

Consumer Information

Aparicio- Levy Technical College

Consumer Information

2018-2019

Contents

Financial Aid Consumer Information Disclosures:	4
1. Types of Financial Aid	4
Grants and Work study	4
Scholarships	4
Non-Need Based Funding Sources	4
Loans Not Available	4
2. Contact Information for Obtaining Financial Aid Assistance (School Websites, Student Handbook)	5
3. How to Apply For Financial Aid (School Websites, Student Handbook)	5
Free Application for Federal Student Aid (FAFSA)	5
Student Aid Reports (SAR/ISIR) (In student files in Financial Aid)	5
4. Verification (Financial Aid Office)	6
Verification documentation	6
Dependency Status	7
5. Satisfactory Academic Progress Policy (Student Handbook, Financial Aid Office)	7
Qualitative Progress:	7
Quantitative Progress:	7
Incompletes/Withdrawals/Transfer Credits:	8
Financial Aid Warning:	8
Financial Aid Probation:	8
Appeal	8
6. Definition of Financial Need (School Websites)	9
7. Financial Aid Packaging Procedures (Financial Aid Office)	9
8. Financial Aid Disbursement Schedule (Financial Aid Office)	9
9. Rights and Responsibilities (Financial Aid Office, School Website)	10
Student Rights	10
Student Responsibilities	10
10. Return to Title IV (Financial Aid Office)	11
Withdrawal Date	11
Process for Calculation of Amount of Title IV aid earned by student	11
Post-Withdrawal Disbursement	11
Title IV aid to be returned: COLLEGE and student	12
11. Terms and Conditions of Federal Work Study (Financial Aid Office)	12
12. Loans	12

No Loans Available on College Campus.....	12
13. National Student Loan Data System (NSLDS)	12
Information about College Campuses	13
14. Family Educational Rights and Privacy Act (FERPA)	13
15. Services Available to Students with Disabilities (Student Handbook)	13
16. Student Body Diversity (College Navigator Website).....	13
17. Textbooks and Supplies Information (Financial Aid Office, Student Services).....	14
18. Voter Registration	14
19. Net Price Calculator (School Websites)	14
20. Transfer of Credits (Student Handbook)	14
21. Cost of Attendance (Financial Aid Office)	15
22. Refund Policy (Student Registration Form)	16
Adult Education Block Tuition	16.
Continuing Education Course Tuition.....	16
Postsecondary Adult Vocational (PSAV) and Applied Technology Diploma (ATD) Program Tuition	16
23. Withdrawal Policy (Student Handbook).....	16
24. Accreditation Source and Information (School Website).....	16
Council of Occupational Education	16
Florida Department of Education (http://www.fldoe.org/workforce/).....	17
Letter of Public Status giving permission for College Campuses to provide PSAV programs.	17
25. Names and Titles of Financial Aid Personnel (School Handbook, Websites)	17
26. Completion Rates (IPEDS Report and School Websites)	17
27. Gainful Employment (School Websites).....	17
28. Campus Safety and Security (School Handbook, Flyer Financial Aid)	17
29. School Copyright/Cheating/Plagiarism Policies	17
30. Drug Policy	18
31. Constitution and Citizenship Day	19

Financial Aid Consumer Information Disclosures:

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 Aparicio-Levy 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 paper copy, contact the Financial Aid Office.

1. Types of Financial Aid (School Websites, Financial Aid Office)

Federal, State, Local, private, and institutional student financial assistance programs are available to students. The institution uses a valid student aid report from the [FAFSA](#) to determine need for all grant aid funding.

Grants

- Federal Pell Grants disbursed to students who establish eligibility and have a valid ISIR in Pell eligible programs of 600 hours or more.
- Federal Campus Based Grants are disbursed to students who exhibit need and have a valid ISIR.
- Florida Student Assistance Grants – Florida State grant through OSFA.
- District Financial Aid – Florida state aid based on the amount of tuition reported by the schools.

