



**First Coast  
Technical College**  
*Your Future Comes First*

**2018-2019  
Consumer Information Notice**

## Introduction

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, below is a summary of consumer information that must be made available to all students at First Coast Technical College. Each topic listed gives a brief description of the information that must be disclosed and explains how it can be obtained. If you need assistance obtaining information listed or you would like a printed copy, please contact the Financial Aid Administrators at (904) 547-3511, [FCTCFinancialAid@stjohn.k12.fl.us](mailto:FCTCFinancialAid@stjohn.k12.fl.us), or by making an appointment with a Financial Aid Administrator at our main campus.

## Section 1 – General Institutional Information

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### Family Educational Rights and Privacy Act (FERPA)

First Coast Technical College maintains student records and privacy in accordance with the Family Educational Rights and Privacy Act (FERPA).

FERPA sets forth requirements regarding the privacy of student records, protects students' rights to inspect and review their education records, to request to amend their educational records, and to limit disclosure of personally identifiable information contained in education records.

Student education records are defined as records, files, documents and other materials that contain information directly related to a student and are maintained by the institution or by a party acting for the institution. Education records are NOT: sole possession records, law enforcement unit records, employment records, medical records, or post-attendance records.

The College may disclose information without student consent to the following:

- To college faculty, staff and administrators with a legitimate educational interest in the information.
- In response to a request for directory information.
- To Federal, State and local education authorities involving an audit, evaluation or compliance with education programs.
- Agents acting on behalf of the college (i.e. National Student Clearinghouse).
- In connection with processing financial aid.
- Accrediting organizations.
- To comply with a judicial order or subpoena.
- In connection with a health or safety emergency if the information will assist in resolving the emergency.

All currently enrolled and former FCTC students, regardless of age, are protected under FERPA. Visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for complete Federal Government information on FERPA.

### Instructional Facilities

FCTC offers educational programs at the locations listed below. Please note that not all programs are offered at each campus.

Main Campus	Public Safety Campus	Putnam County Campus	Barge Port Campus
2980 Collins Ave. St. Augustine, FL 32084	3640 Gaines Rd. St. Augustine, FL 32084	1001 Husson Ave. Palatka, FL 32177	102 Port R. Palatka, FL 32177
Ph. (904) 547 - 3282	Ph. (904) 547 - 3542	Ph. (386) 326 - 9000	Ph. (386) 326 - 9000
Fax. (904) 647 - 3551	Fax. (904) 679 - 3551	Fax. (904) 647 - 3551	Fax. (904) 647 - 3551

## Accreditation Source and Information

First Coast Technical College is accredited by the following organizations:



### Accrediting Commission of 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)



### Southern Association of Colleges and Schools Council on Accreditation and School Improvement, a division of AdvancED

1866 Southern Ln.

Decatur, GA 30033

Telephone: 404-679-4500

<http://www.sacs.org/>



- Paramedic Program Only

### Commission on Accreditation of Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

Telephone: 727-210-2350

[www.caahep.org](http://www.caahep.org)

In addition to the above accrediting agencies, FCTC holds certifications/approval from the following organizations:

- American Culinary Federation
- American Medical Association
- American Welding Society
- Commission on Accreditation of Allied Health Education Program
- Division of Vocational Rehabilitation/Florida Department of Labor
- Federation of Dining Room Professionals
- Florida Bureau of Fire Standards and Training
- Florida Department of Children and Families
- Florida Department of Health, Bureau of Emergency Medical Services
- Florida State Board of Massage Therapy
- Florida State Board of Nursing
- Florida State Department of Education
- National Automotive Technicians Education Foundation
- National Institute of Automotive Service Excellence (ASE)
- State of Florida Department of Veterans Affairs
- U. S. Department of Education, Office of Student and Financial Aid
- U. S. Department of Veterans Affairs

The Florida Department of Education (<http://www.fldoe.org/workforce/>) Letter of Public Status allows FCTC to provide PSAV programs.

## Services Available to Students with Disabilities

FCTC assures students with disabilities equal access/equal opportunity to all college programs, activities and services as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Reasonable accommodations will be provided for students with documented special needs. Students with disabilities are encouraged to make an appointment with Student Advising regarding any IEP/services or 504 accommodations they may need. To receive disability accommodations, students must self-disclose the disability to the Students Advisor and provide documentation that clearly shows evidence of a disability. The Student Advisor will schedule a meeting with the student and instructor to discuss the documented disability and applicable accommodations.

## Student Body Diversity

FCTC regularly reports student body diversity information to the Integrated Postsecondary Education Data System (IPEDS). Follow these steps to access this information:

- Go to the IPEDS College Navigator at <http://nces.ed.gov/collegenavigator/>
- In the "Name of School" box type First Coast Technical College
- Click on the college link that appears.
- For gender and race/ethnicity data, click on the Enrollments link to expand the selection.
- For information about Pell Grant recipients, expand the Financial Aid link.

