satisfactory academic progress and have satisfactory (90%) attendance
- Register with Selective Service if required
- Not be in default on a Title IV loan
- Not owe a refund on a Title IV grant

### **Financial Aid:**

Federal law requires that students may apply for federal aid without paying a fee. Title IV Federal aid programs, for which qualified students at Greater Johnstown Career and Technology Center are eligible to apply, include the Federal Pell Grant and Direct (student) Loan Program.

### **Free Application for Federal Student Aid (FAFSA):**

To apply for a Federal Pell Grant, the student must complete and submit a Free Application for Federal Student Aid (FAFSA Application), which requests information such as current family size and financial information from the last tax year. Paper FAFSA forms can be obtained from the Financial Aid Office or many high school guidance offices. The FAFSA may also be completed on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students who wish to sign their on-line FAFSA electronically must have an FSA ID number which may be requested at the web-site [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students who do not have a FSA ID number must print and sign the signature page and send it immediately to the address provided. Allow several weeks for processing. Students and parents who have completed their IRS tax return may be able to use FAFSA on the web to electronically view their tax information. With the student and parents' consent, the tax information can also be securely transferred into the FAFSA. This will save time if a student's account is chosen for the verification process. Failure to give consent to access IRS tax information for a student or parent will prohibit a student from receiving financial aid.

After the U.S. Department of Education processes the FAFSA application, the student will receive a Student Aid Report, which will indicate whether the student may be eligible for a grant; however, it will not indicate the amount of the grant. The Financial Aid Officer will issue an award letter which provides more specific aid information to the student.

### **Direct Loan Programs:**

Federal Direct Loan is a low-interest loan program by the Department of Education (Dept of Treasury) made available to students attending post-secondary schools to help finance their education. This loan must be paid back, and repayment of Direct loans usually begins after a six-month grace period following graduation or 6-months after a student's withdrawal from a program. Master Promissory Note Applications for Direct Student or Direct Parent PLUS Loans may be obtained from the school or on [www.studentaid.gov](http://www.studentaid.gov). A Direct Parent PLUS Loan may be available for qualifying parents who want to borrow to help pay for their child's education. This also is a low-interest loan program that provides additional funds for educational expenses, and like Direct Student Loans, must be paid back. Direct Student and Direct Parent PLUS Loan applications (along with PLUS pre-approvals) may also be completed on-line at [www.studentaid.gov](http://www.studentaid.gov)

### **Student Lending – Code of Conduct:**

Greater Johnstown Career and Technology Center is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between Greater

Johnstown Career and Technology Center officers, employees or agents and education loan lenders, Greater Johnstown Career and Technology Center has adopted the following:

- Greater Johnstown Career and Technology Center does not participate in any revenue- sharing arrangements with any lender.
- Greater Johnstown Career and Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- Greater Johnstown Career and Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- Greater Johnstown Career and Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. Greater Johnstown Career and Technology Center does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- Greater Johnstown Career and Technology Center does not assign a lender to any first- time borrower through financial aid packaging or any other means.
- Greater Johnstown Career and Technology Center recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. Greater Johnstown Career and Technology Center will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- Greater Johnstown Career and Technology Center will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- Greater Johnstown Career and Technology Center will not request or accept any assistance with call center or financial aid office staffing.

### **Entrance Interviews for Loan Recipients:**

Prior to receiving Direct Loan disbursements, students will be given a handout instructing them to complete an on-line entrance counseling session, and master promissory note if they are interested in participating in the Direct Loan Program.

The Financial Aid Officer will explain the student's responsibilities of loan repayment and answer any questions students may have regarding their future loan payments, as well as, the loan disbursement process-refunds, application to account, etc.

The student will be informed that an Exit Counseling session will also be required when the student



leaves the institution.

### **Exit Interviews:**

Prior to the end of the enrollment period, students will be given the opportunity of completing Exit Counseling on-line.

The Financial Aid Officer will remind students that payment will begin within 6 months after graduation and will inform students of their right to pursue problem resolution via the ombudsman procedure.

The Financial Aid Officer will answer all questions presented at that time by the students.

**Verification Policy:** It may be necessary for students who have applied for Pell grants and/or Direct Loans to complete a verification process as stipulated by the U.S. Department of Education. Verification requires documentation to be submitted to the school to review the accuracy of the information provided on the financial aid applications. If the school becomes aware that the student is in a Title IV over award status, the student will be notified to contact the U.S. Department of Education to resolve the issue. After the issue has been resolved, the school will review the student's file to determine the financial aid eligibility.

