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SUPERINTENDENTS
Kevin Kratzer
Michael Parry

ADULT EDUCATION DIRECTOR
Vicki Carrington

BOARD MEMBERS

Southern Hills Career Technical Center
Steve Cox, President
Richard Pride, Vice President
Betty Burwinkle
Dick Colwell
Marty Yockey
Kathleen Johnson
Jeff White

US Grant Career Center CTPD
Kim Hayden, President
Donald Woodall, Vice President
Beth McManus
Tiffany Riddle
Chris Goodman

MISSION STATEMENT
We provide leading career certification programs preparing adults to match workforce needs both near and beyond.

VISION STATEMENT
To prepare individuals by being a leader and innovator of technical training through state of the art facilities, curriculum and by creating partnerships with local Business and Industry, Universities, and the Community.

PHILOSOPHY
Brown & Clermont Adult Career Campuses are dedicated to providing career technical training programs to meet the employment needs of our community. Training programs are designed to give students the specialized skills and knowledge required to secure and maintain employment.

ACCREDITATIONS
Each full-time program has been approved through:

Ohio Department of Higher Education (ODE)
25 South Front Street,
Columbus, OH 43215

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

Federal Student Aid Office (FSA)
PO Box 84
Washington, DC 20044-00844

Students may also review copies of the Brown & Clermont Adult Career Campuses’ accreditation and/or licensure certificates in the Adult Education office.
Each certificate program has been approved through:

- American Welding Society (AWS)
- Ohio Department of Public Safety (ODPS)
- Oho Basic Peace Officer Training Academy (OPOTA)
- Oho Department Health (ODH)

**EQUAL EDUCATION OPPORTUNITY**

The Brown & Clermont Adult Career Campuses are equal opportunity educational institutions. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boy Scouts and other designated youth groups.

The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Susan Hakel, Curriculum Director, 718 West Plane Street, Bethel, OH, 45106, (513-734-6222).

**INDIVIDUALS WITH DISABILITY**

Brown & Clermont Adult Career Campuses offer services and accommodations necessary to make programs and activities accessible to all qualified students with disabilities. The goal is to provide an environment where students can maximize their educational potential and develop independence to the fullest extent possible. Services are offered with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students requesting disability services must contact a Program Coordinator or the Post-Secondary Director.

**MEDICATION**

If a student is taking medication, that information should be made known to his/her instructor for health and safety reasons. Coordinators reserve the right to question students if they are concerned about a student being impaired.

**OBSERVATION CAMERAS**

In order to maintain the safety of our staff and students, cameras have been installed at all entrances and at strategic locations in and around the building.

**ADDRESS AND PHONE NUMBER CHANGES**

It is imperative that all students notify the Adult Education staff of any changes in address or phone number.

**USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive permission from the instructor, coordinator or Adult Education Director before using any equipment, materials, classroom or facility. Students will be held responsible for the proper use and safekeeping of any equipment or materials they are allowed to use.
**STUDENT RESOURCES**
Student resources are in various locations and accessible to all students. These resources include beverage vending machines, reference materials, computers with access and printing, career information and other relevant information.

**USE OF TELEPHONE**
Cell phones should be off or on vibrate mode during class. Texting is not permitted during class. Violation of this may lead to disciplinary action.

**ELECTRIC FAILURE, TORNADO & FIRE DRILL**
Tornado drill instructions will be posted in each room. The tornado signal is a siren sound. During a tornado drill, avoid the dining commons or other structures with wide, free-span roofs. Adult Education students are not to return to their normal schedule until the all-clear signal. All tornado drills are to be treated with the greatest respect. You have no way of being sure that the tone is simply a routine drill or a real threat. In the event of a total electrical failure within the building, the same action should be followed to ensure safety and order.

Fire drill instructions and exit maps are posted in each room. Adult Education students in lab areas should familiarize themselves with the location of the nearest fire extinguisher and should be certain to know how to operate it. When the fire alarm sounds, Adult Education students are to leave the building according to the prescribed procedures for each particular area and are not to return to the building until told to do so by the instructor. Students should move quickly but should not push or run.