## School Copyright/Cheating/Plagiarism Policies

### Copyright Information

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. 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 attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please visit the U.S. Copyright Office.

All students and staff must abide by federal copyright laws. The Library of Congress provides a video, Taking the Mystery out of Copyright, explaining copyright laws that can be viewed by clicking on the link below. <http://www.loc.gov/teachers/copyrightmystery/>

### Cheating/Plagiarism

Students are expected to comply with the legal and ethical standards of the College. Students need to read and follow the Code of Conduct and other policies outlined in the Student Handbook and other documents distributed to them. Academic dishonesty, including plagiarism, cheating, knowingly furnishing false information to the College, etc., will result in disciplinary action. FCTC reserves the right to withdraw, or impose probation or suspension on a student for academic dishonesty.

*Cheating* is defined as giving or taking of information or materials with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade (class work, homework, major or minor tests, etc.).

*Plagiarism* involves copying/passing off answers, ideas or words of another as one's own. It is considered literary theft, is appropriating the literary composition of another person, including parts, passages, or language of that writing and passing off that material as one's own. Plagiarism is the failure to give proper credit or citation to one's sources of information. It includes the failure to use conventional methods of documentation for material quotes or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student.

## Transfer of Credits

As a postsecondary institution, FCTC is part of Florida's statewide course numbering system. The major purpose of this system is to facilitate the transfer of certificate program course credits among participating institutions. (This system pertains only to Career and Technical Education certificate programs.)

Students with previous technical training from other institutions may receive credit for that training. A transcript from a Florida public institution documenting course completion and/or occupational completion points achieved for a specific technical program will be accepted as transfer credit for the same technical program. A transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course designation numbering system will be accepted as transfer credit for the same course/program.

A transcript from a non-accredited institution will be evaluated on an individual basis by the department head, instructor, and Career Specialist to determine if advanced placement in a given program is applicable.

Some licensure programs may have additional transfer requirements to ensure that licensure and certification standards are met. These requirements are set forth in program information and application packets and on the school website.

A VA benefited student is **required** to transfer previous training credits from other accredited institutions to FCTC. Credit for previous training will be evaluated by a Student Advisor and the instructor and granted, if appropriate. Upon acceptance of the transfer credits, the training time may be reduced. The DVA and the student will be notified if previous credit is granted. The evaluation will be performed within the first 90 days of enrollment

### Articulation

Statewide articulations between technical centers and community and state colleges for selected programs were established in 2006. These statewide articulation agreements allow students to earn certain articulated credits based upon similar curriculum as determined by the accepting institution.

Articulations are in place with several institutions of higher learning. The articulations between FCTC and St. Johns River State College include the following programs: Administrative Assistant, Automotive Service Technology(NATEF), Carpentry, Commercial Foods and Culinary Arts (ACCF) Early Childhood Education, Electrician, Fire Safety Fire II, HVAC (Air Conditioning, Heating, & Refrigeration) Management, Nursery Management, Sports and Recreational Turf Management, Landscape Management Sports and Recreational Turf Management, Medical Administrative Specialist, Network Support Services, PC Support Services, Practical Nursing, Printing and Graphics Communication, and Web Design.

Some programs have Career Pathways articulations with St. Johns County high schools and/or articulations with other postsecondary institutions of higher learning. Career Pathways articulations allow students who completed a Career and technical course of study at a St. Johns County High School to articulate courses in selected programs.

## Attendance and Withdrawal Policy

### Attendance

First Coast Technical College encourages and expects all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline and responsibility. Our faculty and staff are committed to prepare our students with the diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success.

In addition to maintaining satisfactory progress according to the course contract and curriculum calendar, it is expected that students will also maintain attendance/activity in the program. A student is expected to be in attendance at least 90% of scheduled hours for his/her program/course per grading period. First Coast Technical College is a clock-hour institution, and it is necessary for program instructors to daily monitor and document the attendance of all students enrolled in postsecondary technical programs. Curriculum delivery and awarding terminal credentials and Occupational Completion Points (OCPs) to students are based on actual number of hours present in the classroom and mastery of competencies. Decisions to withdraw students for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for tardies, absences, or a combination of both. In addition to the required attendance hours'

students are also required to have accomplished mastery of the competencies. Attendance requirements in programs that lead to board licensure may be stricter which takes precedence over the district wide attendance policy. After the sixth consecutive absence, adult education students will be withdrawn from their class.

### **Tardy**

A student is expected to be in class in their seat ready to learn at the start of the class. If a student is late the tardy will count against their employability grade.

### **Excused Absences**

Students must be in school unless the absence has been excused for one of the reasons listed below. Excused absences include the following: • Personal Illness. • Illness of an immediate family member. • Death in the family. • Religious holidays of the student's religious faith. • Required court appearance or subpoena by a law enforcement agency. • Special events, including, but not limited to, important public functions, student conferences, student state/national competitions, administrative approved post-secondary educational institution visitation, as well as exceptional cases of family need. • Scheduled doctor or dentist appointments. • Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22)

Teacher will input excused absence in FOCUS when the student submits the proper documentation. Teacher must keep all documents that support an excused absence and scan the documents into FOCUS under Student Absence Notes. Teachers should send an email to the Student Advisors to ensure the appropriate communication between professionals. The Student Advisors will follow the attendance and be available if attendance counseling or a LOA is necessary.