Documentation may include submitting a required verification worksheet, copies of the student's and/or parent's Federal Tax Return or IRS tax return transcript, W-2 forms, current bank statements, Social Security benefits statements, child support payment records, welfare assistance statements, veterans' benefits, records of investments, and statements from other agencies.

The Financial Aid Officer will send a cover letter and verification worksheet to each student who is selected for verification, requesting all required documentation prior to final certification of Pell grant or Direct loan eligibility. Failure to complete the required financial aid documentation, when requested by the Financial Aid Office, will result in the student being placed on a 10-day probation period. Students on probation will have 10 days to submit the requested documentation to the Financial Aid Office. Failure to submit documentation will result in the student being suspended from class. The aid process is halted until required documentation is received. After verifying the student/parent information, the student will be notified if any corrections need to be submitted. The student may submit the corrections or request, if necessary, the Financial Aid Office to make electronic corrections. If the student's aid eligibility is changed as a result of these corrections, a revised award letter will be sent to the student, notifying him/her of the corrected aid figures.

The annually published *Verification Guide* will govern verification documentation.

Although the process of determining a student's eligibility for Federal aid is basically the same for all applicants, there is some flexibility. If a student feels that he/she has unusual circumstances, which may affect aid eligibility, he/she should consult the Financial Aid Officer at the Greater Johnstown Career and Technology Center. There must be very good reasons for the Financial Aid Officer to make any adjustments. Adjustments may be made only after adequate proof is presented to support those adjustments.

### **Cost of Attendance:**

An estimated cost of attendance figure will be determined for Greater Johnstown Career and Technology Center students based on the following:

Tuition/Fees	(based on program)
Books	(based on program)
Supplies/Tools	(based on program)
Room and Board	
Child Care	(calculated per day per child on individual basis)
Transportation	(38 average miles per day X days per month X \$.67 per mile)

If additional costs are incurred for disabled students, which are not paid by another agency, they may also be added.

### **Tuition Policy:**

Program tuition varies depending on the type and length of the program. Contact the Adult Education Office at 814-266-1300 for current fees.

**Tuition payments are divided into two payment periods for Mobile Equipment Operations and Full-Time Career-in-a-Year programs. One-half of the tuition is due on the first day of class. Fees applicable to the first half of the program will also be due on the first day of class. The balance of the tuition and fees will be due when 50% of the program has been completed. The full-time LPN programs consist of four payment periods over the term of the program. One-third of the tuition is due at the beginning of each level (approx. 533 hrs.) along with any fees associated in that level. Students receiving Title IV aid may deduct the amount of aid from the tuition and fees owed. Remaining tuition and fees, after aid has been received and applied to the student's account, are the responsibility of the student and will be due by the second due date.**

**Students may pay tuition and fees by cash or check made payable to Greater Johnstown Career and Technology Center, or by using a credit card (MasterCard, VISA and Discover). There will be a \$15.00 fee for checks returned from a bank or a returned credit card transaction, and the student will be required to remit an amount equal to the \$15.00 charge and the amount returned by check or credit card which will be transacted by cash, certified bank check, or money order. The student will have five days, from the date notified of the return transaction to remit the \$15.00 charge and the amount outstanding. Failure to remit this payment will result in suspension from attending the program. This may cause an adjustment on future aid disbursements due to hours not attended.**

A minimum of six to eight weeks processing time is needed for most types of financial aid. Financial assistance is accepted for tuition payments and fees, upon receipt of appropriate written notification of such approval. This must be submitted to the school according to the payment schedule. Students are responsible for paying the difference between what is owed and what is expected to be received in aid when the first half of tuition and fees are due. Students with delinquent accounts over ten days are subject to suspension from school until the account is paid. For any current or former student, if an account remains delinquent, the school reserves the right to withhold services along with the diploma/certificate, transcript of grades and other records of achievement. Any delinquent accounts (unpaid balances) are

subject to the collection procedures established by school policy.

Failure to complete required financial aid documentation, when requested by the Financial Aid Office, will result in the student being placed on a ten-day probation period. Students on probation will have ten days to submit the requested documentation to the Financial Aid Office.

Failure to submit documentation will result in the student being suspended from class.

Students being funded by outside agencies must have a written contract or official letter of approval from the agency prior to beginning classes. Any fees not funded by the agency, must be paid by the student according to the due dates. Students receiving Veterans benefits will be subject to all policies governing self-paying students.

Students will be notified of any outstanding tuition and fees owed and will receive an updated invoice each time charges and/or payments are made to their account. If the account is delinquent, students will be notified by certified mail and will be given fifteen (15) days to pay the balance before the account is turned over for collection.