Scholarships

- Florida Bright Futures Scholarships – Florida state scholarship earned in high school with criteria established by the state.
- Hillsborough Education Foundation – a charitable organization that invests community resources to help students achieve academic success
- Bailey Family Foundation Scholarships - The Foundation provides financial assistance to students based on their academic record, financial need and level of community involvement.
- Other scholarships earned by students through organizations and associations

Non-Need Based Funding Sources

- Florida Prepaid Funds – Florida Pre-Paid accounts are billed for student tuition and other allowable expenses.
- Vocational Rehabilitation – Both state and federal vocational rehabilitation services are provided to students.
- Florida Workforce Funds – WIA students establishes eligibility for students for their services and uses valid student ISIRS provide by financial aid advisors for needs analysis.
- Veterans' Education Benefits – All GI Bill chapters are accepted including dependent transfer of benefits.
- Employer Tuition Reimbursement – Several local employers are billed by the school for tuition and allowable expenses or reimburse students as the employer chooses.

Loans Not Available

- No loans are processed at Aparicio-Levy Technical College.
- Each center reports enrollment to the [National Loan Data Base System](#) in order to defer previous student loans.

2. Contact Information for Obtaining Financial Aid Assistance (School Websites, Student Handbook)

Prospective or enrolled students who have questions about obtaining financial aid should contact the Financial Aid Office listed below. Aparicio-Levy Technical College also has information regarding how to obtain financial assistance.

The Office of Financial Aid
5410 N. 20th Street
Tampa, Florida 33610
813-231-1907

Aparicio-Levy Technical College
10119 East Ellicott Street
Tampa, Florida 33610
813-740-4884

3. How to Apply for Financial Aid (School Websites, Student Handbook)

Free Application for Federal Student Aid (FAFSA)

All students must complete the application process through FAFSA on the Web at www.fafsa.ed.gov. The school financial aid office will assist in any questions and concerns you have in completing this application. Computers are available at each of the College sites so that students may complete the application online at the school.

Read each question on the application and answer as instructed. If you are selected for verification of the information you provide, you will be asked for documentation to prove your answers are correct – so answer carefully and truthfully.

- Keep in mind that you must obtain a FSA ID before you fill out the form.
- Use your 2016 Income tax information to fill out 2018-2019 application.
- **Note:** Use IRS Data Retrieval Tool to transfer your data from IRS to FAFSA
- If you were born before January 1, 1994 – do not answer income (IRS) questions about your parents – you are ***independent***.
- If you are under 24, born after January 1, 1994, you must include parent/ step-parent's income or adoptive parent's income. ***Do not*** provide grandparent or guardian income information.
- If you are an ***eligible non-citizen*** make sure you correctly enter your Alien registration number.
- Any male 18-25 who has not registered with selective service should click on ***Register Me*** (you will not be eligible for Federal Aid if you do not register for selective service).
- If you plan to attend Aparicio-Levy Technical College:
 - a. Check that you are a 1st year undergraduate student.
 - b. Pell Grant is prorated based on the number of hours of the program and the student's EFC.
- Other documents you may need to fill out the FAFSA are your driver's license, W2 forms, records of untaxed income, child support, veteran's non-education benefits, bank statements.

Student Aid Reports (SAR/ISIR) (In student files in Financial Aid)

- The information you reported on the FAFSA is reflected on the Institutional Student Information Record (SAR/ISIR). You will receive the report in your email if you submitted an email address when you applied.
- The school will also receive a copy of the report in their federal data base within 3 days of your submission.

- The Expected Family Contribution (EFC) reported on the SAR/ISIR is used to determine your eligibility for Federal Pell and Campus-Based funds (FSEOG and Work Study).
- Contact the Office of Financial Aid at the campus of your choice by phone or in person to confirm any data on the student aid report that may need correction.

4. Verification (Financial Aid Office)

Verification documentation if applicable.

- You may be selected for a process called verification by either the Department of Education or by your school. Verification requires documenting the information you reported on your FAFSA. If verification is required, the financial aid office will contact you and request the appropriate documentation.
- For the 2018-2019 award years, there are three kinds of Verification Flags with attending documentation required for each.
- You will be contacted by your financial aid officer if you have a verification flag and instructed to bring documents needed.
- No financial aid will be disbursed until all verification materials have been submitted to the office of financial aid.

Your institution is required by Federal regulations to make referrals to the Department of Education and Department of Justice if it is suspected that aid was requested under false pretenses.