**SCHOOL DELAY AND/OR CLOSING – INCLEMENT WEATHER**
If necessary to delay and/or close the operation of instructional programs due to inclement weather or emergency situation, it will be announced as soon as a decision is made. All announcements will be carried under the name “Brown & Clermont Adult Career Campuses.” There may be times that the Southern Hills Career and Technical Center, or US Grant Career Center, high school classes are cancelled but Adult Education is still open. Students are encouraged to pay close attention and use discretion in deciding if it is safe to travel when classes are in session.

For the most up-to-date information on closings and delays, check with your instructor or campus website.

**VISITORS / CHILDREN**
Students should not have guests in class. Brown & Clermont Adult Career Campuses do not provide childcare services. Parents who participate in activities or classes cannot supervise their children, thus children are not permitted in Adult Education Classes.

**HOLIDAYS, SCHOOL CLOSINGS**
Refer to the Program Syllabus for scheduled holidays.
ADMISSIONS
The Board of Education believes that the Adult Education programs of the District should be available to as many qualified and interested people as existing resources will allow. Students are eligible for admission providing they meet the requirements of the particular program in which they wish to enroll. Students who are enrolled shall pay tuition at the rate charged by the District.

By design and implementation, the policy and procedures, governing admission to Brown & Clermont Adult Career Campuses are nondiscriminatory to any eligible applicant regardless of race, color, creed, religion, sex, handicap, marital status or national origin.

ASSESSMENT
WorkKeys Career Readiness Assessment, designed by business and industry with American College Testing (ACT), is the required assessment for enrollment in Brown & Clermont Adult Career Campuses. The assessment consists of three parts, with specific level scores required for placement in each program. Students must retake the assessment, if needed, to reach required placement score levels. Each Adult Education program has specific WorkKeys placement requirements.

REGISTRATION
Registration for classes may be done online through either school’s website. Applications may be accessed under Adult Education at www.shctc.us or www.grantcareer.com

Brown & Clermont Adult Career Campuses reserve the right to change the start date of a class or program if enrollment needs change. If a class is cancelled for any reason, students will be notified prior to the scheduled class by email or telephone.

TRANSFER OF ACADEMIC CREDIT POLICY
Brown & Clermont Adult Career Campuses do not accept transfer credit from another institution nor allow credit for prior experience. If a student chooses to transfer into another Brown & Clermont Adult Career Campuses program, the student is required to complete the entire program. Decisions regarding training rests solely on the Brown & Clermont Adult Career Campuses Director.

TUITION AND FEES
Tuition for each class is due prior to the start of class. Students are required to make an initial Deposit as part of the course registration. The Balance Due must be paid by at least the start date of the class, or arrangements for payment must be made with the Adult Education Director.
REFUND POLICY
Brown & Clermont Adult Career Campuses have the following refund policy for Adult Education courses.

Refunds for Classes Canceled by the Institution
Brown & Clermont Adult Career Campuses will refund 100% of tuition and fees collected in advance of the start date of a program or course the institution cancels. Said refunds will be issued within 45 days of the planned start date of the program or course.

Refunds for Students Who Withdraw On or Before the First Day of Class
Brown & Clermont Adult Career Campuses will refund 100% of tuition and fees collected in advance of the start date of a program or course if the student does not begin classes or withdraws on the first day of classes. (Minus the cost of WorkKeys Testing-$75.) Said refunds will be issued within 45 days of the planned start date of the program or course.

Refunds for Students Enrolled Prior to Visiting the Institution
Students who have not visited the school facility prior to enrollment may withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction
Students enrolled in Professional Development, Continuing Education, or Limited Contract Instruction courses are responsible for the full tuition upon registration. Refunds will not be issued unless class is canceled by Brown & Clermont Adult Career Campuses.

Refunds for Withdrawal After Class Commences
Students may withdraw from programs, without penalty, up to the third day of class. Students who withdraw between the fourth day and the end of the second week will be responsible for paying 25 percent of the tuition. Students who withdraw in the third or fourth week of a program are responsible for paying 50% of the tuition. Students withdrawing after the fourth week of classes are responsible for paying 100 percent of the tuition for that program.