Tuition refunds due to early withdrawal or termination will be approved based on both the school's tuition refund policy and the current U.S. Department of Education's Federal Refund Policy.

Students may pay registration fees and tuition using cash, check, or credit card. Credit cards accepted are MasterCard, VISA and Discover.

**Excess Funds (Credit Balances) From Student Aid:**

If a student has excess funds remaining in his/her account, after applying student aid to his/her balance, the excess funds (credit balance) will be refunded to the student. A student may authorize the Greater Johnstown Career and Technology Center, in writing, to hold the excess funds on their account to reduce the balance due on the next scheduled due date. This policy is in compliance with the rules and regulations of Federal Aid.

**Post-withdrawal Disbursements:**

If the Return of Title IV calculation indicates that the student is due a post-withdrawal disbursement, the student will be notified and informed of any additional steps that need to be taken to receive the disbursement. The return of title IV calculation determines how much financial aid the student has earned for the current payment period. The student may still owe the school any unpaid balance.

Any Pell grant funds that must be returned by the school will be processed within 45 days of the date that the student has withdrawn as determined by the school. If the student is eligible for a loan disbursement after withdrawal, it will be offered within 30 days of the drop date. The student will have 14 days to accept or decline these funds.

### **Leave of Absence:**

A leave of absence (LOA) is a temporary interruption in the student's program of study. A LOA may be granted to students for personal and/or medical reasons. Students must adhere to the following guidelines when requesting a LOA:

1. Students must meet with the program administrator to discuss the LOA prior to requesting the LOA.
2. Students must submit a written request to the program administrator in advance except in the case of unforeseen circumstances.

The request must include the following:

- a. The date of the request.
  - b. The program in which the student is enrolled.
  - c. The reason for LOA.
  - d. The beginning and ending date of the leave of absence.
  - e. The signature of the student.
3. Criteria for approval of the LOA are dependent on the student's academic and clinical/laboratory progress in the program, the nature of the reasons for the LOA request, and the reasonable expectation that the student will return from the LOA.
  4. The program administrator must approve or deny the request for the LOA. A written response to the LOA request will be sent to the student.
  5. Return from the LOA must be within one calendar year.
  6. The student must return to the program at the point of the last successfully completed course within the curriculum. Courses within a program that were successfully completed prior to the LOA do not need repeated. Courses that were begun, but not completed, must be repeated from the beginning of the course/s.
  7. Satisfactory criminal record checks, child abuse history clearance, and urine drug screening, etc. as per admission requirements must be current within one year.
  8. Students will only be assessed tuition and fees that apply to the program and will not be charged any additional fees as a result of the LOA. All outstanding obligations for the school must be paid prior to return from the LOA to be eligible for return.
  9. Students who are receiving funding from outside agencies (WIA, TAA, OVR, etc.) are responsible for notifying the funding agency of their intent to take a LOA.
  10. Failure to return from an LOA may have effects on the student's Title IV loan repayment terms including the expiration of the student's grace period.

11. If a student fails to return from a LOA, the start date of the LOA will be the student's withdrawal date or last date of attendance. The withdrawal date will be the date used to determine when the student's loan repayment begins.
12. Since all of the programs operate on independent calendars, the student requesting the LOA must meet with either the career counselor or program administrator to determine how the leave will effect the completion of the course.
13. Students enrolled in all programs except practical nursing will be permitted to take a LOA not to exceed 30 consecutive hours of instructional time. Students who take a LOA will be responsible for making up all of their assignments. The school will not incur any additional costs for students who need to complete makeup assignments. Students who require a leave exceeding 30 hours can choose to withdraw from the program and re-enroll the following program year to complete the remaining portion of the program. All outstanding financial obligations to the school must be paid when the student withdraws; students who are receiving Title IV financial aid should refer to the *Withdrawal From School* information in the Financial Aid Section of their handbook. Students who choose to do this must reenroll during the next program year to be given credit for the programs they already completed. If they choose to reenroll after the next program year has already started, they will not be given credit for the time they already completed and will have to complete the entire course again.
14. Students enrolled in the practical nursing program may take a LOA not to exceed 180 days. A second leave of absence may be applied for if the LOA if the return date is in excess of 180 days. A student is not permitted leaves of absences in excess of one year from the program. The entire program must be repeated for leaves of absences in excess of one year.