Aparicio-Levy Technical College Verification

- Verification is a review process in which the Office of Student Financial Assistance determines the accuracy of various data elements reported by the student/parent on the student's **Free Application for Federal Student Aid** (FAFSA). The U.S. Department of Education selects approximately 30% of all aid applicants for verification.
- The verification process ensures that eligible students receive all the financial aid they are entitled to receive and prevents ineligible students from receiving aid they are not entitled to receive.
- **Important:** Please submit all requested forms and supporting documentation together at the same time. No processing can take place until all documentation is received.
- **Participation in the verification process is not optional.** If the student does not submit the requested documentation, the student will not be eligible to receive federal financial aid.

Note: Depending on the time of year, the verification review process can take up to 20 business days from the time the Financial Aid receives all requested required documents. The process can take longer if additional nonstandard documentation is required.

Link to the IRS on the FAFSAA - Documentation

- Link to the IRS when submitting FAFSA –ISIR request field (2)
- Link available February 3, 2018 – if taxes filed
- Anyone who cannot or will not link to IRS must provide **TAX TRANSCRIPT**.
- The IRS Data Retrieval is **not** available for the following situations:
- The student did not indicate on the application that the tax return has been completed.
 - a. The marriage date is January 2017 or later.
 - b. The first three digits of the SSN are 666.
 - c. The tax return was amended.
 - d. The person filed a Puerto Rican or foreign tax return.

- e. The person is married and filed the tax return either as head of household or married but filing a separate return.
- f. Neither married parent entered a valid SSN.
- g. A non-married parent or both married parents entered all zeroes for the SSN.

Dependency Status

Dependent students must report parental information on the Free Application for Federal Student Aid (FAFSA). Dependent students meet all the following conditions:

- ✓ Unmarried
- ✓ Under the age of 24
- ✓ No legal dependents
- ✓ Not a veteran of the U.S. armed forces
- ✓ Not a graduate student (beyond a bachelor's degree)
- ✓ Not a ward of the court or parents are not deceased

Independent students meet at least one of the following criteria and does not report parental information on the FAFSA:

- ✓ Age 24 or older
- ✓ Married
- ✓ Has a legal dependent other than a spouse
- ✓ An orphan/ward of the court (or were until age 18)
- ✓ A veteran of the U.S. armed forces
- ✓ Both parents are deceased
- ✓ Enrolled in a graduate or professional program (beyond a bachelor's degree)
- ✓ Emancipated minor
- ✓ In legal guardianship

Note: At any time on or after July 1 of the tax year used on the FAFSA, the student was:

- Declared an unaccompanied youth by the student's high school or by the U.S. Department of Housing and Urban Development
- Declared homeless by a Youth Center.

5. Satisfactory Academic Progress Policy (Student Handbook, Financial Aid Office)

Aparicio-Levy Technical College requires students to maintain satisfactory academic progress AT ALL TIMES to continue eligibility. Federal student aid regulations require both Quantitative and Qualitative measures of progress. This means satisfactory progress of program hours and weeks, as well as, maintaining a cumulative passing grade.

Qualitative Progress:

- Students are required to maintain a "C" grade average or better (2.0) for satisfactory academic progress (SAP).
 - The cumulative period for attendance, grades and progress is from the beginning to the end of your program.

Quantitative Progress:

- Maximum Time Frame - Students with excessive absences resulting in the inability to complete their designated program within 150% of program hours will be withdrawn.
- Pace – Students are required to be in attendance for 75% of the scheduled hours in a payment period to have satisfactory academic progress.
- Attendance is checked at the end of the scheduled hours in a payment period.

Incompletes/Withdrawals/Transfer Credits:

- Students who receive incompletes must complete the work (Occupational Completion Points (OCP's) before continuing. If the student cannot finish the program within 150% of the total program hours, he/she is withdrawn.
- If a student withdraws, the number of hours completed and the GPA are recorded in the student account and withdrawal codes.
 - A student who withdraws and then reenters after 180 days, may receive aid to repeat the program.
 - A student who withdraws and then reenters before 180 days, may receive aid for the remaining hours in the program.
- When a student transfers credits, the school determines how many clock hours will be remaining in the program, and the student receives aid for the remaining hours.

Financial Aid Warning:

- Pell students who do not meet appropriate attendance and grade requirements at the end of a payment period will be issued a **Financial Aid Warning** for the next payment period.
 1. A warning is an indication that the student is not progressing satisfactorily.
 2. Students are permitted one warning payment period, and will remain Pell eligible at that time.