Unexcused absences include, but are not limited to, the following:

•Suspension from school • Appointments without prior approval except in case of emergency • Truancy • Other avoidable absences.

### **Student Absence Procedure**

Step 1) 3% missed instructional hours of class including late arrivals or leaving early requires the Teacher to meet with the student to review the student handbook attendance policy and include a clear discussion to ensure that the student understands the need to be on time and attend classes to be successful learners. The instructor should be pro-active in supporting the learner and problem-solving options to encourage and provide support for the student to be on time and attend to their classes. The instructor should make the Career Specialist and the Advisor aware of the discussion and plan to support successful attendance.

Step 2) 6% missed instructional hours of class including late arrivals and leaving early requires a meeting with Student Advisor to review the attendance policy and support the learner. The Student Advisor will provide necessary outreach information to support student attendance success. The Student Advisor will notate in Focus referral tab the summary of the meeting and plan of action. Student Advisor will communicate the attendance plan/referral with the instructor and the career specialist.

Step 3) 10% missed instructional hours will result with the Instructor placing a withdrawal request to registration and a written letter to the student. After the sixth consecutive absence, the Instructor will work with the Career Specialist and committee to determine that the student should be withdrawn from the program,

### Withdrawal and Re-enrollment

Student Withdrawal for excessive time out of class will be entered into the attendance record by the instructor when students exceed allowable time out of class. Students withdrawn for nonattendance, but desiring to continue in their program or another program, must have a re-enrollment meeting with a Student Advisor and Career Specialist prior to reentry. Programs may be entered only at next course start dates. A student who wishes to re-enter a previous attended program may have to take a written assessment and or a hands-on application assessment to determine where the student will be placed within the program.

### Student Leave of Absence Policy (LOA)

For students enrolled in a career certificate program, First Coast Technical College (FCTC) may grant a student a leave of absence during which the student is not considered withdrawn. Each leave of absence request (LOA) will be considered on a student by student basis and will only be considered for extenuating circumstances. The school may grant only one leave of absence to the student in a 12-month period. The leave of absence must be for at least one week and no longer than a month.

### Steps for a LOA to be reviewed.

1. The student discusses their LOA with their instructor and it must be approved by their instructor. The Instructor will discuss the LOA request with the Career Specialist. If the instructor approves the LOA request, the instructor agrees to provide the necessary support for the student to return to their course and complete the curriculum they missed during their LOA.
2. LOA form is completed by the student and all required supported documents are provided and submitted to the Student Advisor for their careful review.
3. The Student Advisor will compile the supporting documents and provide the forms to FA for approval within Federal Student Aid Programs.
4. The leave of absence is submitted to the Career Specialist and/or the Assistant Principal/ Principal for administrative approval.
5. If the LOA is approved the Student Advisor scans the LOA form into to FOCUS referral section
6. The Student Advisor sends an email regarding the approved LOA to the Career Specialist, Instructor, Business Office, Accounts Payable (AP), Financial Aid (FA)
7. An approval of the LOA will then be entered into FOCUS by the instructor with the appropriate withdrawal code.

### If the LOA is approved the student

- The student is considered enrolled at the FCTC during their leave dates.
- The students must return to the school on the date indicated on the leave of absence.
- For students receiving financial aid the clock hours during the approved leave of absence will not apply to their Pell Grant disbursement.
- The Financial Aid Specialist will keep track of eligible FA students leave of absence timeframe.
- If the student does not return at the agreed upon date, the student will be withdrawn from the program.
- For financial aid purposes, a Return of Title IV calculation must be completed by the Financial Aid Specialist.

When the financial aid student is considered withdrawn. Outstanding fees resulting from a Return of Title IV calculation become the responsibility of the financial aid student.

## WITHDRAWALS

Occasionally it becomes necessary for a student to withdraw or change programs at FCTC. To officially withdraw from classes, the student must inform their instructor and registration in writing. Students who do not meet the attendance standards outlined in the attendance policy will be automatically withdrawn from classes.

FCTC considers the date of withdrawal to be the last day of attendance, as indicated by your instructor in Focus. This date will be used to determine the amount of any refunds or student financial assistance disbursements, if any.