### **Withdrawal From School:**

Students considering withdrawing from a program should schedule an appointment with the Career Development Counselor located in the Adult Education Workforce Development office. The student will be instructed of the options available. If the student decides to withdraw, a written letter must be submitted from the student stating the date they will no longer be attending. This letter of intent will be placed in the student file. Students withdrawing from a program may be considered for re-entry. Tuition will be prorated as of the date of the official notification of withdrawal from the program, or the last day of attendance.

If the student is absent for five or more days, without notifying the school, he/she will be involuntarily withdrawn from their program. The last date of attendance will be the last date the student was present in class and will be used in the calculation. In this case, the “Withdrawal from School/Refund Policy” will apply.

Students are informed that according to current U.S. DOE Return of Funds policy, financial aid eligibility may be reduced for the portion of time attended based on absentee time. Also, depending on re-entry date, a student may or may not be entitled to financial aid for re-entry period.

Students may be terminated from a program involuntarily for violations of school policies. Students who are terminated will be responsible for any account balance owed. Tuition will be pro-rated as of the official date of the termination in accordance with the institution’s Withdrawal/Termination and Refund policies.

The following Refund Policy applies to all post-secondary education programs offered at Greater Johnstown Career and Technology Center:

1. If a student withdraws from a post-secondary education program before the first class session, 100% of the tuition that has been paid by the student will be refunded. The registration fee of \$100.00 is non-refundable and will be retained by the school.
2. If a student withdraws after attending 60% of the total hours required for the program-no refund will be issued. At this time, the student is responsible for paying the total cost of tuition and fees.
3. If a student leaves the institution during the program, the Business Office recalculates the tuition due for the amount of time attended. Total clock hours attended is divided by the total clock hours of the program. This will give the percentage of time attended. The
4. Business Office will be notified by the Financial Aid Officer of the amount of Title IV aid earned, if any, that will be applied to the student’s account. If a credit balance does occur, the refund will be sent to the student after all refunds to Title IV have been satisfied. If a balance due on the account remains, it will be the student’s responsibility to satisfy the balance.
5. When a student withdraws prior to the program completion, 5% of the total tuition will be assessed as an administrative fee and included in the final amount owed.
6. Students who have already received Federal Pell grant money may be required to pay a portion

of this grant back to the U.S. Department of Education when they withdraw from a program early, if based on the actual hours attended, it is determined that they received more aid than entitled to for that period.

\*Student withdrawal may be voluntary or involuntary.

**Federal Return of Funds Policy:**

When a student who has received federal Title IV aid funds withdraws early from their program, sometimes aid already received must be returned to its source depending on the student's eligibility (based on attendance, payment period, number of hours completed, etc.).

The amount of repayment will be determined by using the U.S. Department of Education Return of Refunds calculation worksheet and/or R2T4 Return of Funds software.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If it is determined that the student has received an overpayment, the Greater Johnstown Career and Technology Center will return the over award to the proper Federal Student Aid (FSA) source and if necessary, reclaim the difference from the student by registered letter and invoice.

Over awarded Title IV funds for which the student has been determined ineligible to keep, based on the student's early withdrawal, will be returned to the proper Student Federal Assistance source in the following order:

1. Unsubsidized Direct Student Loan
2. Subsidized Direct Student Loan
3. PLUS FFEL Loan
4. Pell Grant



## 5. Other Title IV programs

### **Tuition Refund Distribution:**

Refunds resulting from funds obtained from Direct Loan programs and Federal Aid will be administered according to the policies set forth by those programs. Greater Johnstown Career and Technology Center will issue refunds to the students within the 14-day time period allowed. Refund checks will be mailed when they are completed.

Tuition refunds will be issued to the student if warranted after U.S. DOE Return of Title IV aid funds calculation is performed.

If the student's withdrawal creates a situation where the student has received more Title IV aid than eligible for, due to early withdrawal, the appropriate amount of over awarded funds will be returned to the appropriate federal aid source according to federal guidelines in this order:

1) Unsubsidized loans, 2) Subsidized loans, 3) Title IV Pell Grant funds and 4) Agencies (WIA, OVR, etc).

The student will be notified of any remaining funds left on account at that point, and if Direct loan money had been received, the student will be given the option of having these excess funds returned to the Dept. of ED to reduce original loan debt or to have refund of excess funds returned to the student (the funds would then be repaid Dept. of Ed. as agreed in original loan terms on student's Master Promissory Note.

All refunds will be made in a timely manner – within thirty (30) days of withdrawal or termination.

All information on program costs and refund policies are made available to all applicants and is distributed on the day of their student interview. Students are required to sign off that they have received these materials.