Financial Aid Probation:

- Students who fail to meet satisfactory academic progress by the end of the second payment period will be placed on **Financial Aid Probation**.
- Probation means a student is failing to make satisfactory academic progress and successfully appeals.
- In order to maintain federal aid eligibility, a student must make an appeal
- If it is determined, based on the appeal, that the student will require more than one payment period to meet progress standards, the student may be placed on probation and develop an academic plan for the student.
- A review the student's progress at the end of one payment period is required of a student on **Financial Aid Probation** status, to determine if the student is meeting the requirements of the academic plan.
- If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid -- as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

Appeal

- Appeal is the process by which a student who is not meeting SAP petitions the school for reconsideration of eligibility for Federal Title IV funds.
- Students experiencing a significant life change, including, but not limited to, change of employment, homelessness, prolonged illness, pregnancy, death of immediate family member, etc. may present documentation to the Financial Aid office for consideration.
- Financial Aid personnel provide appeal handout with instructions for the student.

SAP Appeal Requirements

In order to appeal any decision regarding your financial aid status, you must complete this form to request an exception to the Satisfactory Academic Progress (SAP) Policy. Your appeal **must** include the following items to be considered complete (incomplete appeals will not be considered):

1. This appeal form signed and dated.
2. A **detailed**, signed personal statement explaining the circumstances that caused you to fall below the minimum academic requirements for financial aid (statement should be typed and attached to this form). **It is assumed by the Financial Aid Appeal Committee that any student filing an appeal is doing so based upon the need for financial aid. Therefore, do not discuss your need for financial aid as part of your rationale for reinstatement of Title IV Federal Financial Aid.** This statement should include:

- A. The date(s) the circumstance occurred (i.e., one time, on-going, length),
- B. How this circumstance affected you personally, and
- C. The steps you have taken to resolve your circumstances and your ability to make Satisfactory Academic Progress.
- D. Documentation from an impartial third party (not a family member, friend, or roommate). Examples of third party documentation include physician, counselor, lawyer, social worker, teacher, religious leader, employer, death certificate, divorce decree, etc.

Documentation:

- 1. Must include the name of the person providing the statement and their relationship to the student,
- 2. Must support the claims made in your detailed personal statement,
- 3. Should confirm your ability to return to school and be successful; and
- 4. Must be signed and notarized or on letterhead.

6. Definition of Financial Need (School Websites)

Students are packaged for financial aid (given financial aid from several of the programs for which a student is eligible) based on the student's financial need. Financial need is determined by a student's Expected Family Contribution (EFC) (computed from information provided on the Free Application for Federal Student Aid) as compared to College Campuses' Cost of Attendance (COA). Those who have a positive number remaining after the EFC is subtracted from the Cost of Attendance may qualify for some need based aid sources.

For the 2018-2019 award year, Aparicio-Levy Technical College defines the neediest students as those whose EFC = 0. EFC calculations range from 0-5486 for Title IV eligibility. Students with an EFC of 5487 or above are not eligible for Title IV funds at the Campuses. However, other aid may be available for students with higher EFC's. Students interested in pursuing other aid should contact the financial aid office at their career center of interest.

7. Financial Aid Disbursement Schedule (Financial Aid Office)

Aparicio-Levy Technical College chooses to disburse all Pell grant financial aid funds to eligible students in two disbursements per award year by clock hour payment periods. Scholarships and other funding sources are handled variously based on the requirements of the funding source.

Pell Grant Credit Balances are delivered in a paper check to the student in the bursar's office at the school site.

- Program hours are divided in two payment periods per award year
- Examples of how payment periods are calculated:
 - 1. 600 hrs programs = 2 payment periods of 300 hrs each
 - 2. 900 hrs program = 2 payment periods of 450 hrs each
- Students cannot receive payment for their second payment period until all hours in the first payment period have been attended.
- Credit balance disbursements are made to eligible students before 60% of the payment period. (*Federal Register* -)
- No disbursements will be made until students have submitted all verification documents and have received financial aid clearance.