## Refund Policy

The refund policy is posted in the Student Handbook and printed on various registration forms. For Adult Education Block Tuition, refunds will not be given once the class begins. For Continuing Education Course Tuition, refunds will be given only if class is cancelled. Postsecondary Adult Vocational (PSAV) refunds may be given using the following guidelines:

IF:	You may receive a refund of:	
	Tuition	Fees
FCTC cancels a class you are enrolled in	100%	All fees except for Application Fees
You enroll in a class but never attend	100%	All fees except for Application Fees
You withdraw through the closing of the 10th day of class	100%	All fees except for Application, Registration, and ID Card Fees
You withdraw after the closing of the 10th day of class due to approved extenuating circumstances	Determined on a case-by-case basis	No refund of fees
You withdraw after the closing of the 10th day of class without extenuating circumstances	0%	No refund of fees
You are involuntarily withdrawn pursuant to the Student Code of Conduct	0%	No refund of fees

No refunds are given for fees used to purchase required program malpractice insurance, class materials, or uniforms.

Extenuating circumstances are generally considered emergencies beyond the student's control, such as the death of an immediate family member or hospitalization of the student. To request a refund due to extenuating circumstances, the student should contact a career specialist as soon as feasibly possible. Documentation of the circumstances will be required and the request will be considered by an appeals team. The student will be notified of the appeal team's determination within one week.

Refunds are generally processed within 45 days, if all financial obligations have been cleared. No funds will be held for future use. Refunds, when due, will be made without requiring a request from the student. If the student's tuition was paid by a scholarship or third party funding source, the refund due will be returned to the scholarship fund or third party funding source.

### Financial Aid Refund Policy

In the event a student has received financial aid and withdraws from a program, a statutory calculation is used to determine the amount of Title IV funds that student has earned as of the date he or she ceases to attend. See The Return to Title IV disclosure in Section 3 of this Notice for information on financial aid refunds.

## Constitution and Citizenship Day

Constitution Day and Citizenship Day is a combined event that is annually observed in the United States on September 17. This event commemorates the formation and signing of the Constitution of the United States on September 17, 1787. It also recognizes all who, by coming of age or by naturalization, have become US citizens. In order to comply with the federal regulation requiring the development of educational programming to celebrate



Constitution Day on September 17th of each year, FCTC provides faculty, students, and staff with information about U.S. Constitution Day on September 17th each year.

### **Voter Registration**

Adult students in technical classes are provided time on a school computer to fill out the online voter registration form at <https://registertovote.org/forms/register/registration/florida.html>. Information and this link are continuously available on the FCTC website. A flyer with appropriate information is available in the financial aid office.

## **Section 2 – Academic Programs and Costs**

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### **Educational Programs and Faculty**

Information about the educational programs offered at FCTC can be found on our website at <http://fctc.edu/programs/>. This information includes book lists, program cost sheets, class location, total clock hours and occupational completion points, estimated cost, industry certifications, and the name and contact information of the instructor(s).

### **Cost of Attendance**

FCTC provides a program cost sheet each year on our website at <http://fctc.edu/programs/>. This sheet includes the estimated costs of tuition, fees, books, and supplies (required and recommended). Tuition prices listed are for Florida Residents. All prices listed are based on information available at the beginning of the academic year and certain assumptions made by the Business Office. Actual costs may vary.

Cost of Attendance (COA) is calculated as prescribed in the Department of Education Financial Aid Handbook and includes the costs noted on the program cost sheet above, plus certain allowances for the price of room & board, transportation and other incidentals. COA is a component of the calculation of financial aid to be awarded. Please see a Financial Aid Administrator for details on the calculation of your financial aid award. A table of the COA for Title IV eligible programs in academic year 2018/2019 appears on the following page.

### **Textbooks and Supplies Information**

In addition to the program cost sheets available on our website at <http://fctc.edu/programs/>, a book list with ISBNs can be obtained at the same location. The book list and prices are subject to change prior to, and throughout the course of a program.

### **Net Price Calculator**

In accordance with the Higher Education Act of 1965 (HEA), each postsecondary institution that participates in the Title IV federal student aid programs is required to post a net price calculator on its website that uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances. This calculator allows students to calculate an estimated net price of attendance at an institution, which is defined as the cost of attendance minus the average yearly grant and scholarship aid.

Please note that the information provided by the calculator is a broad estimate. There are many factors that are considered as part of the financial aid award process, including full or part-time attendance, dependency status, grade level and application submission dates. The net price calculator is located at <http://fctc.edu/consumer-information/net-price-calculator/>.

