



2025-26

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 a Financial Aid Specialist at (904) 547-3502 or (904) 547-3505, FCTCFinancialAid@stjohns.k12.fl.us, or by making an appointment with a Financial Aid Specialist at our main campus.

Section 1 – General Institutional Information

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day First Coast Technical College (FCTC) receives a request for access. A student should submit to the Student Advisors a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask FCTC to amend a record should write the Student Advisors, clearly identify the part of the record the student wants changed and specify why it should be changed.

If FCTC decides not to amend the record as requested, FCTC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

Instructional Facilities

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

<p>Main Campus First Coast Technical College 2980 Collins Avenue St. Augustine, FL 32084 904-547-3282</p>	<p>Public Safety Campus First Coast Technical College 3640 Gaines Road St. Augustine, FL 32084 904-547-3542</p>
---	---

Accreditations

First Coast Technical College holds accreditations with the following organizations:



Commission of the Council on Occupational Education (COE)

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898
Fax 770-396-3790
www.council.org



Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), a division of AdvancED

1866 Southern Lane
Decatur, GA 30033
404-679-4500
Fax: 404-679-4558
www.sacs.org



First Coast Technical College's Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Commission on Accreditation of Educational Program for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 N. Suite 158
Clearwater, FL 33775 727-210-2350 www.caahep.org

To contact COAEMSP:
8301 Lakeview Parkway, Suite 111-312 Rowlett, TX 75088
214-703-8445 FAX 214-703-8992 www.coaemsp.org/



Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445 Fax 214-703-8992
www.coaemsp.org



First Coast Technical College Nursing Program is in compliance with the U.S. Department of Education (USDE) Regulation 34 CFR 668.43 (a) (5) (v).

The Nurse Licensure Compact (NLC) is an interstate agreement allowing a nurse to have one license and the privilege to practice in other compact states by removing barriers to cross-border practice. Implemented in 2000, the NLC fosters public protection and access to care through the mutual recognition of one state-based license that is enforced locally and recognized nationally. State nurses' associations, hospital associations and health care facilities in every state overwhelmingly support the NLC. The NLC includes important patient safety features such as facilitation of the sharing of licensure, investigative and disciplinary action information among member states. All graduates from First Coast Technical College Practical Nursing Program are eligible to test for state licensure in compliance with U.S. Department of Education's (USDE) Regulation 34 CFR 668.43 (a) (5) (v).

The links below show all states where Florida Nursing Licenses are accepted once initial licensures have been achieved in Florida.

<https://www.ncsbn.org/nurse-licensure-compact.htm>

<https://www.nursecompact.com/index.htm>

FCTC is also certified, accredited, or approved by the following program specific bodies:

- American Heart Association
- American Welding Society
- ASE Education Foundation
- Commission on Accreditation of Allied Health Education Programs
- Division of Vocational Rehabilitation Florida Department of Education
- Florida Association of EMS Educators (FAEMSE)
- Florida Board of Cosmetology
- Florida Bureau of Fire Standards and Training
- Florida Department of Children and Families (DCF)
- Florida Department of Health, Bureau of Emergency Medical Services
- Florida State Board of Nursing
- Florida Department of Education
- National Association of EMS Educators (NAEMSE)
- National Association of EMT (NAEMT)
- National Health Career Association
- 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 National Guard Educational Assistance Program, Education Dollars for Duty

Programs approved for veterans training by the state approving agency under the Florida Department of Veterans Affairs.

Services Available to Students with Disabilities

Adults with a disability may apply for FCTC admission or may be referred by a physician, Vocational Rehabilitation, or other professionals and/or agencies. It is the policy of FCTC to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990, as amended. FCTC does not make inquiries of a student concerning a disability. Information regarding the disabilities of specific students and requests for program accommodations will be considered confidential and will be conveyed only to faculty and administrators directly involved in accommodating the student with the disability.