8. Rights and Responsibilities (Financial Aid Office, School Website)

Student Rights

You have the right to know the following:

1. Information on all financial assistance available, which includes all federal, state, and institutional financial aid programs.
2. Disclosure of deadlines for applications of each financial aid program and for any supporting documentation.
3. Specific information regarding fees, tuition and the refund policy for those who drop out of school (withdraw).
4. An explanation of how students are selected for receipt of financial aid and how financial need is determined. This process includes a consideration of costs of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, etc., plus the student's income and assets, parental contribution, other financial aid (such as scholarships) and so on.
5. Knowledge of what resources are considered in the calculation of student need.
6. Knowledge of how a financial aid package is determined.
7. An explanation of various programs awarded in the student's financial aid package. If a student feels unfairly treated, a reconsideration of the award may be requested.
8. An explanation what portion is grant aid or work study and does not need to be repaid.
9. Knowledge of how Aparicio-Levy Technical College determines whether students are making "satisfactory academic progress" and the consequences of not meeting this requirement.
10. A student has the right to challenge or appeal the student's financial aid award or any other decision of the Financial Aid Office pertaining to the student, which does not fall under the jurisdiction of federal or state regulations. The right includes: answers to questions, explanations of policies and decisions and request for reconsideration.
11. The names of organizations which accredit and authorize the school to operate. (School Website)
 - a. Accreditation: Council of Occupational Education
 - b. Authorizations: Authorized by Florida Department of Education to provide Post-Secondary Adult Vocational programs to students. (Letter of Public Status on file in Financial Aid)
12. The school's job placement rates of students who are working in jobs relevant to their program of study.
13. About the programs, faculty, and the physical facilities at the school.

This booklet, the school's catalogue, the school handbook, the school website, and other available publications from the school, will provide you with the information you have a right to know. If upon review of all the information available to you, you have additional questions, you are encouraged to consult the Financial Aid personnel at your school.

Student Responsibilities

If you are applying for Title IV Aid, it is your responsibility to:

1. Review and consider all information about Aparicio-Levy's academic programs before enrolling.
2. Complete your Free Application for Federal Student Aid (FAFSA) accurately and submit it on time. Errors can delay, and in some cases prevent you from receiving aid. Intentional misreporting of information on application forms for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and subjects the student's application to denial. Additionally, regulations require that all cases of suspect fraud emanating from misrepresentation, be reported to the Office of the Inspector General.
3. Contact the Financial Aid Office as soon as your Student Aid Report has been received.

4. Know all the deadlines for applying and renewing aid and meet them.
5. Provide all supporting documentation, corrections, and/or new information upon the request of the financial aid office.
6. Notify your school of any information that has changed since you applied.
7. Read and understand all forms you are asked to sign (including FAFSA, Statement of Educational Purpose, Authorization for the school to use your Pell for expenses, etc.).

9. Return to Title IV (Financial Aid Office)

Federal financial aid ("Title IV funds") is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant College withdraws after beginning attendance, the amount of Title IV grant assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the student receives less Federal Student Aid than the amount earned, Aparicio-Levy offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement.

Withdrawal Date

See "Withdrawal Procedures" for an explanation of withdrawal procedures at Aparicio-Levy. The withdrawal date established by Aparicio-Levy is the date used by the Financial Aid Office to determine the point in time that the student is considered to have withdrawn so the percentage of the payment period completed by the student can be determined. The percentage of Title IV aid earned is equal to the percentage of the payment period completed.

Process for Calculation of Amount of Title IV aid earned by student

The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

If the day the student withdrew occurs on or before the student completed 60% of the payment period, the percentage earned is equal to the percentage of the payment period that was completed.

If the day the student withdrew occurs after the student has completed more than 60% of the payment period, the percentage earned is 100%.

Post-Withdrawal Disbursement

If the student receives less Federal Student Aid than the amount earned, Aparicio-Levy offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement. Without obtaining a student's permission, Title IV grant funds from a Post-withdrawal disbursement are credited to a student's account to pay for tuition and fees for the term for which the student is eligible for a Post-Withdrawal disbursement **or** are disbursed directly to the student. Aparicio-Levy must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges and must notify the student no later than 30 calendar days after the date that Aparicio-Levy determines the student withdrew. Aparicio-Levy notifies students by letter that they are eligible for a Post-withdrawal disbursement and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, Aparicio-Levy states it is not required to make the Post-Withdrawal disbursement if the student does not respond by the deadline.

