

Ventura Adult and Continuing Education

Office of Financial Aid

Policies and Procedures Manual and Consumer Information

Myra Nunley, Financial Aid Technician



Ventura Adult and Continuing Education Institutional Information

OPEID: 03084700

Mission Statement

Ventura Adult and Continuing Education (VACE) prepares diverse learners with academic, vocational and technological competencies for the 21st century global workforce.

Career Technical Education Vision Statement

VACE will provide relevant and rigorous curricula, highly qualified instructors and exceptional job placement and counseling services for its Career Technical Education (CTE) students who will successfully master their coursework and enter the world of work or higher education. VACE will engage, align and leverage strategies and resources for collaborative workforce development systems which address the needs of employers and job seekers.

Philosophy

VACE CTE is founded on the belief that knowledge is a key element of life. The more that is known about a subject, the more it can be enjoyed, pursued, accepted or defended. Recognizing that adult learning patterns and needs must be addressed in sensitive and responsible manners, the training programs have been designed to be comprehensive, supportive and flexible. The staff of Ventura Adult and Continuing Education is dedicated to meeting each student's academic and vocational needs and to the development of self-worth through assets building and educational opportunities.

The purpose of the CTE programs is to provide learners with every educational opportunity necessary to develop their potential regardless of age, heritage, handicapping condition or background.

Accreditation

VACE is accredited by the Commission of the Council on Occupational Education (COE).

Enrollment

VACE CTE programs are open-entry/open exit, allowing students to enroll every week subject to availability of space. Instruction is individualized, enabling students to progress using their most effective learning styles.

Financial Aid

Ventura Adult and Continuing Education serves approximately 80 Financial Aid students.

CONSUMER INFORMATION

- Cost of Attendance (COA): – This information is located in the Financial Aid Policies and Procedures Manual on pages 35-36. It is updated annually by the financial aid technician. Costs of programs are submitted to the Ventura Unified School Board for annual approval.
- Need –based and non-need-based aid available: – This information is available in the Financial Aid Policies and Procedures Manual on page 32.
- Terms and conditions for receiving loans: This information is available in the Financial Aid Policies and Procedures Manual on pages 10-34. Information regarding how and when aid will be disbursed is also available
- State, local and school aid programs: Ventura Adult and Continuing Education participates in the Federal Pell Grant program, Federal Direct Subsidized and Unsubsidized Loan programs, and Direct PLUS Loans. Scholarships are available on a limited basis. Detailed information regarding the application process and eligibility requirements is provided in the Financial Aid Policies and Procedures Manual on pages 9-43.
- Criteria for measuring Satisfactory Academic Progress: Under the guidelines established by the Department of Education, Ventura Adult and Continuing Education must monitor its FSA recipients to ensure that they are meeting and maintaining satisfactory progress standards. VACE will apply both a qualitative and quantitative measure in determining a student's academic progress. (See Financial Aid Policies and Procedures Manual pages 41-43.)
- Services available for disabled students: Refer to the 2021-2022 VACE Information Catalog for information regarding student support services (pg. 20).
- Policy on transfer students: Ventura Adult and Continuing Education does not accept prior academic credit from other institutions. However, our program is competency-based, thereby, allowing students with academic experience to progress more quickly through the program elements. The transferability and/or acceptance of certificates that you earn at VACE remains at the complete discretion of an institution to which you may seek to transfer. College credit is not awarded for VACE courses. (pg. 17 of the 2021-2022 VACE Information Catalog)
- Policy on Refunds can be found on page 43, 52-54 (pg. 18 of the 2021-2022 VACE Information Catalog)
- Policy on Attendance can be found on page 44-45.



Ventura Adult and Continuing Education

Career Technical Education -215

July 2022 - June 2023

July 2022 (15)						
S	M	T	W	T	F	S
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31						

August 2022 (23)						
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September 2022 (21)						
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July	
1-8	Summer Break
4	Independence Day

August	
22-23	No Classes - Inservice

September	
5	Labor Day
16	Constitution Day Observed
26	No Classes - Inservice

October	
24-28	Fall Break

November	
11	Veteran's Day
23	No Classes
24	Thanksgiving Day
25	No Classes

December	
19-30	Winter Break

January	
2	New Year's Day Observed
16	M.L. King Day
30	No Classes - Inservice

February	
13	Lincoln's Birthday Observed
20	Presidents' Day

March	
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April	
3-6	Spring Break
7	Board Holiday

May	
29	Memorial Day

June	
19-30	Summer Break

January 2023 (20)						
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Introduction

Purpose:

The purpose of this policy is to outline the primary functions of the Office of Financial Aid.

Policy:

The Office of Financial Aid, part of the Budget and Finance department of the Ventura Unified School District, is responsible for administering financial aid, regardless of source, for all students. The office administrates federal aid. Fiscal functions related to draw downs, accounting and reporting are the primary responsibility of the Budget and Finance Department of the Ventura Unified School District in cooperation with the Office of Financial Aid.

Procedure:

The Office of Financial Aid is responsible for:

1. Advising and counseling students and parents about financial aid.
2. Providing students with consumer information, as required by federal regulations.
3. Developing written policies and procedures that affect the school's administration of Title IV programs.
4. Determining student's eligibility for financial aid and making financial aid awards to students.
5. Interacting with various outside groups, agencies, associations and individuals about issues concerning the school's administration of financial aid programs.
6. Monitoring student's enrollment to ensure that satisfactory academic progress is maintained.
7. Maintaining both school records and student records that document activities of the Financial Aid Office and provide data for reports.
8. Keeping current on changes in laws and regulations to ensure that the school remains in compliance with Title IV Regulations for Federal Financial Aid.
9. Assisting in reporting Pell Grant expenditures.
10. Reconciling student financial aid data provided to the Budget and Finance Department.
11. Providing entrance and exit loan counseling to borrowers of Federal Direct Loans.

Office of Financial Aid: Policies & Procedures Manual

Organizational Structure and Staff Duties

Purpose

The purpose of this policy is to outline the office organizational structure and major role of Financial Aid Technician.