### **Satisfactory Academic Progress (SAP):**

Students are responsible for maintaining satisfactory academic progress during their enrollment in a program at GJCTC. Federal regulations require that to be considered making satisfactory academic progress towards a postsecondary diploma, students must maintain a specified grade average as well as a satisfactory attendance level. This policy applies to both Title IV and non-Title IV students.

Students receiving funds under any Federal Title IV program must maintain satisfactory progress to continue eligibility for funds. If a student's eligibility for financial aid has been negatively impacted by SAP, the student will be notified.

SAP is defined as meeting the Academic Progress standards outlined in the Student Handbook for each program.

Attendance Standard: Students in all programs must maintain a 90% attendance rate.

The instructor is not obligated to offer makeup opportunities to students for absences unless, in the instructor's judgement, the reason for the absence warrants such consideration.

A student who is unable to complete the theoretical and clinical components of the courses during the scheduled payment period will receive an Incomplete (I) for the course or courses. A student cannot progress to the next level with an incomplete grade and the student will not be considered to be making Satisfactory Academic Progress and funding may be withheld. Refer to the *Calculation of SAP* section for additional details. The student will have the option to finish the Incomplete (I) course(s) as determined on an individual basis by faculty. The student must register to complete the Incomplete work within one calendar year of the original program start date.

### **Program Lengths:**

**720 Hours:** Electrical Technology, HVAC Technology, Welding Technology, Intergenerational programs

**800 Hours:** Mobile Equipment Operations

**1250 Hours:** Cosmetology

**1500 Hours:** Practical Nursing

### **Evaluation Periods for SAP:**

**720 hour programs- 2-360 hour evaluation periods**

**800 hour programs-2-400 hour evaluation periods**

**1250 hour programs- 450 hours, 900 hours, 1075 hours, 1250 hours**

**1500 hour programs- 450 hours, 900 hour, 1200 hours, 1500 hours**

*Students will be evaluated at the final evaluation period to determine if graduation requirements have been met.*

### **Calculation of SAP:**

At the end of the **first** evaluation period, if a student is not meeting SAP in either academic performance or attendance, he/she will be issued a written SAP warning. Student will still receive financial aid.

At the end of the **second** evaluation period, if a student is not meeting SAP in either academic performance or attendance for the first time, he/she will be issued a written SAP warning. Student will still receive financial aid.

If this is the second consecutive written SAP warning issued, no additional financial aid will be processed unless the student files an appeal and the appeal is accepted under the process outlined below.

At the end of the **third** evaluation period, if a student is not meeting SAP in either academic performance or attendance, he/she will be issued a written SAP warning and the following may occur:

- Student will still receive financial aid if this is the student's first written warning.
- If this is the second consecutive written SAP warning issued, no additional financial aid will be

processed unless the student files an appeal and the appeal is accepted under the process outlined below.

- If this is the third consecutive written SAP warning, no more financial aid will be processed and a student will need to find an alternative way to pay for the payment period.

### **SAP Appeal Process:**

Students not making SAP may choose to write an appeal to the Supervisor of Adult Education and Financial Aid officer detailing:

Why the minimum requirements of SAP were not met

The student's plan to meet SAP by the next evaluation period

The affected student has 7 business days to submit this written appeal. The appeal should include any documentation to support it.

All appeal documents will be reviewed and a decision will be made and reported to the student within 7 business days.

The student may remain in school during this time.

If the appeal is granted:

The student will be placed on an academic plan which will outline what steps the student must take before the next evaluation period.

The student will be eligible to receive financial aid.

If the appeal is denied or the student does not write an appeal:

The student will not be eligible for financial aid.

The student must use alternate methods of payment to satisfy his/her school account.

Appeals will be reviewed on a case by case basis and may be granted for the following reasons:

Illness of the student or immediate family member (spouse, child, parent)

Death of an immediate family member (spouse, child, parent)

Disaster (house fire, flooding, etc.)

### **Student Withdrawal:**

If a student withdraws after their second consecutive SAP warning is issued, and the appeal is accepted, and R2T4 calculation will be performed and the financial aid earned will be applied to the student's account. If this is the third consecutive written warning, no more financial aid will be processed, and the student will need to find an alternative way to pay for the payment period.

### **Re-establishment of SAP:**

Students may re-establish academic progress and financial aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

### **Advanced Placement/Transfer Courses**

Appropriate transfer hours/courses may be granted for students who have completed training at an accredited institution of cosmetology recognized by the State Board of Cosmetology. A student wishing to transfer training hours earned at another cosmetology training institution must request that institution provide an official transcript of the hours be sent to GJCTC. The Adult Education staff will review the transcript and hours will be granted for courses similar in content and character. A "C" grade or better in each course transferred is required.