Title IV aid to be returned: College and student

If the student receives more Federal Student Aid than the amount earned, Aparicio-Levy, the student, or both must return the unearned funds in a specified order as follows:

1. Federal Pell Grants for which a return of funds is required.
2. FSEOG Funds for which a return of funds is required.

When a Return of Title IV funds is due, Aparicio-Levy and the student may both have a responsibility for returning funds. Funds that are not the responsibility of Aparicio-Levy to return must be returned by the student. Aparicio-Levy exercises its option to collect from the student any funds Aparicio-Levy is obligated to return, and funds required for Aparicio-Levy to return will become a debit on the student's account which the student will be responsible for paying. This charge is not reported to the Department of Education and simply remains as a debit on the student's account with Aparicio-Levy.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, Aparicio-Levy will notify the student that he or she must repay the overpayment. In its notification Aparicio-Levy will inform the student that the student owes an overpayment of Title IV funds, that the student's eligibility for additional Title IV funds will end if the student fails to pay Aparicio-Levy by the 45th day following the date the college sent notification to the student, and that if the student fails to pay during the 45-day period, the student's overpayment immediately must be reported to the National Student Loan Data System (NSLDS) and referred to the Debt Resolution Services for collection.

Although a student may be eligible for a refund of fees from Aparicio-Levy (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.

10. Terms and Conditions of Federal Work Study (Financial Aid Office)

Student interested in Federal Work Study must come to the Financial Aid Office to pick up instructions for online application to Hillsborough County Schools Human Resources.

Award per year vary depending on the students needs, the number of students on the payroll and the amount of work study funds awarded in Campus Based accounts.

- Hourly wages are \$8.05 per hour.
- Student must be enrolled in full time Pell eligible programs.

11. Loans

No Loans Available at Aparicio-Levy

The Aparicio-Levy Technical College Campus does not take part in the Title IV Federal Loan Program, but Financial Aid Program Advisors report school enrollment to the National Student Loan Data System (NSLDS) for purposes of deferment and loan maintenance and information. Students with questions and concerns about previous loans may come to the financial aid office where professionals can give them information and updates on their loans.

12. National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student financial aid records. Federal loans disbursed to students or parents will be submitted to NSLDS and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Student and parent borrowers can track and manage their federal student loans and grants online at

www.nslds.ed.gov. The secured site displays information on loans and grants, including amounts, outstanding balances and status. Student and parent borrowers can also find contact information for their loan servicer.

Information about College Campus

13. Family Educational Rights and Privacy Act (FERPA)

Hillsborough County College Campuses maintain student records and privacy in accordance with the Family Educational Rights and Privacy Act (FERPA).

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

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

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

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

All currently enrolled and former Aparicio-Levy students, regardless of age, are protected under FERPA.

Visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for complete Federal Government information on FERPA.

14. Services Available to Students with Disabilities (Student Handbook)

Aparicio-Levy provides assistance and services for students with disabilities. Information is located on the website, in the handbook, and as booklets provided as reference to student services and instructors.

Aparicio-Levy Technical College

Handbook of resources for the schools to use in assisting students with disabilities located in Student Services.

15. Student Body Diversity (College Navigator Website)

Aparicio regularly reports this 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 Aparicio-Levy 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.

16. Textbooks and Supplies Information (Financial Aid Office, Student Services)

Student Services and Financial Aid provide students with an itemized fee sheet that includes list of textbooks with ISBN numbers required for their entire program.

The book list and prices are subject to substantial change prior to, and throughout the course of a program. A disclaimer listing various reasons for these changes can be found on each fee sheet.

Financial aid provides books and supplies funds *for eligible students* within 7 days of program start dates.

17. Voter Registration

Adult students in technical classes are provided the website and time on a school computer to fill out the online voter registration form: <https://registertovote.org/forms/register/registration/florida.html>

18. Net Price Calculator (School Websites)

In accordance with the Higher Education Act of 1965 (HEA), as amended, as of October 29, 2011 each postsecondary institution that participates in the Title IV federal student aid programs is required to post a net price calculator on its Web site 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 should allow students to calculate an estimated net price of attendance at an institution (defined as cost of attendance minus grant and scholarship aid) based on what similar students paid in a previous year. The net price calculator is required for all Title IV institutions that enroll full-time, first-time degree- or certificate-seeking undergraduate students.

Aparicio-Levy Technical College: <http://www.aparicio-levy.edu/npcalc.php>

19. Transfer of Credits (Student Handbook)

Aparicio-Levy Technical College (School Handbook)

Transfer of Credit TO Aparicio-Levy:

Persons requesting to **transfer credit from other accredited institutions** into similar programs at Aparicio-Levy must do the following:

1. Meet the entry requirements for the program.
2. Provide an official transcript documenting that they have passed the specific course per the program-specific, curriculum framework.