Policy

The Financial Aid Technician reports directly to the Director/Principal of Ventura Adult and Continuing Education. The Financial Aid Technician works closely with the department of Budget and Finance of the Ventura Unified School District.

Procedure

The major responsibilities of the Financial Aid Technician are planning, developing, organizing, coordinating and controlling Ventura Adult and Continuing Education's financial aid program in accordance with appropriate federal and state regulations and school objectives.

Other duties include:

- A. Assist students and parents with the FAFSA. Answer questions and provide counseling.
- B. Carry out verification requirements.
- C. Input FAFSA data and package awards in accordance with the federal and school's regulations.
- D. Manage disbursement of Pell Grants and Direct Loans.
- E. Process Return to Title IV calculations and unofficial withdrawals.
- F. Maintain financial aid records.
- G. Provide annual data for Cleary Act, IPED's, Annual Security Report, Gainful Employment, and Net Price Calculator.

Purpose of the Policies & Procedures Manual

Purpose

The purpose of this policy is to explain the purposes and use of the Financial Aid Policies and Procedures Manual.

Policy

Financial Aid Policies and Procedures are expected to be in accordance with federal, state and school regulations, policies and guidelines. Policies serve as an internal reference source.

Procedures

The Financial Aid Technician is expected to consistently follow and enforce the policies and procedures in this manual.

Application and Delivery System

Purpose

The purpose of this policy is to provide background on the overall financial aid system and to describe the Ventura Adult and Continuing Education's application process.

Policy

The basic premise underlying federal Title IV programs is that a student and his or her parents (if the student is dependent) have the primary responsibility of paying for the student's postsecondary education. Because the programs are intended to help students with financial need, eligibility for assistance from grants and loans is need based. Congress developed an Expected Family Contribution (EFC) formula to determine the financial strength of a student's family and the student's need for Title IV assistance.

Procedure

To apply for Title IV financial aid funds, students must submit a Free Application for Federal Student Aid (FAFSA). The FAFSA is used to collect financial and other information from the student and the student's spouse (and parents of a dependent student) that is used to calculate the student's EFC. The resulting EFC is the amount of money that a student's family is expected to contribute toward the cost of the student's postsecondary education. The EFC is used in determining a student's need and the amount of aid an eligible student receives from each aid program.

The Office of Financial Aid requires a FAFSA be completed for any type of aid to be used for programs at Ventura Adult and Continuing Education. This can be done on the Department of Education's web site – www.fafsa.ed.gov.

Verification Process

Ventura Adult and Continuing Education verifies all students prior to enrollment. This includes the required five major data elements, household size, number enrolled in college, adjusted gross income (AGI), U.S. income tax paid and certain untaxed income and benefits (i.e. Social Security benefits, child support, etc.). All eligibility requirements are also verified prior to enrollment including but not limited to: academic qualifications, citizenship requirements, Selective Service registration, loan history, financial aid need and dependent / independent status.

Eligibility

Purpose

The purpose of this policy is to ensure compliance with Title IV regulations in determining eligibility and financial need in the award process.

Policy

The Financial Aid Technician is required to document that a student meets the eligibility requirements and must be able to provide this record upon official request. He or she is also required to reconcile any conflicting information regarding eligibility before awarding aid.

Procedures

The Financial Aid Technician checks the following before authorizing an award and/or disbursement:

1. Academic Qualifications
2. Citizenship Requirements
 - a) INS Match (if required)
 - b) Valid Social Security Number
3. Registration with Selective Service (males)
4. Loan History
 - a) Defaults and Overpayments
 - b) Bankruptcy
 - c) Total and Permanent Disability Cancellation
 - d) Borrowing in Excess
5. Certification and Statements (FAFSA)
6. Enrollment Status
7. Financial Aid Need
 - a) Cost of Attendance
 - b) Expected Family Contribution
8. Dependent / Independent Status
9. Taxes transferred to FAFSA or Tax Transcript

Eligibility - Academic Qualifications

In order to participate in FSA Programs at Ventura Adult and Continuing Education, a student must be academically qualified to study at the post-secondary level. For FSA purposes, a student with a high school diploma or its recognized equivalent is to be considered academically qualified.

Eligibility - Citizenship Requirements

Student must be in one of the following categories in order to be eligible for aid through the FSA Programs at Ventura Adult and Continuing Education:

- A) A U.S. Citizen or National.
The term national includes citizens of American Samoa and Swain's Island.
- B) A U.S. permanent resident.
A permanent resident's citizenship status should be evidenced by a Student Aid Report (SAR) comment indicating that an Immigration and Naturalization Service (INS) match has been successful. If no such comment appears on the SAR, the permanent resident must provide Ventura Adult and Continuing Education with INS documentation verifying his or her residency status.
- C) Citizens of certain Pacific Islands.
Eligible citizens of the Republic of the Marshall Islands, the Federated States of Micronesia (the former Trust Territories) or the Republic of Palau, may receive only three types of FSA Program aid: Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work Study (FWS). It should be noted that since Ventura Adult and Continuing Education does not participate in either the Federal Supplemental Educational Opportunity Grant (FSEOG) or Federal Work Study (FWS), individuals falling into this category will be restricted to the Federal Pell Grant.
- D) Other eligible non-citizens.
Refugees, persons granted asylum, Cuban-Haitian entrants, those with temporary resident status under the Immigration and Reform Control Act of 1986 and others are included in the category. Such individuals must provide INS documentation of staying temporarily but with the intention of becoming U S Citizens or permanent residents.

Federal Plus Loan

In the case of parents who want to take out a Federal Plus Loan for a dependent undergraduate student, the parent(s) and the student must be U.S. citizens, nationals, permanent residents or eligible non-citizens and meet the requirements as discussed in categories A, B or D. An individual in category c is only eligible to apply for a Federal Pell Grant at Ventura Adult and Continuing Education, since this school does not participate in either the Federal Supplemental Educational Opportunity Grant (FSEOG), or Federal Work Study (FWS).