A course for which no credit or grade is given at the previous institution will not be accepted; and review, remedial, or developmental courses will not be considered. "Incomplete" grades are not accepted nor are repeated courses.

In terms of SAP for transfer hours, hours earned at another educational institution will be accepted upon review by the administrative team. Once approved, the transfer hours will be accepted as both attempted and completed hours. Hours earned moving forward at GJCTC will be held to the standards of SAP set forth by GJCTC.

It is the student's responsibility to obtain necessary documents and the student is responsible for any associated costs in obtaining these documents.

It is recommended that students consult with the Financial Aid Officer to discuss the impact of transferring hours and the effect on financial aid plans.

Transfer credits do not affect the qualitative or quantitative components of SAP.

Incomplete grades will affect, depending on the situation, either the qualitative or quantitative component. Each situation will be evaluated on a case-by-case basis.

GJCTC does not have repeated courses; all courses must be completed within the program length.

For course withdrawals, student grades and attendance are calculated based on the last day of attendance and affect SAP accordingly.

### **Student Progress:**

#### **Career in a Year Programs**

Students are required to maintain satisfactory academic progress in order to remain in a post-secondary program. Satisfactory academic progress is also mandatory for students who are eligible to receive Title IV financial aid funds (Pell Grant and student loan). Grades are based on attendance, class, shop, or lab performance as well as assignments, quizzes, and exams. Financial aid is available for no longer than 150% of the program.

The instructor will send a report to the financial aid office 1 week prior to the scheduled disbursement date. This report will have both attendance and grades for all subject areas. If a student's attendance is below 90% of the hours for the scheduled class or if their grades are not satisfactory (LPN = 78%) in any subject area, financial aid (grants & loans) will not be processed at that time.

Two weeks from the date of the first report, a second report will be generated. Students who were not eligible to receive funding (due to unsatisfactory grades or attendance) will have a second opportunity to achieve satisfactory academic progress (grades and attendance) at this time.

After the second progress report has been submitted to the financial aid office. The business office will send a letter, to any student whose financial aid (grants & loans) could not be processed, outlining the amount the student must pay (out of pocket) and the date the balance is due. Students who have not paid their balances by the due date will be dismissed from the program.

Students are expected to complete assignments in a timely manner. Failure to do so may adversely affect the student's grade for that course.

Students will receive a grade report at the end of each term (trimester, quarter, etc.)

Students are expected to maintain a "C" or better average for each term in order to advance to the following term. Students not performing at expected standards (students attaining less than a "C"

average) will be placed on academic probation for one term. Students on probation will be required to meet with the Adult Education Career Counselor to develop a plan for academic improvement. Students will remain on academic probation throughout the term, and will not be considered as having satisfactory academic progress status until they have attained a “C” or better average. Note: Students who have not maintained a “C” or better average during training

and/or do not have an overall “C” average or better at the end of their training will not be eligible to receive a diploma.

Instructors will advise students in writing of the grading scale that will be used for each course during the first class session.

The typical grading/evaluation scale used in post-secondary programs is as follows: A . . .

93 – 100	B . . . 84 – 92
C . . . 75 – 83*	D . . . 65 – 74
E . . . 64 and below	I . . . Incomplete
W . . . Withdraw	

\*LPN Program requires 78% minimum for C

\*An “I” grade indicates the student, for whatever reason, has not completed the required work for the course. An “I” grade must be satisfied within thirty days after the start of the new term or the “I” grade will automatically revert to an “F” grade.

\*\*A “W” grade indicates the student withdrew from the class before the end of the term.

Under guidelines of the Federal Title IV Student Aid Policies and Procedures, when a student does not meet either the 90% attendance requirement or the satisfactory academic progress requirement, the financial aid process is immediately suspended. A counseling session is then set up with the student to determine if regaining eligibility is possible and, if so, setting appropriate timeframes. If the student requests consideration because of special circumstances, the student must submit a formal, written request to the school’s Financial Aid Officer and the Supervisor of Adult Education.

### **Appealing a Grade or the Grading Process:**

Any student wishing to appeal a grade or the grading process must first meet with the instructor and/or program coordinator for resolution. If a resolution is not reached, the student, program instructor and/or program coordinator will meet with the appropriate administrator for resolution.

### **CHEATING POLICY:**

An individual observed cheating on exams or practical tests shall be temporarily suspended from further participation in any classroom activities. Individuals will have an opportunity to discuss the situation with the appropriate administrator.