TEXTBOOKS
Textbooks, workbooks, and materials are included in the tuition of most programs unless otherwise noted in the catalog. Textbooks, if applicable, are distributed by the coordinator/instructor.

UNIFORMS AND IDENTIFICATION
Students are required to wear a uniform in some programs. Also, some programs require students to have a school-issued student identification badge when completing clinical hours at an off-site location.

TOOL/LAB KITS
Tool kits and lab supplies are required in some programs. If the student already has tools, he/she should bring them to be approved by the program coordinator or instructor. Students will be responsible for bringing tools to each class.
PROTECTIVE / SAFETY EQUIPMENT
In certain instructional areas where potentially dangerous machines and/or materials are used, all students, instructors and visitors must wear appropriate protective equipment/clothing. All heavy trade laws require that safety glasses be worn at all times in designated areas (State Industrial Safety Commission requirement). Gym shoes are not permitted in shop areas.

SATISFACTORY PROGRESS
All students enrolled at Brown & Clermont Adult Career Campuses must maintain satisfactory academic and attendance progress in their particular course of study to remain in the course.

ACADEMIC REQUIREMENTS
Students are required to have satisfactory academic progress by maintaining acceptable grade averages (70% grade point average with no incomplete work). If a student falls below this criteria, they will be placed on probation for the following mid-term cycle. Students may appeal the probation by submitting a Satisfactory Academic Progress Appeal form and returning this form to the Adult Education office. If a student appeals their Satisfactory Academic Progress status and appeal is denied, the student is dismissed from the program. Students who are dismissed cannot re-establish eligibility.

Satisfactory academic progress is determined by the following numerical/grade system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>95-100</td>
<td>A = Outstanding Work</td>
</tr>
<tr>
<td>85-94</td>
<td>B = Above Average Work</td>
</tr>
<tr>
<td>75-84</td>
<td>C = Average Work</td>
</tr>
<tr>
<td>70-74</td>
<td>D = Below Average Work</td>
</tr>
<tr>
<td>Below 70</td>
<td>F = Failing Work</td>
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<tr>
<td></td>
<td>P = Pass</td>
</tr>
<tr>
<td></td>
<td>I = Incomplete Work</td>
</tr>
</tbody>
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The Brown & Clermont Adult Career Campuses require students to achieve passing grades in their program of training in order to maintain eligibility. (Note: Students must follow the grading scale as specified by their program of training, if different from the above scale).

All course work should be completed for each program. An incomplete grade is a failing grade. In cases of prolonged illness, a student may be given special permission for an extension of time to complete work based upon a joint decision of the Instructor and the Director. Under these circumstances, an incomplete grade not made up within the specified time becomes a failing grade.

Students must maintain a 70 percent average throughout the program to maintain good standing in receiving PELL Grant awards. Students with incomplete grades at the end of the course will not receive certificates.
ATTENDANCE REQUIREMENTS
Students whose attendance drops below the required program percentage may be placed on “probationary status”. Should the student increase their attendance above the required program percentage they can be taken off probationary status.

A leave of absence may extend the student’s course period and maximum time frame by the same number of days in the leave of absence. Additionally, students who are terminated for unsatisfactory progress must re-enter at probationary status.

Each student has primary responsibility for tracking his/her own absences and tardiness. Every student is expected to establish an excellent attendance record that will be an asset in a job search. Students are expected to attend class each day and to be on time. Doctors’ visits and other appointments should be scheduled outside class time. If a student must miss school because of illness or other emergency, he/she must notify the program instructor prior to class start time. If the instructor is not available when the student calls, the student may leave a message with the Adult Education secretary or staff member, requesting the program instructor be notified.

Attendance is reviewed on a regular basis. The following standards apply:
1. The minimum attendance requirement is to maintain satisfactory progress
2. A student whose absences exceed the minimum percentage amount, depending on the course, will be placed on probation. Students may be required to improve attendance through make-up time approved and scheduled by the program instructor or coordinator.
3. Students on probation who continue to exceed absences for a scheduled course will be subject to dismissal.
4. Students who are absent from class for a number of consecutive days, depending upon the course requirements, without notifying the school may be dismissed.