**Estimated Cost of Attendance  
FCTC 2018 / 2019**

<b>PROGRAM<sup>(1)</sup></b>	<b>TUITION &amp; FEES<sup>(2)</sup></b>	<b>BOOKS &amp; SUPPLIES<sup>(2)</sup></b>	<b>ROOM<sup>(3)</sup></b>	<b>BOARD<sup>(4)</sup></b>	<b>TRANSPORTATION</b>	<b>OTHER<sup>(5)</sup></b>	<b>COA INDEPENDENT STUDENT<sup>(6)</sup></b>	<b>COA DEPENDENT STUDENT<sup>(7)</sup></b>
Air Conditioning, Refrigeration & Heating 1	\$ 2,670	\$ 290	\$ 11,340	\$ 4,140	\$ 4,401	\$ 5,763	\$ 28,604	\$ 7,361
Air Conditioning, Refrigeration & Heating 2	2,112	40	11,340	4,140	4,401	5,763	27,796	6,553
Automotive Services Technology 1	3,683	574	11,340	4,140	4,401	5,763	29,901	8,658
Automotive Services Technology 2	2,603	-	11,340	4,140	4,401	5,763	28,247	7,004
Commercial Foods & Culinary Arts	4,212	1,086	11,340	4,140	4,401	5,763	30,942	9,699
Cosmetology	4,111	765	11,340	4,140	4,401	5,763	30,520	9,277
Dental Assisting	5,111	422	11,340	4,140	4,401	5,763	31,177	9,934
Firefighting & EMT Combined	3,669	577	11,340	4,140	4,401	5,763	29,890	8,647
Landscape and Turf Management	3,129	140	11,340	4,140	4,401	5,763	28,913	7,670
Licensed Practical Nursing	5,455	814	11,340	4,140	4,401	5,763	31,913	10,670
Medical Assisting	5,074	480	11,340	4,140	4,401	5,763	31,198	9,955
Medium & Heavy Duty Truck & Bus Technology 1	3,695	574	11,340	4,140	4,401	5,763	29,913	8,670
Medium & Heavy Duty Truck & Bus Technology 2	2,617	175	11,340	4,140	4,401	5,763	28,436	7,193
Nursery Management	3,129	140	11,340	4,140	4,401	5,763	28,913	7,670
Paramedic	4,672	730	11,340	4,140	4,401	5,763	31,046	9,803
Pest Control Operations	2,518	-	11,340	4,140	4,401	5,763	28,162	6,919
Welding Technologies	3,800	352	11,340	4,140	4,401	5,763	29,796	8,553
Advanced Welding	2,692	89	11,340	4,140	4,401	5,763	28,425	7,182

**FOOTNOTES:**

1. Only programs eligible for Pell grants (greater than 600 clock hours) are included in this calculation.
2. Tuition & Fees, and Books & Supplies are based on expected costs and certain assumptions, determined by the Business Office, as of the time of this calculation. Actual cost may vary.
3. The allowance for Room was determined from [www. Rentcafe.com](http://www.Rentcafe.com); [www.electricitylocal.com](http://www.electricitylocal.com); and [www.jea.com](http://www.jea.com).
4. The allowance for Board was determined from the Bureau of Labor Statistics Consumer Expenditure Survey.
5. The allowance for Other includes the following:

Medical	\$ 2,235	<a href="http://www.livingwage.mit.edu">www.livingwage.mit.edu</a>
Housekeeping Supplies	\$ 384	Bureau of Labor Statistics Consumer Expenditure Survey
Apparel	\$ 996	Bureau of Labor Statistics Consumer Expenditure Survey
Personal Care	\$ 432	Bureau of Labor Statistics Consumer Expenditure Survey
Misc.	\$ 1,716	Bureau of Labor Statistics Consumer Expenditure Survey
6. The cost of attendance for independent students includes all costs and allowances in the table.
7. The cost of attendance for dependent students only includes Tuition & Fees, Books & Supplies, and the Transportation allowance.

**First Coast Technical College**  
**2018–2019 Financial Aid Policies and Procedures**

## **Section 3 – Student Financial Assistance**

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### **Types of Financial Assistance Available**

There are several sources of financial assistance available to FCTC students. Federal, State, Local, private, and institutional student financial assistance programs are listed below. Prospective or enrolled students who have questions about obtaining financial aid should contact the financial aid office at 904-547-3511 or [FCTCFinancialAid@stjohns.k12.fl.us](mailto:FCTCFinancialAid@stjohns.k12.fl.us).

#### **Grants**

- Federal Pell Grant (Pell)
- Florida Student Assistance Grant (FSAG)

#### **Scholarships**

- Florida Bright Futures Scholarships (BF)
- Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV)
- Other scholarships earned by students through organizations and associations

#### **Other Non-Need Based Funding Sources**

- Florida Pre-Paid Funds
- Vocational Rehabilitation - both state and federal vocational rehabilitation services are provided to students
- Career Source Central Florida - establishes eligibility for students for their services using WIOA required benchmarks
- Veterans' Education Benefits - all GI Bill chapters are accepted including dependent transfer of benefits

**Please note that FCTC does not take part in Title IV Federal Loan Programs.** However, Financial Aid Administrators do report school enrollment to the National Student Loan Data System (NSLDS) for purposes of deferment and loan maintenance information. Students with questions and concerns about previous loans may come to the financial aid office for information and updates on their prior loans.

Application instructions, eligibility criteria, continued eligibility criteria and award amounts for FSAG, BF and CSDDV are provided in detail at <http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm>. The remaining information presented in this section is focused primarily on the Federal Pell Grant.