It is the student's responsibility to inform the Student Advisor regarding their disability. Students with a disability that request accommodations must meet with their Student Advisor and identify themselves as having the disability prior to assessments and the beginning of classes. The student must provide current (no more than five (5) years

old), written documentation from a qualified professional that validates eligibility for academic accommodations. Documentation of a learning disability should be provided in the form of a report from a qualified professional that includes a diagnostic interview, specific assessment of aptitude, academic achievement, information processing and a diagnosis. It is recommended that the diagnostic report also include specific recommendations for academic accommodations. The provision of reasonable accommodations and services is based on an assessment of the impact of the student's disabilities on their academic performance.

FCTC reserves the right to request updated or additional information of insufficient or outdated documentation.

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

Program Transfers (External)

FCTC accepts students transferring from other institutions or schools. Students will meet with the Admissions Specialist to discuss the process. Transfer credits will be evaluated and granted to a student by the College Dean based on competency transcripts from a previous school or competency evaluations administered at FCTC. Programs at FCTC follow the [Florida Department of Education](#) curriculum frameworks to facilitate a student's transfer to a similar program at any of Florida's other public technical centers or high schools. Students must be in good standing at the transferring institution. Transfers are granted on an individual basis and in accordance with Florida Statute 1007.24 (7).

Transcripts 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 numbering system will be accepted in transfer for the same course/program. Documentation, including transcripts, must be received prior to the student starting their program.

A variety of assessment techniques are utilized to assess the placement of students transferring into FCTC from other post-secondary schools. These techniques include but are not limited to analyzing transcripts, interviewing, and testing.

Program Transfers (Internal)

FCTC accepts student transfers within programs. Currently enrolled students who choose to transfer from one career and technical education (CTE) program to another within FCTC must meet with the Admissions Specialist to discuss the steps. Transfer credit will be evaluated and granted to a student by the College Dean who will discuss the transfer and review basic skill requirements. Students must consult their Financial Aid Specialist or the Business Office, if applicable. The Dean and instructor of the new program will review the student's training records or transcripts to determine transferable competencies.

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.

In addition to statewide articulation agreements between Florida's community/state colleges and technical centers for specific programs, FCTC has agreements with Florida State College at Jacksonville, St. Johns River State College, Florida School for the Deaf and Blind and St. Johns County School District. These agreements are designed to grant FCTC CTE students credit hours transfers to other institutions to further their education. Career Pathways articulation agreements allow students to receive credit for work completed in high school when enrolled in FCTC postsecondary programs.

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

FCTC 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 and all our programs include an employability criteria checklist within their grading policy.

New student orientation is mandatory; it is expected that all students attend.

Non-licensure programs will follow an 80% attendance policy. The mastery of content is the key for successful completion of our non-licensure programs. Licensure programs will remain at a 90% attendance policy and follow the 3%, 6% and 10% attendance procedure.

Student Attendance Procedure

Step 1) Students that miss 6% of the non-licensure Career Technical Education (CTE) program instructional hours, or 3% of the licensure CTE program instructional hours: the instructor will meet with the student to review the student handbook attendance policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance.

Step 2) Students that miss 12% of the non-licensure CTE program instructional hours, or 6% of the licensure CTE program instructional hours, the instructor will meet with the student to review the student handbook attendance policy and support the learner. The instructor will develop a pro-social action plan and meet with the student to review and attain required signatures. The instructor will determine if the student should meet with the College Dean.

Step 3) Students that miss 18% of the non-licensure CTE program instructional hours, or 10% of the licensure CTE program instructional hours, or a student has six (6) consecutive absences, the instructor will notify the College Dean. The College Dean will meet with the student to provide problem-solving options to improve student attendance. The College Dean will develop a pro-social action plan for the student.

Step 4) Students that miss over 18% of the non-licensure CTE program instructional hours, or more than 10% of the licensure CTE program instructional hours, the student will be reviewed by the Review Committee. If the Review Committee makes a recommendation to drop a student from the program, and the Director supports the decision, then the student will be withdrawn.