Tardiness/Early Dismissal – Students are expected to be in class from the designated class starting time until class is dismissed.

WITHDRAWAL POLICY AND PROCEDURE
Students planning to withdraw must meet with the Adult Education Director or Program Coordinator to officially withdraw. Students unable to physically meet with the Director or Coordinator must complete the appropriate paperwork for the school.

In case of an exit without notice, the last date of attendance is determined to be the final date of class. For those students, the school will use ten (10) consecutive calendar days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attendance will then be used as the withdrawal date.

STUDENT RECORDS / COMPLETION
An official record of each student’s grades and attendance is kept on file in the Adult Education office. These records are considered to be the official record when determining percentage of attendance, clock hours, days of absence, and grades, which are provided to the office by the instructors. If a discrepancy should appear on the records on file in the Adult Education office, the director/coordinator may at his/her discretion refer to the instructor’s records.
TRANSCRIPT REQUEST
Students may request a copy of their transcript by contacting the Adult Education Secretary. Transcripts will be available within 2 weeks of request.

STUDENT CODE OF CONDUCT/ EXPECTATION OF ALL STUDENTS
School Discipline Code: Each adult education student is required to equip himself/herself with the necessary protective clothing, equipment and safety glasses as prescribed by the instructor and state law. The instructor has complete authority within his/her area. Students are expected to adhere to all school and shop regulations. Infringement of any set rule prescribed by the school may be cause for dismissal from the program/class. Students are not permitted to be in the lab/classroom before the start of class without the instructor present.

The Boards of Education of Brown & Clermont Adult Career Campuses at Southern Hills Career and Technical Center, and US Grant Career Center, pursuant to Ohio Revised Code 3313.66, adopts this code of regulations. Any pupil engaging in the types of conduct, either specifically or generally, mentioned here, is subject to termination from program/class.

The types of conduct prohibited by this Code of Regulations are as follows:
1. Use of tobacco or tobacco products while in school or outside the building (if applicable)
2. Damage or destruction of school property on or off school premises
3. Unauthorized use or possession of property belonging to others
4. Assault on a school employee, student, or other person on the school premises, while in the custody or control of the school, or in the course of a school-related activity.
5. Possession or use of dangerous weapons
6. Fighting
7. Chronic misbehavior, which disrupts or interferes with any school property
8. Disregard of reasonable directions or commands by school authorities including school administration instructors
9. Present in areas during school hours or outside school hours where a student has no legitimate business without permission of the school administration or instructors
10. Demonstrations by individuals or groups causing disruption to the school program
11. Disrespect to instructors or school authorities
12. Falsifying of information given to school authorities in the legitimate pursuit of their jobs
13. Placing of signs/ slogans on school property without the permission of school authorities
14. Extortion of a pupil or school personnel
15. No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or any toxicant of any kind. The term drugs as used in these rules also include: look alike, substitutes, and/or placebos, carrying an explicit or implied representation as a drug
16. Turning in a false fire, tornado, bomb or disaster alarm
17. Forgery of school related documents
18. Cheating or plagiarizing
19. Lying
20. Gambling
21. Publication of obscene or pornographic materials
22. Use of indecent or obscene language in oral or written form
23. Indecent exposure
24. Distribution of pamphlets, leaflets, buttons, or insignias without permission from school authorities
25. Unauthorized use of fire arm
26. Failure to abide by reasonable dress appearance established by administration or board of education
27. Disobedience of driving regulations while on school premises
28. Willfully aiding another person to violate school regulations
29. Commission of any act on school premises or school activity in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code (if applicable)
30. Any other activity that a pupil knows or should know will disrupt the academic process or curricular activity either on the school premise where a school related activity is taking place.