Eligibility - Citizenship Requirements (continued)

INS Documentation

Ventura Adult and Continuing Education makes it a policy to photo copy a student's INS documentation during the application process. This procedure is done to comply with the Department's regulation of collecting Alien Registration numbers to verify the citizenship status of U S permanent residents and other eligible non-citizens.

INS Match

If the applicant indicates on the FAFSA that he or she is an eligible non-citizen, Ventura Adult and Continuing Education will make a photo-copy of the INS documentation to be placed in the student's file. It is understood that the information from the FAFSA is sent to the INS for "Primary Confirmation".

If an INS data match is attempted, but the student's data is not confirmed, a 13-digit INS Verification number is assigned to the student and is printed in the FAA Information area on the SAR. In this case, the student's data is subjected to a "Secondary Confirmation" process by filing INS form #G-845S.

If a student mistakenly reports that he or she is a citizen rather than an eligible non-citizen, Ventura Adult and Continuing Education may make a correction electronically, or the student may correct the error on the SAR. In either case, the student must be sure to provide his or her A Number. The CPS then processes the student's correction and conducts a match with the INS data base.

As mentioned previously, if a student's status is not confirmed after an INS match is attempted, the INS will assign the student an INS Verification Number printed in the FAA Information area on the SAR. Please note; that if no INS match can be made because the student fails to provide an A-Number on the application, that student will not receive an INS Verification Number. In this case, the SAR should be resubmitted with the A-Number so that a computer match may be attempted. The INS can be reached by writing or calling:

INS: Immigration Verifier
300 North Los Angeles Street
Los Angeles, CA 90012
Phone: 213-894-6285/6286
Fax: 213-894-6660

Changes in Citizenship during the Award Year

If a student becomes a citizen or eligible non-citizen at any time during the award year, that student may be paid Pell Grant funds as if he or she had been eligible for the entire award year. If Ventura Adult and Continuing Education participated in the campus based programs, the same rule would apply.

Similarly, if a Direct Loan borrower becomes a U S citizen or an eligible non-citizen during a period of enrollment, his or her loan limit will be equal to the limit that he or she would be allowed had he or she been an eligible citizen or non-citizen during the full enrollment period.

Should the student become an eligible U S citizen or eligible non-citizen when he or she has already reached second year status, different rules would apply: The student is not allowed to receive a loan for the first year, but is allowed to receive the full amount for which he or she is eligible as a second year student. Because an enrollment period as defined by this school loan documents must coincide with the academic terms as defined by the school and the period of enrollment cannot be adjusted to cover any part of the first year.

Ventura Adult and Continuing Education under guidelines established by the Department is required to check a student's citizenship eligibility status only when aid is first disbursed during the award year, or the case of Federal Direct Loans, when aid is first disbursed during the period of enrollment. If a student loses his or her citizenship or eligible non-citizenship status, Ventura Adult and Continuing Education under guidelines established by the Department does not need to take any action to prevent the student from receiving aid.

Eligibility - Valid Social Security Numbers

The Higher Education Act of 1992 requires that for an individual to be eligible for FSA funds they must provide a valid Social Security Number (SSN). The SSN must correspond to the given student's name and date of birth.

Ventura Adult and Continuing Education's policy is to make a copy of the Social Security Card or other documentation containing the card number and place it in the student's file.

Ventura Adult and Continuing Education will take appropriate action to remedy any discrepancy in the Social Security Number on either the SAR or the ISIR. Discrepancies normally take place when a student fails to notify the Social Security Administration of a name change, or a student has used a nickname.

Ventura Adult and Continuing Education will determine if a secondary confirmation is needed from the Social Security Administration (SSA) on a case by case basis. Students may be asked to contact the SSA in person and get written verification that the number they are reporting to be theirs is valid.

Invalid Social Security Number

When a student's reported data is in conflict with the Social Security Administration's database, Ventura Adult and Continuing Education will inform the student that they must supply a document from the Social Security Administration (SSA) verifying their Social Security number.

A student claiming to be an eligible non-citizen must then resubmit his or her SAR which must include an A-Number. According to new Department regulations, Part 668.133(b) of the final rule published December 1, 1995, schools are not required, in certain circumstances, to conduct Secondary Confirmations.

The following explains the policy change. As long as the institution has no conflicting information nor has reason to doubt the student's claim of having a non-eligible student status, Secondary Confirmation is not required if in a previous award year, an institution determined the student to be an eligible non-citizen after the institution performed Secondary Confirmation and the documents used for that Secondary Confirmation have not expired. (Some permanent resident cards have an expiration date.)

Ventura Adult and Continuing Education will conduct Secondary Confirmations as the need arises. Ventura Adult and Continuing Education will document the student's file if Secondary Confirmation is required.

Eligibility - Registration with Selective Service

Most males from age 18 through 25, including permanent residents and other eligible non-citizens are required to register with the Selective Service System (SSS).

Persons exempted from this rule are:

1. Females
2. Males currently in the armed forces and on active duty. This does not apply to members of the Reserve and National Guard who are not on active duty.
3. Males who are not 18 years of age at the time they complete their application. (An update is not required during the year, if a male student turns 18 after completing the application).
4. Males born prior to 1960.
5. Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau.
6. Non-citizens who first entered the U.S. after they turned 26
7. Non-citizens who entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

There are certain less common situations in which the registration requirements are also waived. Students who are not required to have registered prior to meeting one of these criteria and who meet one of the criteria for the entire time they are 18 through 25 to qualify for the waiver if:

1. They are unable to register because they were hospitalized, incarcerated, or institutionalized.
2. They are enrolled in any officer procurement program at The Citadel, North Georgia College, Norwich University or Virginia Military.
3. They are commissioned Public Health Service Officers on active duty or members of the Reserve Public Health Service.
4. They are commissioned officers of The National Oceanic and Atmospheric Administration.