### **Applying for Aid**

Students can apply for Pell and FSAG financial assistance by completing and submitting the Free Application for Federal Student Aid (FAFSA) online at [studentaid.gov](http://studentaid.gov) or by requesting a paper FAFSA application by calling 1-800-433-3243. Assistance with the FAFSA is available from the U.S. Department of Education or by calling the Federal Student Aid Information Center at 1-800-433-3243. Teletype Machine users or the hearing impaired may call 1-800-730-8913 for assistance when completing the FAFSA. First Coast Technical Colleges' Federal School Code is: 012544.

### **Award Amount**

Amounts can change yearly. The maximum Federal Pell Grant award is \$6,095 for the 2018–19 award year (July 1, 2018, to June 30, 2019). The amount you get will depend on your financial need (as determined by the U.S. Department of Education based on information provided in your FAFSA), and your Cost of Attendance (determined by FCTC and described in Section 2 above).

The Federal Pell Grant Program is a need-based program. Students who apply, demonstrate financial need and meet all other eligibility requirements, will receive the full amount they qualify for. The amount of any other student aid for which you might qualify does not affect the amount of your Federal Pell Grant.

## **Initial and Continued Eligibility**

Initial financial aid eligibility is determined by U.S Department of Education after the student has applied for aid by submitting a FAFSA. Some of the general eligibility requirements include:

- Demonstrate financial need under the federal government guidelines.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security number.
- Be enrolled as a regular postsecondary student working towards a certificate in an eligible Career Technical Education program of a minimum of 600 clock hours/15 weeks.
- Sign the certifying statements on the Free Application for Federal Student Aid (FAFSA) stating that the student will use federal student aid only for educational purposes.
- Not be in default on a federal student loan unless satisfactory arrangements to repay have been made.
- Not owe a refund on a grant under any state or federal grant or scholarship program.
- Be registered with Selective Service, if the student is a male between the ages of 18 and 25.
- Not have earned a bachelor's degree or higher in the United States or its equivalency from a foreign country.
- Maintain Satisfactory Academic Progress (SAP) standards.
- Not be convicted of a drug related felony or misdemeanor while receiving federal student aid.
- Have obtained a high school diploma, General Education Development (GED) Certificate, or completed a high school education in a homeschool setting approved under state law. Transcripts are required.

To remain eligible for Pell, the student must complete a FAFSA for each year enrolled and maintain Satisfactory Academic Progress in accordance with FCTC policy.

## **Satisfactory Academic Progress Policy**

First Coast Technical College (FCTC) is required by Title 34 CFR 668.34 to establish reasonable standards to determine whether a student is making Satisfactory Academic Progress (SAP) in their educational program and may receive financial assistance under Title IV, HEA. SAP is measured through the use of qualitative and quantitative standards. FCTC's SAP Policy is applied consistently to all students in each educational program.

### **Satisfactory Academic Progress Standards**

The quantitative and qualitative standards listed below are used to evaluate the cumulative results of all periods of enrollment for the student's educational program, including those payment periods during which they did not receive Title IV funds or other types of financial assistance. Thus, a student who has not previously received Title IV aid may be ineligible to do so at initial application.

Progress is measured by the following standards:

#### **Standard 1: The GPA Standard**

Standard 1 is a qualitative measure of progress determined by the student's cumulative grade point average (GPA). To meet standard 1, students must maintain at least a 2.0 GPA.

The cumulative GPA includes all courses for the student's declared educational program that have been graded, as well as any courses from other institutions that have been accepted and posted to the student's record. Remedial courses and courses where the student withdrew or earned an "Incomplete" grade are not included in the GPA calculation. For any courses taken more than once, the highest grade received will be used.

#### **Standard 2: The Pace Standard**

Standard 2 is a quantitative measure of the pace at which a student is progressing toward program completion. Pace is measured by the cumulative clock hours attended divided by the cumulative clock hours scheduled. To meet standard 2, students must maintain a pace of 90 percent or higher.

The cumulative clock hours attended and scheduled include all hours for the student's declared educational program including, hours from other institutions that have been accepted and posted to the student's record, hours where the student withdrew from a class after the withdrawal period, hours related to courses where the student earned an "Incomplete" grade, and hours for repeated courses.

### **Standard 3: The Maximum Time Frame Standard**

Standard 3 is a quantitative measure to determine if the student is completing the academic program within a reasonable overall time frame. FCTC requires financial aid recipients to complete their program within 120 percent of the published length of the program. (Note that a student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Students become ineligible for Title IV aid in the current program of study when it becomes mathematically impossible to complete the program within 111 percent of the length of the program, even when the student has not yet reached 111 percent.

### **Monitoring Satisfactory Academic Progress**

Satisfactory Academic Progress is monitored when the student has attended the required hours and weeks of instructional time for the payment period.

Students who fully meet all four standards above are considered in GOOD standing for SAP. Students who are not meeting the standards will be mailed a warning letter with their Satisfactory Academic Progress results and the impact on their aid eligibility.

### **Failure to Meet Satisfactory Academic Progress**

Students who have reached the Maximum Time Frame (Standard 3) are immediately ineligible to receive additional financial aid assistance.