## **Practical Nursing Program**

### **GRADING**

Students are promoted to the next level and to graduation by maintaining satisfactory achievement in theory and clinical components and by meeting requirements in conduct, attendance and financial obligations to the School. It is the student's responsibility to keep family/significant others informed of grades and status in the program as appropriate and assure that all appropriate fees and requirements are met.

### **THEORY GRADING**

The grading scale for theory is:

A = 94% - 100%

B = 85% - 93%

C = 78% - 84%

F = 0 - 77%

I = Incomplete

W= Withdrawal

### **CLINICAL GRADING**

The clinical components of the program are graded at the end of each level as:

S = Satisfactory

U = Unsatisfactory I

= Incomplete

Students must attain a satisfactory final clinical grade to be promoted to the next Level and to graduation. To receive a satisfactory rating for clinical evaluation, the student must demonstrate satisfactory performance in all clinical objectives. A student attaining an unsatisfactory final clinical grade is dismissed from the program.

### **Practical Nursing Grade Leave Advancement Policy:**

Because annual loan limits are based on student's grade level for financial aid purposes, the following represents the Practical Nursing grade levels advancements:

<u>Hours Earned</u>	<u>Grade Level</u>	<u>Eligible Loan Amount</u>
0 – 899	1	Dependent \$3500 subsidized \$2000 “additional”
0 – 899	1	Independent \$3500 subsidized \$6000 “additional”
900 – over	2	Dependent \$3000 subsidized \$1333 “additional” unsubsidized
900 – over	2	Independent \$3000 subsidized \$4000 unsubsidized

### **Cosmetology Grade Leave Advancement Policy:**

Because annual loan limits are based on student's grade level for financial aid purposes, the following represents the Cosmetology grade levels advancement.

<u>Hours Earned</u>	<u>Grade Level</u>	<u>Eligible Loan Amount</u>
0 – 899	1	Dependent \$3500 subsidized \$2000 “additional”
0 – 899	1	Independent \$3500 subsidized \$6000 “additional”
900 – over	2	Dependent \$1755 subsidized \$780 “additional” unsubsidized
900 – over	2	Independent \$1755 subsidized \$2340 unsubsidized

### **Student Progress Appeals:**

Any student wishing to appeal his/her grade, or the grading process, must first meet with the instructor and/or program coordinator for resolution. If not resolved, student and program coordinator will meet with the appropriate administrator to determine resolution.

### **Job Placement Services:**

The Greater Johnstown Career and Technology Center offers its students personal assistance in locating and securing employment through the services of the career counselor. While the

school does not guarantee employment, students may avail themselves of a variety of services to aid them as they look for work. These services include a formal class in resume preparation, cover letter writing, interviewing skills, follow-up letter writing, and application preparation. Through this class, students develop and complete their personal resumes. On a regular basis, job vacancies for the local area and surrounding counties are posted in the Adult Education Office and given to the post-secondary instructors. Recruiters and company representatives contact the school and on

occasion meet with the instructor and the students to discuss employment opportunities. When appropriate, the school's career counselor contacts graduates to inform them of available jobs.

Before or after graduation, students always have the opportunity to meet the career counselor and/or their instructor to discuss their respective employment and career goals. Graduate follow-up studies to determine employment status are conducted for each class.

### **Direct Student and Direct Plus Loan Disbursement Process:**

When funds are received from the US Department of Education (COD), the Financial Aid Office and Business Office will complete the following steps:

1. Notify the borrower of the date and amount of the funds to be received and processed. The student will sign the notification and return to the Financial Aid office.
2. The student will have the opportunity to cancel all or a portion of their disbursement within a thirty-day window.
3. Business Office will deposit the funds to the appropriate student account by applying funds to the balance due according to the payment policy.
4. Business Office will issue a refund check, within fourteen (14) days to the borrower for any excess funds in the student account from the disbursement.
5. Business Office will forward the disbursement form to the financial aid office when transaction has been completed, for filing in the student's financial aid folder. If there is a refund, It will be mailed.
6. An updated and revised student account statement will be sent to the student each time an aid disbursement is received or a cash payment is received.