If one of the above criteria applies to a student, Ventura Adult and Continuing Education will need to document the student's status. A student who is exempt from registering will

Eligibility - Registration with Selective Service (continued)

be required to supply a letter from the Selective Service System stating the exemption prior to release of FSA funds. A student will have 30 days or until the end of the award year, whichever is later, to provide evidence of registration or exemption. A copy of the documentation will be placed in the student's file.

The Selective Service will only register males between the ages of 18 and 25, leaving the older students no way to remedy their situation, if they failed to register. Under guidelines established by the Department of Education, 668.37, Ventura Adult and Continuing Education may determine that a student who was required to register with the Selective Service System, but did not register, may be eligible to receive Title IV funding. The student would have to submit evidence to affirm the following:

- 1) He was unable to present himself for registration for reasons beyond his control, such as hospitalization, incarceration, or institutionalization.
- 2) He did not knowingly and willfully fail to register with the Selective Service between the ages of 18 and 25 and can submit documentation from the Selective Service that does not dispute the claim.
- 3) Has served in the U S Armed Forces on active duty and submits his DD-214, "Certificate of Release or Discharge from Active Duty," showing military service with other than the reserve forces or the National Guard.

The Financial Aid Technician must determine whether a student who has not served in active duty willfully and knowingly failed to register or chose not to register. The Financial Aid Technician's decision is final and cannot be appealed to the Department of Education. The procedures that the Financial Aid Technician should use to make their determination are as follows:

- 1) Where the student lived between the ages of 18 through 25. For example, if a student was living abroad, it is possible that he would not come under the requirement for registration.
- 2) Whether the student claims that he thought he was registered. Mistakes in record keeping can take place. Correspondence indicating an attempt to register could form the basis for determining that the student did not knowingly and willfully failed to register. On the other hand, a letter from the Selective Service, stating that it received no response to correspondence sent to the student at a correct address would be a negative factor.
- 3) A written statement as to why the student was not aware of the highly publicized requirement to register when he was 18 through 25 years of age.

Unless the Financial Aid Technician can document that the student meets one of the allowable exemptions regarding registration or can document that the student has served

Eligibility - Registration with Selective Service (continued)

on active duty in the armed forces, the student must first write to the Selective Service so that he may receive a Status Information Letter addressing his failure to register. The student should provide as complete a description as possible about his situation such as; where he was living during the period of time he was required to register, whether he was incarcerated, hospitalized or institutionalized, his citizenship status during that period of time and so on.

The Selective Service has a number of different types of Status Information Letters. The following codes would appear in the lower left hand corner to indicate the type of letter in question.

- 1) E1-E7. A letter with any of these codes, indicate that the student was not required to register or was exempt the entire he could have registered between the ages of 18 through 25.
- 2) NR. A letter with this code indicates that the student was born before 1960 and therefore is not required to register.
- 3) RR. A letter with this code indicates that the student said he attempted to register but that Selective Service has no proof that he attempted to register.
- 4) NM. A letter with this code indicates that the student did not register although he was on active duty in the armed forces only for a portion of the time when he could have registered between the ages of 18 through 25 and therefore required to register.
- 5) RL. A letter with this code indicates that the student was required to register, but the Selective Service has no record of his registration and that the Selective Service records show he was sent one or more letters requesting his compliance with the registration requirement during the period of time he was required to register.
- 6) RD. A letter with this code indicates that the student provided a reason for not registering or provided the Selective Service documentation proving him exempt from this requirement, but that the Selective Service determined the reason to be invalid; therefore, this code indicates that the student was required to register but did not.

If the student receives a "general exemption letter," codes E1-E7 or a "DOB before 1960" letter, code NR, the student will be exempt from registration and may receive FSA funds. If the student receives any other type of letter, the Ventura Adult and Continuing Education will determine based on all relevant evidence whether the student willfully and knowingly failed to register. The letter from the Selective Service is part of the relevant evidence. For example, if the student received a letter indicating a compliance letter had been sent (code

Eligibility - Registration with Selective Service (continued)

RL) this letter would be a negative factor when the financial aid administrator makes the final determination. If the student received a "Military Service: Non-continuous" letter (code NM) the financial aid administrator may reasonably determine that the student did not knowingly and willfully avoid registration.

Most of these letters state that the final decision regarding the student's eligibility rests with the agency awarding the funds. For purposes of FSA funds, the decision will be made by the Financial Aid Technician at Ventura Adult and Continuing Education, who represents the Department. If the Financial Aid Technician at Ventura Adult and Continuing Education determines that the student's failure to register was "knowing" and "willful", the student will lose FSA eligibility.

The school's decision is final and therefore cannot be appealed to the Department of Education. The Department of Education will hear appeals from those students who have provided proof of compliance with the registration requirement, but who are still being denied FSA funds based on the registration requirement.

A student with questions about registering for the Selective Service may call 1-847-688-6888 for more information.

Eligibility - Financial Aid History

Policy

A student's financial aid history is needed to monitor two aspects of student eligibility:

1. How much outstanding aid a student has obtained.
2. To prevent a student from receiving federal aid if he or she is in default or owes a repayment on a loan or grant.

Procedures

Ventura Adult and Continuing Education obtains student financial aid histories through the NSLDS (National Student Loan Data System). There are three methods used by the financial aid office.

1. Use the NSLDS financial aid history page of Part 1 of the SAR
2. Use the NSLDS financial aid history section of the ISIR sent to the school through the Title IV Wide Area Network.
3. Log onto the NSLDS directly and access the NSLDS data on-line for an individual student.

Eligibility – National Student Loan Data System (NSLDS)

Ventura Adult and Continuing Education verifies that FSA funds are properly awarded by securing the financial aid history of students before disbursing aid. The information that is collected will be evaluated by the Financial Aid Technician to ensure that students do not receive over- payments, maximum limits for FSA programs are not exceeded and students that are in default or are past due with their payments do not receive FSA funding until all conflicts are resolved.

Ventura Adult and Continuing Education takes the position that to properly ensure that the above criteria are met; it will process each financial aid applicant through the National Student Loan Data Service (NSLDS). The NSLDS is a comprehensive database containing selected federal financial aid histories of FSA recipients. In the event that the institution a student previously attended has been closed, the Financial Aid Technician will research and document the school closure.