Students who are not meeting Standard 1 (GPA), or Standard 2 (Pace) are first placed on financial aid WARNING if they were in GOOD status the prior term. Students on financial aid warning remain eligible for financial aid for one payment period.

After the warning period, students must meet all four standards to be deemed eligible for continued assistance. Students who remedy their deficiency and are fully meeting the SAP standards will be considered in GOOD standing for SAP again. If the GPA, Progress Grade, or Pace standard is still deficient, the student becomes INELIGIBLE for financial aid. There will be no appeal process or probation period.

### **Re-Establishing Financial Aid Eligibility**

Students may regain financial aid eligibility by meeting all satisfactory academic progress standards noted above. Financial Aid will not fund any payment periods while the student is attempting to re-establish eligibility.

### **Appeals Process**

There is not a student appeal process to reestablish financial aid eligibility within the academic year, students who re-enter the same program more than a year later will be considered a new student.

### **Changes in Program of Study**

Students are permitted to make changes to their program of study in accordance with their academic goals. SAP standards are evaluated based on the student's declared program. As long as students are meeting all SAP standards, changes of program alone will not disqualify them for financial aid eligibility.

## **Definitions**

### **Academic Year**

FCTC offers educational programs in clock hours. For Financial Aid purposes, FCTC defines an academic year as 900 clock hours and 30 weeks of instructional time. This definition applies to all educational programs and exceeds the minimum requirement of 900 clock hours and 26 weeks per financial aid regulations.

## Payment Period

- For programs one academic year or less - the total clock hours and scheduled weeks of instructional time are divided into two equal payment periods.
- For programs greater than one academic year in length – the first academic year is divided into two equal payment periods.
  - If the remaining clock hours and instructional weeks in the program are greater than 450 hours and 15 weeks - the second academic year is divided into two equal payment periods.
  - If the remaining clock hours and instructional weeks in the program are less than 450 hours and 15 weeks - the remaining hours and weeks comprise one payment period.

## Week of Instructional Time

A week of instructional time is a consecutive seven-day period that includes at least one day of regularly scheduled instruction or examinations. Days for orientation, vacation or homework are not included.

## Method and Frequency of Disbursements

Financial aid disbursements are made on payment period basis. The payment period is defined not only in clock hours but also in weeks of instructional time. A student must successfully complete the clock hours and weeks of instructional time to progress to the next payment period as shown below. A student is considered to have successfully completed a payment period when they have attended required hours and weeks and are meeting all SAP standards described above.

<b>Program</b>	<b>Total Hours</b>	<b>Total Weeks</b>	<b>Pell Period 1</b>	<b>Pell Period 2</b>	<b>Pell Period 3</b>
HVAC Tech 1	750	25	375	375	N/A
HVAC Tech 2	600	20	300	300	N/A
Auto Tech 1	1050	35	450	450	150
Auto Tech 2	750	25	375	375	N/A
Culinary	1200	40	450	450	300
Cosmetology	1200	40	450	450	300
Dental Assistant	1230	41	450	450	330
Diesel Tech 1	1050	35	450	450	150
Diesel Tech 2	750	25	375	375	N/A
Medical Assistant	1300	43	450	450	400
Practical Nursing	1350	45	450	450	450
Welding Tech	1050	35	450	450	150
Welding Tech Advanced	750	25	375	375	N/A
Paramedic	1100	36	450	450	200
EMT/Fire Combo	698	24	349	349	N/A
Landscape & Turf Mgt*	900	30	450	450	N/A
Nursery Mgt*	900	30	450	450	N/A
Landscape or Nursery as Second Program	600	20	300	300	N/A

\* Students taking both Landscape & Nursery only have to complete 600 hours of the second program as Nursery Workers is taught in both programs.

Payments are made to students by crediting the student's account for tuition and fees due. A check to the student will be issued for any credit balances created on the student's account.

## **Return to Title IV**

Federal financial aid (“Title IV funds”) is awarded under the assumption that the student will attend school for the entire period for which the assistance is awarded. A student who voluntarily or involuntarily withdraws or otherwise ceases to attend the College may no longer be eligible receive the full amount of Title IV funds that was originally scheduled. The amount of Title IV funds that the student has earned at the time of the withdrawal is determined by the Financial Aid Office in accordance with federal guidelines.

### **Calculating Aid Earned**

The amount of Title IV assistance earned is determined by dividing the scheduled clock hours completed as of the student’s withdrawal date by the total clock hours scheduled in the payment period. If the percentage completed is less than 60%, then the student has earned that percentage of scheduled payment for the period. If the percentage completed is 60% or more, then the student has earned the full amount of the originally scheduled award.

### **Post-Withdrawal Disbursements**

If the student received less Federal Financial Aid than the amount earned, FCTC will offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. Post-withdrawal disbursements will first be applied to current outstanding charges. Any excess funds available after crediting the student’s account will be disbursed directly to the student.