ADMINISTRATION OF STUDENT DISCIPLINARY CODE
The Adult Education Director, or designee, shall administer the student disciplinary code and shall use his/her professional judgement in determining the most appropriate disciplinary action to be taken in each individual case. If a student commits a crime while under the school’s jurisdiction, he/she may be subject to school disciplinary action as well as to action by the community’s legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DISCIPLINE OPTIONS
In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school, on school property, in a school vehicle, off school grounds immediately before or after school, on the way to and from school, at any school-sponsored activity on or off school grounds, a violation on the part of a student or any one or more of the rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an activity, administrative conference, emergency removal, removal from a school vehicle, suspension from school, or dismissal from school.

SEXUAL HARASSMENT
All persons associated with this district are expected to conduct themselves at all time in a non-sexually harassing manner. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Prohibited sexual harassment includes, but is not limited to, slurs, verbal, non-verbal or physical conduct of a sexual or harassing nature.

CARE OF PROPERTY
Students are responsible for the care of their own personal property. The school will not be responsible for personal property. If a student does damage to or loses school property, the student will be required to pay for the replacement or repair and will also be subject to disciplinary action.
SAFETY FIRST
Brown & Clermont Adult Career Campuses promote and enforce safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be constantly reviewed and emphasized by instructors. Students must follow all safety regulations and report all accidents or injuries to their instructor immediately. Failure to follow safety regulations will result in disciplinary action.

LAB / SHOP / CLASSROOM REGULATIONS
All hand tools will be issued by the instructor and must be returned by the adult education student to whom the tool has been issued. The student will be held accountable for tools assigned and not returned. Equipment used during the class session is to be cleaned and left in the same or better condition and placed back where it was found at the start of class. All students will be responsible for the cleanliness of the shop, lab and classroom area. Each instructor will designate clean-up procedures and all adult education students will be expected to participate. The lab/classrooms should be cleaned daily before the end of class.

SEARCH AND SEIZURE
Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student’s consent. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return the items which have been confiscated.

SMOKING
Smoking is not permitted at any of the Brown & Clermont Adult Career Campuses.

FEDERAL PELL GRANT PROGRAM
PELL Grants are awarded based on student’s need and are not required to be paid back to the institution, unless the student withdraws. Other financial aid may be available through WIOA, the Bureau of Vocational Rehabilitation, Veteran’s Benefits and other tuition assistance plans.

STUDENT ELIGIBILITY
Students must meet the following requirements to qualify for PELL Grant funds.

- **ENROLLMENT** - A student must be a full-time student enrolled in an eligible program (600 + hours required attendance).
- **CITIZENSHIP** – A student must be a U.S. citizen, or an American national, or a permanent resident of the U.S., or an eligible non-citizen.
- **SELECTIVE SERVICE** – Anyone required to register for Selective Service must do so prior to receiving financial aid.
- **DEFAULT STATUS** – Anyone currently in default on a student loan or owing a Title IV grant repayment at any institution will not be eligible for student aid.
- **ACADEMIC QUALIFICATIONS** – A student must have a GED or high school diploma.
- **SATISFACTORY ACADEMIC PROGRESS & SATISFACTORY ATTENDANCE** - See policy pages.
- **VERIFICATION** – The student must be able to verify application data with appropriate documentation (W-2 forms, tax forms, transcripts, etc.).
APPLICATION PROCEDURE

- Students requesting financial aid must be registered in a full-time program.
- Students must complete the Free Application for Federal Student Aid (FAFSA). Students can complete the FAFSA online at www.fafsa.ed.gov. Our financial aid coordinator is available to assist with completing this form. (Call 513-729-9101 to make an appointment.)
- Student must bring the following to complete the FAFSA:
  - Signed copy of their income tax forms (1040, etc.) and W-2 forms.
  - Proof of high school graduation or GED certificate, when applicable.
  - Documentation of income from social agencies, social security, ADC, child support, or any other source of untaxed income.
  - Dependent students will need the above information for themselves and their parents.
  - Name and address of any other post-secondary schools attended.

After the FAFSA has been processed by the Department of Education, a Student Aid Report will be issued to the student. The school can then determine the amount of the student’s award. FUNDS WILL NOT BE DISBURSED UNTIL ALL CONFLICTING DATA IS RESOLVED.