College Deans or instructors that determine a student will benefit from additional outreach support may refer them to student advising. The Student Advisor will meet with the student and provide necessary outreach information to support student attendance success.

Tardiness

A student is expected to be in class in their seat ready to learn at the start of the class. Tardiness may have an impact on grades.

Absences

Student attendance will be recorded as either present or absent. Students will not be required to provide documentation for absences.

The Student Advisors will follow the attendance and be available if attendance counseling or a LOA is necessary.

Withdrawal and Re-enrollment

Students withdrawn for nonattendance but want to continue in their program or another program, must meet with their College Dean prior to re-entry. Programs may be entered only during the next course start date. Students who wish to re-enter a previously attended program may be required to take a written assessment and/or a hands-on application assessment to determine placement within the program.

Occasionally, it becomes necessary for a student to withdraw or change programs. To officially withdraw from classes, students must inform their instructor in writing. FCTC considers the date of withdrawal to be the last day of attendance, as indicated by the instructor in the student information system. This date is used to determine the amount of refund or student financial assistance disbursements, if any.

Students should be aware that withdrawal from their program may have financial implications.

Student Leave of Absence Policy (LOA)

Students enrolled in a career certificate program, may be granted an LOA during which the student is not considered withdrawn. Each LOA request will be considered on a student-by-student basis and only for extenuating circumstances. FCTC will grant only one (1) LOA to the student in a 12-month period. The LOA must be for at least one (1) week and no longer than one (1) month. Students should be aware that a leave of absence from their program may have financial implications.

Steps for a LOA to be review

1. The student discusses their LOA with their instructor for approval. The instructor will discuss the LOA request with the College Dean agreeing to provide the necessary support for the student to return to their course and complete the curriculum missed during their LOA.
2. LOA form is completed by the student, and all required supporting documents are provided and submitted to the Student Advisor for review.
3. The LOA is submitted to the Director for administrative approval.
4. The Student Advisor sends email notification regarding the approved LOA to the student, College Dean, instructor, Business Office, and financial aid.

Approved LOA

The Student Advisor scans the LOA form into the student information system.

1. For students receiving financial aid the clock hours during the approved LOA will not apply to their Pell Grant disbursement.
2. Student must return to school on the date indicated on the LOA. Students who do not return on the approved date will be officially withdrawn from the program.
3. Withdrawn students will require a Return of Title IV calculation be completed by the Financial Aid Specialist.
4. A Return of Title IV calculation will result in outstanding fees becoming the responsibility of the student.

Denied LOA

Student Advisor will scan the LOA form into the student information system. The Student Advisor sends an email regarding the denied LOA to the student, College Dean, and instructor.

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 and Student ID 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 first course of the program. (drop/add period)	100%	All fees except for Application, Parking, and Student ID Fees
You withdraw after the closing of the 10th day of the first course of the program 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
An early program completer, according to mastery, will not receive a prorated refund	0%	

The following guidelines may apply to withdrawn students:

1. Refunds are not given for funds used to purchase required program class materials, uniforms, student IDs or parking fees.
2. 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 College Dean as soon as possible. Documentation of the circumstances will be required, and the request will be considered by an appeals team, submitted to the Director for final approval. The student will be notified of the determination within one (1) week.
3. Refunds are processed within 45 days provided 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.
4. Refunds are not given for CPR classes after completion.

Fee Policies

There is a non-refundable application fee for all adult and postsecondary students. Fees are not charged for high school or dual enrolled students in a career technical program.

Application Fee

Application fee is \$50 and is non-refundable. Each program has an application fee.

Testing Fee

Testing fees must be paid through Registration prior to taking assessments. Please see the Program Costs and Book List for current fees.

All testing fees are non-refundable and are valid for 90 days.

Financial Aid Refund Policy

FCTC is required by CFR 669.22 to determine the amount of Title IV grant assistance to which a student is entitled if they withdrew from class during the payment period. FCTC's policy on attendance, withdrawals and refunds are interrelated with the calculation of Title IV refunds. 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 <http://www.registertovoteflorida.gov/home>. 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

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 living expenses – food and housing, 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 2025/2026 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/>.