### **Overpayments/Return to Title IV**

If the amount disbursed to the student is greater than the amount the student earned, the student has received an overpayment and the unearned funds must be returned to the U.S. Department of Education. The responsibility for returning funds may fall to FCTC, the student, or both. Although a student may be eligible for a refund of fees from FCTC (see “Refund Policy”), the student may still be required to repay all or part of their Title IV aid. The refund requirements for Title IV funds are separate from the College’s refund policy. Therefore, you may still owe funds to FCTC to cover unpaid institutional charges.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, FCTC will notify the student that he or she must repay the overpayment. Students who wish to estimate how much Federal Student Aid they will retain and how much they may have to return should contact the Financial Aid Office.

Additional information is available on the Web at [studentaid.gov](http://studentaid.gov).

### **Withdrawal Date**

See “Attendance and Withdrawal Policy” for an explanation of withdrawal procedures at FCTC. The withdrawal date is the date used by the Financial Aid Office to determine the amount of federal financial aid earned. The withdrawal date is the last day of attendance. The date FCTC determined the student withdrew is used to establish deadlines for calculating and issuing post-withdrawal disbursements or returns to Title IV. If the student officially withdrew by notifying the College, the date of determination is the date the student notified FCTC. If the student was unofficially withdrawn, the date of determination is the date of the 6th consecutive absence or the date the student failed to meet the required attendance percentage.

## **Disbursements for Books and Supplies**

Students receiving Pell may opt to use their funds for books and supplies at the FCTC Bookstore. This preference is indicated at check-out at the bookstore. Please be aware that you will be responsible for any costs not sufficiently covered by your award.

## **Federal Student Financial Aid Penalties for Drug Law Violations**

According to the U.S. Department of Education Office of National Drug Control Policy, students who are convicted of a drug-related felony or misdemeanor while receiving Federal student aid are ineligible to receive further aid for a specified period of time.

## Section 4 – Health and Safety

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### Campus Safety and Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public, and the Department of Education with crime statistics and information about campus crime prevention programs and policies. First Coast Technical College publishes an Annual Security Report each year to comply with the requirements of the Clery Act, which contains policy statements and crime statistics for each college campus. The policy statements address the school’s policies, procedures, and programs concerning safety and security, such as, policies for responding to emergency situations and sexual offenses. The Annual Security Report can be found on our website at <http://fctc.edu/about/safety/>.

### Drug and Alcohol Abuse Prevention

#### Drug and Alcoholic Beverage Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, FCTC prohibits the possession, use or distribution of illegal drugs and/or alcohol on College premises or as part of any College sponsored event. The college has developed this policy in an attempt to provide a healthy environment by preventing the use of illegal drugs or the abuse of alcohol within the college community. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or place open to the public is illegal. Information on the effects of specific drugs and alcohol and drug counseling resources are available in the Student Services Office of Advising. Below are some of the resources that are available to FCTC students and employees.

<b>St. Johns County Community Resource Center</b> 1955 US 1 South Suite 110 St. Augustine, FL 32086 (904) 209-6100 Services: Parenting classes, Family Team Conferences, resource and information, prevention services, social work assistance.	<b>Al-Anon &amp; Al-Ateen</b> 1 (800) 508-2512 <a href="http://www.northfloridaal-anon.org">www.northfloridaal-anon.org</a> <a href="mailto:info@northfloridaal-anon.org">info@northfloridaal-anon.org</a>
<b>Daisy Adams Center</b> 701 Anastasia Blvd. Unit B St. Augustine, FL 32085 (904) 826-0424/Fax (904) 826-0422 Services: Day Treatment	<b>Narcotics Anonymous Hotline</b> 1(800) 576-4357/(904) 723-5683 <a href="http://www.firstcoastna.org">www.firstcoastna.org</a> Services: Support services for people addicted to narcotics <b>Psychological Services</b>

#### Possession of Illegal Drugs

FCTC has been designated “Drug Free” and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are obeyed by Campus officials and enforced by St. Johns County Sheriff’s Office. Violators are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

#### Vaccination Policies

First Coast Technical College does not have residential campuses; therefore, there is no policy related to vaccinations of students except in the case where a student is enrolled in certain health science programs. Please see specific information related to each health science program application.



## Section 5 – Student Outcomes

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### Retention Rate, Completion and Graduation Rates

FCTC regularly reports retention, completion and graduation rate information to the Integrated Postsecondary Education Data System (IPEDS). Follow these steps to access this information:

- Go to the IPEDS College Navigator at <http://nces.ed.gov/collegenavigator/>
- In the “Name of School” box type First Coast Technical College
- Click on the college link that appears.
- Click on the “Retention and Graduation Rates” link to expand the selection.

### Gainful Employment

FCTC provides examples of the types of employment and placement data for all programs, including Title IV eligible programs on our website at <http://fctc.edu/programs/>.

The Florida Education and Training Placement Information Program (<http://www.fldoe.org/accountability/fl-edu-training-placement-info-program/>) also provides outcome reports on students who have graduated, exited or completed public education or training programs within the State of Florida.