Determination of Dependency

Federal guidelines define the difference between an independent student and a dependent student. You are considered an independent student if you meet any of the criteria below:

- You will be 24 years old prior to January 1st of the upcoming year.
- You are married as of the date you submitted the FAFSA.
- You have children that receive more than half of their support from you.
- You have dependents (other than children or spouse) that receive more than half their support from you.
- You are/were an orphan or ward of the court until age 18 or you are emancipated.
- You are serving on active duty in the U.S. Armed Forces (other than training) or you are a veteran of the U.S. Armed Forces.
- You are an unaccompanied youth who is homeless or in danger of being homeless.

If the student does not meet any of the criteria above, the student is considered dependent and parents must complete part of the FAFSA and provide their financial information.

DISBURSEMENT OF FUNDS

PELL awards are disbursed only after a valid Institutional Student Information Record is received. Students selected for verification must have all verification completed before funds are disbursed to their accounts. Funds will be disbursed in two equal segments. Awards will be applied directly to the student’s school account. Funds in excess of the school tuition, fees, and books will be awarded by the Treasurer via mail, in the form of a check.

Attendance and academic progress are checked each term to determine eligibility of Title IV funds. In the event that the student withdraws from the program, the student may be required to back Pell funds.
RETURN OF TITLE IV FUNDS
Brown & Clermont Adult Career Campuses only offer federal financial aid in the form of Title IV PELL Grants. Student loans are not offered. All Title IV funds are applied directly to the student’s tuition in their student account. It is rare that students receiving only PELL Grants will receive a refund.

PELL Grant funds are accessed at the 60% mark of each program. Students who withdraw from a program after the 60% mark receive the full amount of the PELL Grant toward the tuition for the payment period. Students who withdraw before the 60% mark have their PELL Grant award determined by the R2T4 formula. Only those awards earned are applied to the student’s account.

Date of Withdrawal:
The student’s date of withdrawal is determined by the date a Withdrawal Form is completed or is the last day of attendance when a student has missed two consecutive weeks of class.

Withdrawal prior to the 60% mark of a payment period:
A student begins earning Title IV funds on their first day of attendance. Therefore, even if a student withdraws before a school’s census date (60% of the semester), the school will perform a return calculation using the number of days the student attended, or the number of scheduled clock hours the student attended class. If the student’s calculated earned PELL Grant is less than the school’s tuition schedule, the student is responsible for the difference.

COST OF ATTENDANCE SCHEDULE 2019-2020
Ohio Peace Officer Training Program

<table>
<thead>
<tr>
<th></th>
<th>(Dependent)</th>
<th>(Independent)</th>
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<tbody>
<tr>
<td>TESTING FEE (Non-refundable)</td>
<td>$ 75</td>
<td>$ 75</td>
</tr>
<tr>
<td>TUITION, BOOKS &amp; LAB FEES</td>
<td>$5,400</td>
<td>$5,400</td>
</tr>
<tr>
<td>LIVING EXPENSES</td>
<td>$2,500</td>
<td>$8,396.80</td>
</tr>
<tr>
<td>CHILD CARE (or actual expenses)</td>
<td>$1,750 /child</td>
<td>$1,750 /child</td>
</tr>
<tr>
<td>TOTAL (WITHOUT CHILDREN)</td>
<td>$7,975</td>
<td>$13,871.80</td>
</tr>
<tr>
<td>TOTAL (WITH CHILDREN)</td>
<td>$9,725</td>
<td>$15,621.80</td>
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COST OF ATTENDANCE SCHEDULE 2019-2020
Welding Program (Full-Time)

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<thead>
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<th>(Independent)</th>
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<tbody>
<tr>
<td>TESTING FEE (Non-refundable)</td>
<td>$ 75</td>
<td>$ 75</td>
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<tr>
<td>TUITION, BOOKS &amp; LAB FEES</td>
<td>$6,000</td>
<td>$6,000</td>
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<tr>
<td>LIVING EXPENSES</td>
<td>$2,500</td>
<td>$8,396.80</td>
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<td>CHILD CARE (or actual expenses)</td>
<td>$1,750 /child</td>
<td>$1,750 /child</td>
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<tr>
<td>TOTAL (WITHOUT CHILDREN)</td>
<td>$8,575</td>
<td>$14,471.80</td>
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<tr>
<td>TOTAL (WITH CHILDREN)</td>
<td>$10,325</td>
<td>$16,221.80</td>
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</table>