Eligibility - Financial Aid History - Defaults and Overpayments

A person is generally not eligible for FSA funds if he or she is in default on an FSA loan or must repay an FSA grant. This ineligibility rule also applies to a parent seeking a Parent Loan for Undergraduate Students (PLUS) through the Direct Loan Program. For a parent to receive a PLUS Loan, neither the parent nor the student may be in default or owe an overpayment through the FSA programs.

A student's property must not be subject to a judgment lien for a debt owed to the United States Government. For example, if the Internal Revenue Service (IRS) had placed a lien on the student's property, the failure to pay the debt or to make satisfactory arrangements for repayment would render the student ineligible for FSA funds. A parent cannot receive a PLUS Loan if either the student or the parent has property subject to a judgment lien for a debt owed to the United States Government.

After a student who is in default repays the loan in full, that student may receive FSA funds as long as he or she meets all other necessary eligibility requirements. Should the student borrower and the loan holder agree on a compromised amount for settling the loan and the student repays the amount agreed upon, that student may receive FSA funds. The student regains eligibility whether the repayment was done involuntarily or otherwise.

A student in default on any of the following loans may continue to receive FSA funds if he or she makes satisfactory repayment arrangements with the loan holder: a Federal Stafford Loan, a Federal Direct Loan, a Federal PLUS or a Federal Direct Plus he or she received as a parent.

Before a school may pay a student who is in default, Ventura Adult and Continuing Education must receive in writing a statement, from the holder of the loan, that either the student has paid the loan in full or that the student has made satisfactory repayment arrangements. A student must make arrangements that are satisfactory to the loan holder and are in accordance with individual FSA loan program requirements. No exceptions will be made to this policy. If a student has paid a defaulted student loan in full but receives a SAR with a comment indicating that he or she is still in default, the student must provide Ventura Adult and Continuing Education with documentation that the loan has been paid in full.

A student receiving a Federal Pell Grant over-payment is permitted to continue to receive FSA funds if the over-payment can be made by reducing the subsequent Pell Grant Payments for the same award year. An over payment that is due to an error made by the school and the school cannot eliminate the over payment in the same award year, the school must repay the over payment. In such cases, the student is then not considered to owe an over payment and may receive FSA funds. An overpayment that is due to an error

Eligibility - Financial Aid History - Defaults and Overpayments (continued)

made by the student would result in the student bearing responsibility for the repayment. The student cannot receive additional FSA funds until he or she makes satisfactory arrangements to repay the overpayment or until the school repays the over payment on behalf of the student.

In cases where Ventura Adult and Continuing Education is unable to recover a Pell Grant overpayment, where the student is liable for the over payment, the school will immediately notify the Department of Education. Once the Department of Education has been notified, the student's future SAR or ISIR will be flagged for resolution when the FAFSA is received by the Central Processing System (CPS).

Eligibility – Financial Aid History - Bankruptcy

A student with an FSA loan that was discharged in bankruptcy is eligible for FSA funding as long as he or she has no loans in default, including the stayed loan, and all other eligibility requirements are met. Documentation must be supplied by the student to show that a student loan was discharged through bankruptcy.

Eligibility - Financial Aid History - Borrowing in Excess of Loan Limits

If a borrower exceeds the annual or aggregate loan limit allowed for FSA Programs, he or she might be eligible for FSA funds if the excess loan amount is repaid in full, or if satisfactory repayment arrangements are made with the loan holder. The borrower will remain ineligible for further FSA funds until one of these conditions is met.

The following are some examples in which excess borrowing may occur:

- 1) If a student borrowed at multiple schools and if the financial aid technician did not receive the financial aid transcripts before disbursing a Direct Loan.
- 2) If the student used a different name when borrowing.
- 3) If the student failed to disclose the names of other schools he or she has attended.

Ventura Adult and Continuing Education is dedicated to the premise of trying to resolve issues before the disbursement of any type of FSA funding.

Eligibility - Financial Aid History - Total and Permanent Disability Cancellation

A student borrower whose loan is canceled because of a total and permanent disability may later receive any type of FSA funds if he or she meets all other eligibility requirements. The disabled student must obtain certification from a legally licensed physician stating that the student's condition has improved and that the student has the ability to engage in substantial activity or can attend school. The student must sign a statement indicating that he or she is aware that the FSA loan cannot be canceled on the basis of any present impairment unless the condition substantially deteriorates to the extent that the definition of total and permanent disability is again met. The borrower is not required to obtain a physician's certification or to sign the aforementioned statement if the student is applying only for an FSA grant.

As of July 1, 1995, borrowers who are granted discharges because of total and permanent disability do not have to reaffirm their discharged student loans or to make satisfactory repayment arrangements before receiving FSA funds.

Eligibility – Statement of Educational Purpose

To receive FSA funds, a student must sign the Statement of Educational Purpose.

In the Statement of Educational Purpose, the student certifies that he or she will use all FSA funds for educational purposes at the school that determined the student's eligibility for those funds. Therefore, the Statement of Educational Purpose is included on the verification worksheet.

Eligibility – Enrollment Status

As specified in Department of Education Guidelines, Ventura Adult and Continuing Education must define what is considered to be a full-time workload. This measurement may differ from other schools and for other purposes at the school.

Ventura Adult and Continuing Education measures program length for all programs by clock hours. Department of Education guidelines specify that 18 clock hours per week is the minimum number of hours in an educational program. Therefore, Ventura Adult and Continuing education considers a full-time student to be one who attends at least 24 clock hours per week. A full academic year is considered to be a standard of 26 weeks in an academic year and 900 clock hours.

Students applying for FSA programs are required to be enrolled at least 18 hours a week.

A student's enrollment status is also important for deferment purposes. A borrower is eligible for a deferment as a half-time student without receiving additional loans during the deferment period if he or she is a Direct Loan borrower.