Loan Periods will be based on program hours as follows:

*Post Secondary Programs:*

*720 hours*

*Electrical*

*Welding & Metal Fabrication Heating*

*& Air Conditioning Intergenerational*



*Mobile Equipment Operations:*

*800 hours*

*Practical Nursing:*

*Full-Time Programs*

*900 hours (1<sup>st</sup> loan period)*

*600 hours (2<sup>nd</sup> loan period – \*Level II)*

*\*Grade level 2– maximums will apply*

*Cosmetology:*

*900 hours (1<sup>st</sup> loan period)*

*350 hours (2<sup>nd</sup> loan period)*

**Drug-Free School and Communities Act Amendment of 1989:**

The Greater Johnstown Career and Technology Center is committed to a drug-free campus for its students and employees. As part of that commitment, this document provides information pursuant to the *Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101- 226)*. This act requires that as a condition of receiving funds or any other form of financial assistance under any federal program the school is committed to preventing the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

## **Legal Sanctions:**

In Pennsylvania, the purchase, consumption, transportation, or possession of alcoholic beverages by a person younger than 21 is punishable by a loss of driving privileges and fines of up to \$300 for the first offense and up to \$500 for subsequent offenses. (18 Pa.C.S.A. § 6308; 18 Pa.C.S.A. § 6310.4. ) Misrepresentation of age to procure or have furnished alcoholic beverages for oneself is a summary offense punishable by a fine of up to \$300 for a first offense and is a misdemeanor punishable by a fine of up to \$500 for a subsequent offense. All such violations are also punishable by a loss of driving privileges. (18 Pa.C.S.A. § 6307.) Misrepresentation of the age of another for the purpose of procuring alcoholic beverages for that person is a misdemeanor punishable by a fine of not less than \$300. (18 Pa.C.S.A. § 6309.)

The intentional and knowing sale or furnishing of alcoholic beverages to a person less than 21 years of age is a misdemeanor punishable by a fine of not less than \$1,000 for a first offense and \$2500 for subsequent offenses. (18 Pa.C.S.A. § 6310.1.)

Manufacturing, making, altering, selling or attempting to sell a false identification card is a misdemeanor punishable by a fine of not less than \$1,000 for a first offense and not less than \$2500 for subsequent offenses. (18 Pa.C.S.A. § 6310.2.)

The penalties for the unlawful possession, use, or distribution of illicit drugs are more diverse than those governing underage drinking and vary depending up the nature of the drug involved and the nature of the activity. For example, unlawful possession of 30 grams or less of marijuana or eight grams or less of hashish, for example, is a misdemeanor punishable by a term of imprisonment of up to 30 days and a fine of up to \$500 or both. (35 P.S. §780-113[a][31] and [g].)

At the other end of the scale, the manufacture, delivery, or possession with intent to manufacture or deliver heroin or other narcotics is a felony carrying a penalty punishable by a term of imprisonment of up to 15 years or a fine of up to \$250,000 or both. (75 P.S. § 780-104; 35 P.S. §780-113[a][30] and [f][1].) A complete summary of penalties related to unlawful possession, use, or distribution of alcohol or illicit drugs can be found in the Campus Safety Office. Individuals seeking advice regarding drug- or alcohol-related laws should consult legal counsel.

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol:

### **A. Drugs**

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical

### **Legal Sanctions: (continued)**

uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.

2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.
3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.
4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.
5. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods

**6. Legal Sanctions: (continued)**

(ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender).

**B. Alcohol**

1. The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provide the following:
2. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
3. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
4. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.
5. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
6. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
7. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
9. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
10. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The University will cooperate with the appropriate law enforcement

### **Legal Sanctions: (continued)**

authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.

11. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.
12. No advertisement of alcoholic beverages shall be permitted, either directly or indirectly, in any booklet, program, book, yearbook, magazine, newspaper, periodical, brochure, circular, or other similar publication, published by, for, or on behalf of any educational institution.

### **Safety and Security:**

The campus of the Greater Johnstown Career and Technology Center, which includes the GJCTC building, surrounding parking lots, and all surrounding grounds, is a “Drug Free School Zone.” Our school strives to provide a safe environment for all students, employees, and visitors. All visitors are required to register in the administrative/business office during daytime hours or in the adult education office in the evening hours.

The fire alarm system is maintained. Fire drills and building evacuation drills are routinely conducted. Emergency and evacuation procedures are posted in all classrooms and shop areas. A full-time maintenance/custodial staff member monitors school premises, Monday thru Friday 24 hours per day, Saturday and Sunday from 7am – 3pm.

Campus security reports are posted in the adult education office and copies are also available for review for interested individuals.

Students and employees are encouraged to report criminal actions or any other emergencies directly to the staff in the adult education office for immediate action. The staff will then notify the appropriate authorities that urgent action is required.

Forms for reporting criminal actions are also available for situations not requiring immediate action. These forms will be reviewed by the appropriate school administration. After this review, the proper measures will be taken which may or may not include notifying the local law enforcement. The person filing this report will be notified as to the action taken.