REV 9/16/20
OTHER SOURCES OF ASSISTANCE

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

Workforce Investment and Opportunity Act (WIOA) – Assistance may be available for students who are economically disadvantaged or dislocated workers. Contact your local Ohio Means Jobs office for information and eligibility requirements.

PAYMENT PLANS

Oftentimes, students do not have enough funds available to pay for the total cost of a certificate program prior to the start of class. If this is the case, payment plans are available. Contact the financial aid coordinator at 513-729-9101.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

Any person or group, having a legitimate interest in the Brown & Clermont Adult Career Campuses operations shall have the right to present a request, suggestion, or complaint, concerning Adult Education personnel, programs, or operations. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the students wishing to express a concern should follow Board Policy #9130 Public Complaints. The Board Policy can be found on the school websites, www.shctc.us or www.grantcareer.com.

Any requests, suggestions, or complaints, shall be considered according to the following procedures:

A. First Level

If it is a matter specifically directed toward an Adult Education staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Adult Education Director.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the Adult Education Director.
C. Third Level
If a satisfactory solution is not achieved by discussion with the Adult Education Director, a written request for a conference shall be submitted to the Superintendent. This request should include:
1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level
Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board. The Board, after reviewing all material relating to the case, shall grant a meeting before the Board. The complainant shall be advised of the Board's decision, no later than the next regular scheduled board meeting.

E. Fifth Level
If not resolved after following the above policy, contact the Council on Occupational Education, 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA, 30350; Telephone (770) 396-3898; Fax (770) 396-3790; www.council.org.

PROGRAM GUIDELINES
The policies and procedures in this handbook are designed for the majority of the programs offered at Brown & Clermont Adult Career Campuses. Programs have their own policies and procedures for attendance, grades, etc.; therefore, you must follow the guidelines of your selected program of training. You will receive the guidelines at orientation.

ADULT EDUCATION STAFF
Roster of Administrative and Supervisory Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Degree</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker, Richelle</td>
<td>STNA Coordinator</td>
<td>Master of Education</td>
<td>Bowling Green State University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Science in Nursing</td>
<td>College of Mount St Joseph</td>
</tr>
<tr>
<td>Carrington, Vicki</td>
<td>Adult Education Director</td>
<td>Master of Business Administration</td>
<td>Thomas More College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Arts</td>
<td>University of Cincinnati</td>
</tr>
<tr>
<td>Carson, Randy</td>
<td>Law Academy Coordinator</td>
<td>OPOTA Certification</td>
<td>Ohio Attorney General</td>
</tr>
<tr>
<td>Falck, Amber</td>
<td>Medical Program Coordinator</td>
<td>CET, CPT, CPhT, STNA</td>
<td>National Healthcareer Association</td>
</tr>
<tr>
<td>Hakel, Susan</td>
<td>Curriculum Director</td>
<td>Master of Education</td>
<td>Wright State University</td>
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<td></td>
<td>Bachelor of Science</td>
<td>University of Cincinnati</td>
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<tr>
<td>Peters, William</td>
<td>Welding Coordinator</td>
<td>Certified Welding Inspector</td>
<td>American Welding Society</td>
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<tr>
<td>Short, Leonard</td>
<td>Financial Aid/Testing Coordinator</td>
<td>Master of Education</td>
<td>Xavier University</td>
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<td></td>
<td></td>
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<td>Bowling Green State University</td>
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<tr>
<td>Waterfield, Carl Ryan</td>
<td>EMS/ Fire Coordinator</td>
<td>Associate of Applied Science</td>
<td>University of Cincinnati</td>
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</table>