Transfer of credit will be considered for work that was completed within the past 2 years. The documentation will be reviewed to determine if credit can be transferred.

Transfer of Credit WITHIN Aparicio-Levy:

If you plan to **transfer from your current program to another program** at Aparicio-Levy, please take the following steps so that our student services and financial aid offices may assist you:

1. Inform your present instructor and advisor that you are considering the transfer.
2. Meet with the program advisor for new program information to determine what eligibility criteria you need to meet and for next start date.
3. Complete ALLTABE exit requirements for your CURRENT program.

4. Visit the financial aid office to determine your financial aid status for the new program:
 - a. If you are a **Pell Grant** eligible student transferring to a 600-plus hour program, you may continue to earn Pell.
 - b. There will be a new calculation of the monies to be awarded based upon the length (number of hours) of the new program and your start date.

Transfer of Credit FROM Aparicio-Levy:

1. If you plan to **transfer to a different school within an award year**:
 - a. Visit the Financial Aid office so that they can assist in adding the school you will be attending to your personal **FAFSA** data/information.
 - b. Request that Aparicio-Levy mail an official transcript to the school of your request.

Articulation

Adult Technical Centers and the high schools of the Hillsborough County Public Schools have agreed to an Articulation Agreement with certain Business/Office Technology, Health Science programs, and Family & Consumer Sciences job preparatory programs. Students from those high school programs may be exempt from some courses while pursuing a related program at an adult technical center. Students have up to two years to enroll into a related program to receive articulation credit.

Students should contact the counselor for the program they desire to enter. The counselor will forward the request to the program instructor, who will determine whether the transfer credit is appropriate and meets current course requirements.

20. Cost of Attendance (Financial Aid Office)

COA sets an upper limit to financial aid. Determining the cost of attendance (COA), establishes what it will cost a student to attend school.

- The data used to calculate COA for the Tampa Bay area was derived from the Economic Policy Institute and published at the URL below:
<http://cost-of-living.findthedata.org/l/117/Tampa-St-Petersburg-Clearwater-FL>
- Please refer to the Department of Education *Financial Aid Handbook* on COA to read the chapter on Cost of Attendance: <https://ifap.ed.gov/fsahandbook/attachments/1617FSAHbkVol3Chapter2.pdf>

Approved Fees

The Hillsborough County School Board approves categories of fees and amounts that can be charged to Technical students at You can access this list of fees on the website as a PDF at

http://www2.sdhc.k12.fl.us/BoardAgenda/pdfs/BD20180515_878/Attch_20180515_1924_000.pdf?GRN=1532957437919ricio-Levy.

Tuition

Cost of tuition is approved by the state of Florida and is currently \$2.78 per clock hour. Fee sheets are created with the total program costs.

- Below are costs of attendance calculations established for a 900-hour program for 2018-2019. 900 hours is considered a full academic year. The Cost of Attendance may be adjusted for individual student's circumstances:

Cost of Attendance (COA)		
900 Clock Hours/36 Weeks	Independent Students	Dependent Students
*Tuition & Fees	\$2,565.00	\$2,565.00
Books and supplies	\$1,800.00	\$1,800.00
Board/Food	\$10,329.00	\$6,160.00
Personal Allowance	\$3,240.00	\$3,240.00
Transportation	\$1,323.00	\$1,323.00
Total	\$19,257.00	\$15,088.00

21. Refund Policy (Student Registration Form)

The refund policy is posted in Financial Aid and Student Services, printed in the school handbooks, and printed on the registration forms that are filled out and signed by students upon taking the TABE test and registering for PSAV programs.

A student who withdraws from a PSAV program will receive a refund of prorated tuition if the student withdraws on or before 10 percent the scheduled course hours have commenced. After 10 percent of the scheduled course hours have commenced, no refund will be provided.

22. Withdrawal Policy (Student Handbook)

Aparicio-Levy Technical College provides Clock Hour PSAV programs and are required to take attendance daily by the Council of Occupational Education Accrediting Agency.