Eligibility - Incarcerated Students

A student who is incarcerated is ineligible to receive FSA loans. Ventura Adult and Continuing Education understands the Violent Crime Control and Law Enforcement Act of 1994 amended the Health and Education Administration (HEA) to prohibit the awarding of a Federal Pell Grant to any individual who is incarcerated in any Federal or State penal institution.

Eligibility - Members of Religious Orders

Members of religious orders are not permitted to receive subsidized Direct Loans, Federal Pell Grants or campus-based aid. Members of any religious community, society or order that directs the course of study for students, or provides students with subsistence support are considered to have financial need. Members of religious orders are eligible for unsubsidized Direct Loans.

Eligibility - Financial Aid Need

Policy

Financial Need is defined as the difference between the student's cost of attendance (COA) and the family's ability to pay these costs. The Financial Aid Technician has the authority to use professional judgment to adjust the COA on a case-by-case basis. These adjustments must be documented in the student's file.

Procedures

1. Determine the Expected Family Contribution (EFC).
2. Determine dependency status using the federal definition and guidelines outlined in the Student Aid Handbook.
3. Determine Cost of Attendance (COA) including tuition and fees, books and supplies, food, housing, transportation, miscellaneous personal expenses, child or dependent care costs and loan fees.

The Financial Aid Technician has the responsibility of including all resources available when determining need and making an award to a student. These resources include, but are not limited to, the following:

1. Pell Grant eligibility
2. Subsidized and Unsubsidized Direct Loans
3. Veteran Benefits
4. Grants such as Candelaria and Americorps

Need based Financial Aid includes Pell Grants and Direct Subsidized Loans. Direct Unsubsidized Loans are not need based.

Eligibility - Cost of Attendance (COA)

In order to receive Financial Aid at Ventura Adult and Continuing Education, a student must demonstrate financial need to receive all Federal Student Aid (FSA). These loans include, Direct Subsidized and Unsubsidized Loans and Direct PLUS Loans. FSA programs are based upon the family's need for assistance.

Financial need is simply defined as the difference between the student's cost of attendance (COA) and the family's ability to pay these costs. Ventura Adult and Continuing Education will reduce the student's financial need by the aid awarded to the student.

Education costs for the FSA Programs are defined by statute and are based upon the student's tuition, fee charges, and living situation (e.g. off campus with parents or off campus without parents). Ventura Adult and Continuing Education does not offer campus housing. The student's ability to contribute toward these costs, measured by the Expected Family Contribution (EFC), is calculated by using the ED Express software. Ventura Adult and Continuing Education uses the "California Budget" to determine indirect costs. Indirect costs include housing, transportation, food and miscellaneous costs while a student is enrolled. Ventura Adult and Continuing Education believes the "California Budget" as drafted by the California Student Aid Commission is a fair and equitable table to determine those costs incurred by a student and is permitted by Federal Statute.

A student's COA is generally a sum of the following:

- 1) The tuition and fees normally assessed for a student carrying the same academic workload, including costs of rental or purchase of equipment, materials, or supplies required of all students in the same course of study.
- 2) An allowance for books, supplies, transportation and miscellaneous personal expenses.
- 3) An allowance for room and board.
- 4) Students with dependents, an allowance for costs expected to be incurred for dependent care (during periods that include, but are not limited to, class time, study time, field work, internships and commuting time for students) should be based on the number and age of such dependents and should not exceed reasonable costs in the community for the kind of care provided. Ventura Adult and Continuing Education reserves the right to have the student document child care expenses while attending school.
- 5) For disabled students, there is an allowance for reasonably incurred expenses (including special services, personal assistance, transportation, equipment and supplies), related to a student's disability and not provided for by another agency.

Eligibility - Cost of Attendance (COA) (continued)

Ventura Adult and Continuing Education considers a student to be disabled if he or she is deaf, mentally impaired, hard of hearing, speech or language impaired, visually disabled, seriously emotionally disturbed, orthopedic impaired, autistic, has a traumatic brain injury, is otherwise health impaired or has specific learning disabilities that require special education and related services. Ventura Adult and Continuing Education reserves the right to document the disability from a qualified state licensed medical professional and to document in writing the additional expenses that will be incurred while attending school. All documentation will be placed in the student's folder.

- 6) For students placed in a work experience through a cooperative education program there is an allowance for reasonable costs associated with such employment. Ventura Adult and Continuing Education reserves the right to request in writing the additional expenses and maintain that documentation in the student file.
- 7) FSA loan fees - Direct Loan origination fees. Ventura Adult and Continuing Education will incorporate the loan fee in the COA calculation as that figure accurately represents the loan fee.

Exceptions to the normal Cost of Attendance allowances:

- 1) For students who are enrolled less than half time, only the costs for tuition and fees and allowances for books and supplies, transportation (but not miscellaneous expenses) and dependent care expenses may be included as part of the COA.
- 2) The financial aid administrator has the authority to use professional judgment for special circumstances to adjust the COA for the FSA Programs. Such adjustments will be documented and placed in the student's file. A discussion of special circumstances and professional judgment will follow later in this manual.

Need based aid must not exceed the student's financial need. Aid in excess of need is referred to as an over-award.