ADULT EDUCATION CLERICAL STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Burton, Linda</td>
<td>Secretary, Southern Hills CTC</td>
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</tr>
<tr>
<td>Caudill, Kim</td>
<td>Enrollment Coordinator, Grant CC</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Degree</td>
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<tr>
<td>Adkins, Bill</td>
<td>Instructor, Fire and EMS</td>
<td>Paramedic</td>
</tr>
<tr>
<td>Baird, Mark</td>
<td>Instructor, EMS</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Baker, George</td>
<td>Instructor, Basic Peace Officer Academy</td>
<td>OPOTA Certification</td>
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<tr>
<td>Barber, Jacob</td>
<td>Instructor, Fire and EMS</td>
<td>Paramedic</td>
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<tr>
<td>Bennett, Rhonda</td>
<td>STNA</td>
<td>Registered Nurse</td>
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<tr>
<td>Bentley, Claude</td>
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<td>Paramedic</td>
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<tr>
<td>Brewer, Mark</td>
<td>Instructor, Basic Peace Officer Academy</td>
<td>OPOTA Certification</td>
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<tr>
<td>Crank, Kenneth</td>
<td>Instructor, Fire and EMS</td>
<td>Paramedic Associate of Technical Studies</td>
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<td>Eagan, Doug</td>
<td>Instructor, Phlebotomy</td>
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<tr>
<td>Haas, James</td>
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<td>Paramedic</td>
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<tr>
<td>Hauke, Craig</td>
<td>Instructor, EMS</td>
<td>Paramedic</td>
</tr>
<tr>
<td>Jodrey, Tina</td>
<td>Instructor, MA and EMS</td>
<td>EMT and RMA</td>
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<tr>
<td>Jones, Danny</td>
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<tr>
<td>Mount, Bryan</td>
<td>Instructor, Basic Peace Officer Academy</td>
<td>OPOTA Certification</td>
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<tr>
<td>O'Neil, Sean</td>
<td>Instructor, Phlebotomy</td>
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<tr>
<td>Rabold, Don</td>
<td>Instructor, Basic Peace Officer Academy</td>
<td>Bachelor of Criminal Justice</td>
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<tr>
<td>Raisor, Colton</td>
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<td>AWS Certification</td>
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<tr>
<td>Reeves, Lisa</td>
<td>Instructor, EMS</td>
<td>Paramedic</td>
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<tr>
<td>Robinson, Ronald</td>
<td>Instructor, Basic Peace Officer Academy</td>
<td>OPOTA Certification</td>
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<tr>
<td>Roche, Robin</td>
<td>Instructor, Basic Peace Officer Academy</td>
<td>Associate of Arts</td>
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<td>Rymer, Nick</td>
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<tr>
<td>Schmid, Edwin</td>
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<td>OPOTA Certification</td>
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<tr>
<td>Seaman, Brandon</td>
<td>Instructor, Fire</td>
<td>Bachelor of Science</td>
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<tr>
<td>Sheeley, Jonathon</td>
<td>Instructor, Basic Peace Officer Academy</td>
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<tr>
<td>Shouse, Jared</td>
<td>Instructor, Phlebotomy</td>
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<tr>
<td>Smith, Faith</td>
<td>Instructor, STNA</td>
<td>LPN</td>
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<tr>
<td>Spencer, Treavor</td>
<td>Instructor, Basic Peace Officer Academy</td>
<td>OPOTA Certification</td>
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<tr>
<td>Sweet, Amy</td>
<td>Instructor, EKG Tech, Medical Assisting</td>
<td>OPOTA Certification</td>
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<tr>
<td>Thompson, Nicholas</td>
<td>Instructor, Basic Peace Officer Academy</td>
<td>Associate of Applied Science</td>
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<tr>
<td>Waterfield, Carl Ryan</td>
<td>Instructor, Fire and EMS</td>
<td>RN Associate Degree</td>
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<tr>
<td>Watson, Regina</td>
<td>Instructor, STNA</td>
<td>RN Associate Degree</td>
</tr>
<tr>
<td>Willis, Duane</td>
<td>Instructor, Fire and EMS</td>
<td>FFII/ EMT</td>
</tr>
</tbody>
</table>