- Aparicio-Levy Technical College Attendance/Withdrawal Policy (Student Handbook)

23. Accreditation Source and Information

Council of Occupational Education
 Dr. Gary Puckett, Executive Director/President
 Council on Occupational Education
 7840 Roswell Road, Building 300, Suite 325
 Atlanta, GA 30350
 Phone: (770) 396-3898
 FAX: (770) 396-3790
<http://www.council.org>

The Council on Occupational Education (COE), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The

Council's accreditation process is conducted on behalf of more than 360,000 students across the nation who pursues careers in a variety of technical fields.

Florida Department of Education (<http://www.fldoe.org/workforce/>)

Letter of Public Status giving permission for Aparicio-Levy to provide PSAV programs.

24. Names and Titles of Financial Aid Personnel (School Handbook, Websites)

(School Websites, Student Handbooks)

Aparicio-Levy Technical College	813-740-4884	www.aparicio-levy.edu
Devoni Williams, Advisor, Financial Aid	813-231-1637	
Georgene Diaz, Advisor, Financial Aid	813-231-1638	
Melissa Brady, Advisor, Financial Aid	813-231-1633	
Tammy Alexander, Accounting Clerk	813-231-1636	
Millie Kieffer, Accounting Clerk	813-231-1635	

25. Completion Rates (IPEDS Report and School Website)

Aparicio-Levy Technical College regularly reports this 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 Aparicio-Levy Technical College
- Click on the college link that appears.
- Click on the Retention and Graduation Rates to review the data on completions.
- For information about Pell Grant recipients, expand the Financial Aid link.

26. Gainful Employment (School Website)

Aparicio-Levy reports completion, graduation, and placement data on their websites for each of the Title IV programs offered at the school sites.

- Aparicio- Levy Technical College Gainful Employment:
<http://www.aparicio-levy.edu/financial%20aid/ComputerSystems/gedt.html>
<http://www.aparicio-levy.edu/financial%20aid/vetassisting/gedt.html>

27. Campus Safety and Security (School Handbook)

The campus crime statistics are online and in the student handbook available and updated annually in student services, financial aid and the main office. The student handbooks include safety and security measures reported to staff and students.

28. School Copyright/Cheating/Plagiarism Policies

Cheating/Plagiarism

Students are expected to behave in an acceptable manner and reflect the goals and purposes of the adult technical centers.

Cheating on any work assigned for a class (class work, homework, major or minor tests) is considered a serious offense resulting in a zero for that assignment. The act of ***plagiarism*** involves copying/passing off answers, ideas, or words of another as one's own.

The student will be subject to withdrawal from the program.

Copyright Information

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/>

29. Drug Policy

College Policy on Drugs and Alcohol

The unlawful manufacture, dispensing, possession, or use of controlled substances while at College or on College property prohibited. In addition, a student is prohibited from being under the influence of alcohol or having possession or use of alcoholic beverages while at or on College property. The College will provide full cooperation with local law enforcement agencies for alcohol and drug-related violations. Sanctions may include referral for prosecution, expulsion of a student and termination of an employee or completion of an appropriate rehabilitation program. A student who is formally charged by a proper prosecuting attorney with drug violations, may also, following an administrative hearing, be suspended until his/her case is adjudicated.

Drinking Age

The legal drinking age in Florida is 21. Selling, giving or serving alcohol to persons under 21 is unlawful. In Florida, this law extends to possession of alcohol by anyone under 21. It is unlawful for anyone to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcohol is a felony.

Open Container Law

It is unlawful for any person to consume or to induce, assist or aid another to consume any beverage containing more than 1% alcohol by weight upon any street, sidewalk or in any alley within the City of Tampa. It is unlawful to have an open container of alcohol in a vehicle.

Under Florida law, driving under the influence of alcoholic beverages or any controlled chemical substance (DUI) is an offense evidenced by the impairment of normal faculties or an unlawful blood or breath alcohol level of .08 or higher.

Sale or Possession of Illegal Drugs

It is unlawful to be in the possession of illicit drugs and/or to sell or intend to sell illicit drugs.

Selling and Purchasing Controlled Substances within 1,000 Feet of School

It is unlawful for any person to sell, purchase, manufacture, deliver or possess with the intent to sell a controlled substance in, on or within 1,000 feet of the real property comprising a public or private elementary, middle, secondary school, community or state college or university.

30. 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, Aparicio-Levy provides faculty, students, and staff with access to U.S. Constitution Day digital information via the use of laptop computers and tablets in the classroom as well as instructional Constitution Day activities.