Section 3 – Student Financial Assistance

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 904-547-3502 or 904-547-3505 or 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)
- Open Door Grant Program
- Florida First Responders Scholarship Program
- 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 <https://www.floridastudentfinancialaidsg.org/SAPHome/SAPHome?url=home>. 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 <https://fafsa.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 \$7,395 for the 2025–26 award year (July 1, 2025 to June 30, 2026). 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.
- 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.
- 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. The cumulative clock hours attended divided by the cumulative clock hours scheduled measures pace. To meet standard 2 students must maintain a pace of 67% 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 whether the student is completing the academic program within a reasonable overall timeframe. FCTC requires financial aid recipients to complete their program within 120% of the published length of the program. NOTE: 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 120% of the length of the program, even when the student has not yet reached 120%.

Monitoring Satisfactory Academic Progress

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

Students who fully meet all three (3) standards above are considered in GOOD standing for SAP. Students who are not meeting the standards will be emailed a warning letter with information regarding their SAP results and the impact on their aid eligibility.

Failure to Meet Satisfactory Academic Progress

Students who have reached the Maximum Timeframe (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 during the prior term. Students on financial aid warning remain eligible for financial aid for one (1) payment period. After the warning period, students must meet all three standards to be deemed eligible for continued assistance. Students that remedy their deficiency and meet the SAP standards will be returned to GOOD standing for SAP. 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 no student appeal process to reestablish financial aid eligibility within the academic year. Students re-entering the same program after a year or later are considered new students.

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. If students are meeting all SAP standards, changes of program alone will not disqualify them for financial aid eligibility.

Scholarships

Scholarships are gifts that do not need to be repaid. There are thousands of them offered by schools, employers, individuals, private companies, nonprofits, communities, religious groups and professional and social organizations. You may be awarded a scholarship for being a good student, a great basketball player, because your parent/guardian works for a company or for many other reasons.

The first step for many sources is submitting a Free Application for Federal Student Aid (FAFSA). *There are no fees however, you will need to provide personal information.*

Pursue and submit as many scholarship applications as you can—it is free money for college! Before you apply for any assistance, learn how to spot potential fraud, do not pay for free services and protect your identity. Avoid scams while searching for scholarships. Most scholarships do not charge a fee to submit applications, so be selective.

The mission of the FCTC Education Foundation ensures student access to high-quality education by eliminating financial barriers. They provide scholarships, professional resources and emergency assistance to enable students to complete their course of study and graduate with a life-changing credential or certificate. FCTC graduates are equipped with cutting-edge skills to meet the changing needs of our local business community and contribute to the economic vitality of Northeast Florida. For information, visit fctcfoundation.org or contact the College Advancement Coordinator at 904-547-3386 or Foundation@FCTC.edu.

For gainful employment information visit <http://fctc.edu/consumer/cost-by-program/>.

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 (1) academic year or less the total clock hours and scheduled weeks of instructional time are divided into two (2) equal payment periods.
- For programs greater than one (1) academic year in length the first academic year is divided into two (2) 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 (2) 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 (1) payment period.

Week of Instructional Time

A week of instructional time is a consecutive seven-day period that includes at least one (1) 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.

Program	Total Hours	Total Weeks	Pell Period 1	Pell Period 2	Pell Period 3
HVAC Tech 1	750	25	375	375	N/A
HVAC Tech 2	600	20	300	300	N/A
Master Auto Tech 1	1050	35	450	450	150
Master Auto Tech 1	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
Early Childhood Education	600	19	300	300	N/A
Applied Cybersecurity	750	24	375	375	N/A
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 to 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 grant assistance earned by the student is determined by the percentage payment period completed and the total amount of Title IV grant assistance disbursed, or scheduled to be disbursed, for the payment period as of the student's last date of attendance.