Office of Financial Aid: Policies & Procedures Manual

COST OF ATTENDANCE 2022-2023 EFFECTIVE 7/1/2022

Mos	Wks	Hrs	Program	Tuition & Fees	Loan Fee	Room & Board	Books & Supplies	Trans Cost	Misc	Budget Total
			W/Parent		40	1040		114	372	
4.5	18	630	Accounting Clerk w/Parent	3970	28	4680	1073	513	1674	11938
4.5	18	630	Administrative Asst w/Parent	3970	28	4680	825	513	1674	11690
4.5	18	630	Microsoft Office Professional w/Parent	3970	28	4680	585	513	1674	11450
5	20	700	Back Office Medical Assistant w/Parent	4410	31	5200	810	570	1860	12881
5.25	21	735	Pharmacy Technician w/Parent	4630	32	5460	828	599	1953	13502
5.5	22	770	Computer Support Tech w/Parent	4850	34	5720	662	627	2046	13939
5.5	22	770	Front Office Medical Assistant w/Parent	4850	34	5720	1202	627	2046	14479
6.5	26	910	Comp Financial Accounting w/Parent	5730	40	6760	1458	741	2418	17147
7	28	980	DMM w/Parent	6170	43	7280	413	798	2604	17308
7	28	980	Business Administration w/Parent	6170	43	7280	1399	798	2604	18294
7.5	30	1050	CAD Drafter w/Parent	6610	46	7800	610	855	2790	18711
8	32	1120	F/B Office Medical Asst w/Parent	7050	49	8320	1444	912	2976	20751
8	32	1120	Network Systems Technician w/Parent	7050	49	8320	830	912	2976	20137
8.5	34	1190	Graphics for Web & Print w/Parent	7490	52	8840	893	969	3162	21406
8.75	35	1225	Bus Admin & Mgmt w/Parent	7710	54	9100	1722	998	3255	22839
9	36	1260	3D Modeling w/Parent	7930	55	9360	840	1026	3348	22559
9.5	38	1330	Network Security Tech w/Parent	8370	58	9880	1262	1083	3534	24187
9.5	38	1330	Studio Production w/Parent	8370	58	9880	413	1083	3534	23338

Office of Financial Aid: Policies & Procedures Manual

COST OF ATTENDANCE 2022-2023 EFFECTIVE 7/1/2022										
Mos	Wks	Hrs	Program	Tuition & Fees	Loan Fee	Room & Board	Books & Supplies	Trans Cost	Misc	Budget Total
			Off Campus		40	1776		104	436	
4.5	18	630	Accounting Clerk off campus	3970	28	8892	1073	468	1962	16393
4.5	18	630	Administrative Asst off campus	3970	28	8892	825	468	1962	16145
4.5	18	630	Microsoft Office Professional off campus	3970	28	8892	585	468	1962	15905
5	20	700	Back Office Medical Assistant off campus	4410	31	9880	810	520	2180	17831
5.25	21	735	Pharmacy Technician off campus	4630	32	10374	828	546	2289	18699
5.5	22	770	Computer Support Tech off campus	4850	34	10868	629	572	2398	19351
5.5	22	770	Front Office Medical Assistant off campus	4850	34	10868	1202	572	2398	19924
6.5	26	910	Comp Financial Acctg off campus	5730	40	12844	1458	676	2834	23582
7	28	980	DMM off campus	6170	43	13832	413	728	3052	24238
7	28	980	Business Administration off campus	6170	43	13832	1399	728	3052	25224
7.5	30	1050	CAD Drafter off campus	6610	46	14820	610	780	3161	26136
8	32	1120	F/B Office Medical Asst off campus	7050	49	15808	1444	832	3270	28671
8	32	1120	Network Systems Technician off campus	7050	49	15808	830	832	3488	28057
8.5	34	1190	Graphics for Web & Print off campus	7490	52	16796	893	884	3706	29821
8.75	35	1225	Bus Admin & Mgmt off campus	7710	54	17290	1722	910	3815	31501
9	36	1260	3D Modeling off campus	7930	55	17784	840	936	3924	31469
9.5	38	1330	Network Security Tech off campus	8370	58	18772	1262	988	4142	33592
9.5	38	1330	Studio Production off campus	8370	58	18772	413	988	4142	32743

Eligibility - Financial Aid Need - Exceptions to the Cost of Attendance

The following are exceptions to the Cost of Attendance:

- 1) Generally, the COA for a correspondence study is restricted to the costs for tuition and fees. However, if the student is fulfilling a required period of residential training, the COA can include required books and supplies, an allowance for travel and room and board costs specifically incurred. However, Ventura Adult and Continuing Education does not participate in correspondence courses but reserves the right to comment on this particular regulation.
- 2) The COA for incarcerated students is limited to tuition and fees, required books and supplies. Ventura Adult and Continuing Education recognizes that a student who is incarcerated is ineligible to receive an FSA loan; and if a student is incarcerated in a federal or state penal institution, he or she cannot receive a Federal Pell Grant. Ventura Adult and Continuing Education does not enroll any student currently serving time in prison at any level.
- 3) The Financial Aid Technician of Ventura Adult Continuing Education has the authority to use professional judgment to adjust the COA of a student on a case-by-case basis. Such adjustments will be documented in the student's file.

Eligibility - Expected Family Contribution (EFC)

The EFC is the amount that a family can reasonably be expected to contribute toward the costs of a post-secondary education. The EFC is based on the analysis of the family's financial strength, including the income and assets of the student, the student's spouse (if applicable) or if the student is dependent, the student and his or parent(s). The EFC formula also considers such factors such as the number of people in the household, the number of people attending a post-secondary institution and the special costs of families in which both heads of the household are employed.

When the EFC is less than the COA (the student's family cannot be expected to contribute the full costs) the student is considered to have financial need. The EFC for a Federal Pell Grant is determined annually. For the 2022-2023 award year the maximum EFC allowed is \$6,895. The student will remain eligible for aid from FSA programs as long as the EFC is below the cost of attendance.

Some students will have more than one EFC calculated. The CPS will calculate a simplified EFC for a student who meets certain income and tax filing requirements. When an applicant meets the requirements for a simplified needs test, family assets are not considered in the calculation therefore the student is not required to furnish this information on the application. The CPS will calculate two Expected Family Contributions for students supplying information on family assets - A primary EFC, which uses the simplified formula and secondary EFC that will be equal to or higher than Primary EFC. The financial aid technician may use either figure to determine eligibility for aid from any FSA program.