The percentage of Title IV grant assistance that earned by the student is:

1. Equal to the percentage of the payment period that the student completed as of the student's withdrawal date, if this date occurs on or before 60% of the clock hours scheduled to be completed for the payment period, OR
2. 100% if the student's withdrawal date occurs after 60% of the clock hours scheduled to be completed for the payment period.
3. The percentage of the payment period that the student completed is determined by dividing the total number of clock hours in the payment period into the number of clock hours scheduled to be completed as of the student's withdrawal date. See the Withdrawal Policy to determine the date of withdrawal.

Example 1: A student is enrolled in a 600-clock hour program and is scheduled to receive \$2,500 for the first payment period (300 hours). As of the date of the withdrawal, 250 scheduled hours have elapsed. The percentage of the payment period completed is 250 scheduled hours / 300 payment period hours (83%). Since 83% is greater than 60%, this student is eligible to receive the full scheduled award of \$2,500.

Example 2: Same information as Example 1 except that 150 hours have elapsed as of the date of the student's withdrawal.

The percentage of the payment period completed is 150 scheduled hours / 300 payment period hours (50%). Since 50% is less than 60%, the student is eligible to receive only 50% of the originally scheduled award. $(150 \times \$2,500) / 300 = \$1,250$.

This calculation is performed by the Financial Aid Office and provided to the Business Office to determine the post-withdrawal disbursement to be provided to the student or the overpayment to be returned to Title IV.

Post-Withdrawal Disbursements

Students that have not already received their disbursement for the payment period, the amount of Title IV grant assistance that the student earned, as calculated above, must be treated as a post-withdrawal disbursement.

Upon a student's withdrawal, the Business Office will apply the Institutional Refunds Policy and determine if the student has any current outstanding charges on their account. Post-withdrawal disbursements will first be applied to current outstanding charges. Any excess funds available after crediting the student's account must be disbursed directly to the student as soon as possible, but no later than 45 days after the date FCTC determined that the student is withdrawn. See the Withdrawal Policy for the date of determination.

Overpayments/Return to Title IV

Withdrawing students that had Title IV funds applied to their account or disbursed directly in excess of the amount earned, have received an overpayment. Granting Agencies require these funds to be refunded. The student will be responsible for paying these charges to FCTC. 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. 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 www.studentaid.gov

Return of Aid – Responsibility of the College - Title IV Grant

FCTC is responsible to return to Title IV Grant, the lesser of the total amount of unearned assistance to be returned (total disbursed less the earned amount calculated above)

An amount equal to the total institutional charges incurred by the student for the payment period multiplied by the percentage of assistance that has not been earned by the student.

Institutional charges include tuition, fees and other educationally related charges initially assessed by FCTC to the student. For purposes of this calculation, the institutional charges may not be adjusted for changes in amounts charged to the student that were made after the student's withdrawal (ex – if any refunds were given), or amounts paid by other sources. The amount of institutional charges to be used in this calculation is the greater of:

1. The amount of assistance retained for institutional charges as of the student's withdrawal date OR
2. The prorated amount of institutional charges for the longer period, if the college charged for a period that is longer than the payment period.

Example 3: A student enrolled in a 750-hour program and was charged \$2,000 for 500 clock hours at initial enrollment. The student was awarded \$2,500 of Pell funds for the first payment period (375 hours). \$1,500 was applied to their account (\$1,500 = institutional charges for the payment period. $\$2,000/500 \text{ hours} \times 375 \text{ hours}$ in the pay period) and \$1,000 was remitted to the student by check. The Financial Aid Office calculated that the student only earned 55% (\$1,375) of their original award.

1. **Calculating Institutional Charges:** The amount of assistance retained for institutional charges is \$1,500. The prorated amount of institutional charges for the longer period is \$2,000 (calculated by reversing the proration that determined the \$1,500 above). The amount of institutional charges to be used for the calculation is \$2,000, which is the greater of these two (2) amounts.
2. **Calculating FCTC's Portion:** The total amount of unearned assistance is \$1,125 (= \$2,500 Disbursed Award \$1,375 Earned Award). The total institutional charges incurred by the student for the payment period multiplied by the percentage of Title IV grant assistance that has not been earned

is \$900 ($=\$2,000 \text{ institutional charges} \times (100\% - 55\% \text{ earned})$). Therefore, FCTC is responsible for returning \$900 to the ED, which is the lesser of these two (2) amounts.

FCTC's portion of unearned aid must be returned to ED within 45 days of the date the student withdrew. See the Withdrawal Policy for date of determination. The ED considers a return to have been made when FCTC deposits or transfers the funds into the school's federal funds bank account and then awards and disburses the funds to another eligible student or returns the funds to the ED electronically using the refund function in G6.

Return of Aid – Responsibility of the Student

After calculating the portion of unearned aid that is the responsibility of the college, the Business Office will need to calculate the portion of unearned aid that is the responsibility of the student. Generally, the amount the student is responsible for returning is calculated by subtracting the amount of unearned aid that the institution is required to return from the total amount of unearned assistance. However, a student is not required to return the following:

1. The portion of overpayment amount that is equal to or less than 50% of the total assistance that was disbursed for the payment period.
2. Any overpayment amount of \$50 or less.

The initial amount of unearned aid owed by the student is \$225 ($= \$1,125 \text{ unearned aid} - \900 FCTC portion). However, since this amount is less than 50% of the total assistance disbursed (\$2,500) this student is not required to return any additional funds.

Students who owe a repayment will be notified by FCTC within 30 days of performing the calculations and determination. The following items will be included in the notification and followed by FCTC:

- The student owes an overpayment of assistance
- The student's eligibility for additional assistance will end if they fail to take positive action by the 45th day following the date of the notice
- There are three (3) positive actions the student may take:
 - a) repay the full amount owed to FCTC
 - b) sign a repayment agreement with FCTC (note: no longer than 2 years)
 - c) or sign a repayment agreement with the ED
- Students that fail to take one of these actions will be reported to the ED (via NSLDS) for collection
- Students must contact FCTC to discuss their options

Students may still be eligible to receive assistance by following the steps noted above. Students that fail to take any action, or enter into a repayment agreement to alter defaults, become ineligible and will be reported in NSLDS. FCTC must be notified by those Students that elect to enter into a repayment agreement directly with ED.

Order of Return of Title IV Funds

Title 34 CFR 668.22(i) specifies the order in which Title IV funds must be returned if multiple types of funds were granted. The only Title IV funding administered by FCTC is the Federal Pell grant. Therefore, the order of the return of funds is not applicable.

FCTC is required to return the amount of Title IV funds for which it is responsible to the ED as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew. See the withdrawal policy for the date of determination.

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 Student Center or Online Bookstore. This preference is indicated at check-out at the Student Center or Online Bookstore. Please be aware that you will be responsible for any costs not sufficiently covered by your award.

Section 4 – Health and Safety

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 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.

Flagler Health+ Care Connect 100 Whetstone Pl STE 303, St. Augustine, FL 32086 (904) 819-3070 https://www.careconnectplus.com/contact-us/ Services: Community alliance that connects residents in need of physical, mental, and social support to various agencies throughout St. Johns County.	Florida North Al-Anon (904) 315-0233 https://www.afgarea9.org Services: Support groups for family members and friends of alcoholics, information and educational, prevention.
Daisy Adams Center 1735 FL-16, St. Augustine, FL 32084 (904) 826-0424/Fax (904) 826-0422 Services: Day Treatment	Narcotics Anonymous Hotline 1(800) 576-4357/(904) 723-5683 www.firstcoastna.org Services: Support services for people addicted to narcotics Psychological Services
St. Johns County Social Services 200 San Sebastian View, St. Augustine, FL 32084 (904) 209-6140 Services: Parenting classes, Family Team Conferences, resource and information, prevention services, social work assistance.	

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

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.