The EFC found in the upper right hand corner of the first page of the ISIR is based on a 9 month enrollment and should always be used for awarding a Pell Grant, even if the student may attend for a longer or shorter amount of time. The second section of the FAA information area contains headings for the number of months, Primary EFC and Secondary EFC as well as a table of 1 to 12 month alternate EFC which the financial aid technician may use to award aid (other than Pell Grants, for which the nine month figure is always used). For dependent students, the alternate EFC for periods of attendance (other than 9- months) are calculated by the CPS according to a formula prescribed in the HEA. For independent students, the law does not specify the adjustments, so the CPS prorates the EFC for each month. A Primary EFC appearing in this area indicates, either the student has not met the simplified formula criteria (based on income or tax filing status) or the student met the criteria but did not supply sufficient asset information to permit a Secondary EFC calculation.

One of the most significant decisions in need analysis concerns whether the applicant should be considered a dependent or independent student. If the student is dependent on his or her parent(s)' income, then asset information of the parent(s)' will be collected in

Eligibility - Expected Family Contribution (EFC) (continued)

addition to the same data elements from the student. A parental contribution will be added to the student's contribution to determine the EFC. An independent student will not need to furnish parent(s)' income and asset information, but will (if applicable) need to supply the asset and income information on their spouse.

For the 2022-2023 award year, a student is automatically independent if he or she meets one or more of the following criteria.

- The student was born before January 1, 2000.
- The student is a veteran of the U S armed forces.
- The student will be enrolled in a graduate or professional program, beyond a bachelor's degree
- The student is a ward of the court, or was a ward of the court until the age of 18, or both parents are deceased and the student has no legal or adoptive guardian. A student is not considered to be a ward of the court based on being incarcerated.
- The student is married.
- The applicant has a child or children for whom they provide at least 51% of their support.
- The applicant supports another individual except a spouse or child at least 51% of their support.

In unusual circumstances, a student who does not meet any of these criteria may still be considered to be independent on the basis of the Financial Aid Technician's professional judgment. If the Financial Aid Technician at Ventura Adult and Continuing Education makes this decision, it will be done on a case by case basis and will be documented in the file accordingly.

Eligibility – Dependent / Independent Status

One of the most significant decisions in need analysis concerns whether the applicant should be considered a dependent or independent student. If the student is dependent on his or her parent(s) income, then asset information of the parent(s) will be collected in addition to the same data elements from the student. A parental contribution will be added to the student's contribution to determine the EFC. An independent student will not need to furnish parent(s) income and asset information, but will (if applicable) need to supply the asset and income information on their spouse.

For the 2022-2023 award year, a student is automatically independent if he or she meets one or more of the following criteria.

- * The student was born before January 1, 2000.
- * The student is a veteran of the U S armed forces.
- * The student will be enrolled in a graduate or professional program, beyond a bachelor's degree
- * The student is a ward of the court, or was a ward of the court until the age of 18, or both parents are deceased and the student has no legal or adoptive guardian. A student is not considered to be a ward of the court based on being incarcerated.
- * The student is married.
- * The applicant has a child or children for whom they provide at least 51% of their support.
- * The applicant supports another individual except a spouse or child at least 51% of their support.

In unusual circumstances, a student who does not meet any of these criteria may still be considered to be independent on the basis of the Financial Aid Technician's professional judgment. If the Financial Aid Technician at Ventura Adult and Continuing Education makes this decision, it will be done on a case by case basis and will be documented in the file accordingly.

Eligibility – Satisfactory Academic Progress, Academic Plan, and Appeal Process

Under guidelines established by the Department of Education, Ventura Adult and Continuing Education must monitor its FSA recipients to ensure that they are meeting satisfactory progress standards. Regulations require Ventura Adult and Continuing Education to develop reasonable standards for measuring academic progress and to apply those standards consistently to all students within identifiable categories. Ventura Adult and Continuing Education will apply both a qualitative and quantitative measure in determining a student's academic progress.

Using a qualitative measure, Ventura Adult and Continuing Education, will use the equivalent of a Grade Point Average (GPA). Although course work is not measured by a GPA in the true sense of the definition, instructors measure the quality of work turned in by a student and translate the progress into a standard letter grade using the traditional GPA as a measuring tool. Ventura Adult and Continuing Education defines a student using the qualitative measure as one who is maintaining a "C" average, or a 2.0 average.

To quantify a student's academic progress, Ventura Adult and Continuing Education will adhere to the Department of Education's guidelines. Regulations specify that for an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program measured in academic years, credit hours attempted or clock hours completed as appropriate. At Ventura Adult and Continuing Education, we measure program length in clock hours.

To ensure that a student is making sufficient progress throughout the course of study, Ventura Adult and Continuing Education, will divide all eligible programs into equal evaluation periods called increments. These increments will not be longer than half of the program or academic year (900 hours), whichever is less. If a program is 700 clock hours, the increment will not exceed 350 clock hours. The method by which financial assistance disbursements will be made to the students and the frequency of those disbursements coincide with the evaluation period increments.

Ventura Adult and Continuing Education will compare the number of hours the student has completed to the number of hours the student could have completed. The calculation will enable our institution to determine whether the student is progressing at a rate that will allow him or her to finish the program within the maximum time frame. (150%)

A student who does not maintain a "C" average or has not completed the specified number of hours will be placed on **WARNING** status. The student will remain on **WARNING** status until he or she brings his or her course work up to an acceptable GPA (2.0) and/or completes the specified number of clock hours in an increment. During the time a student is on warning status, *financial aid may be in jeopardy*. The student's SAP will be reevaluated at the end of the second payment period. If the student has not attained SAP,

Eligibility – Satisfactory Academic Progress, Academic Plan, and Appeal Process (continued)

at this time, the student will be put on academic probation. For programs over 900 hours in length, the student must achieve SAP by the second payment period or he or she will be ineligible to receive further financial aid.

A student will be put on academic financial aid probation when he or she has failed to meet SAP for two consecutive increments.

When it is determined that a student is no longer eligible to receive financial aid and that student withdraws from a program, Ventura Adult and Continuing Education will make an assessment as to what the student may be able to retain from his or her financial aid. Should a refund be due, Ventura Adult and Continuing Education will advise the student and make the appropriate adjustments on their account.

Under qualitative guidelines, students must complete all course work and have their work reviewed and accepted by the instructor for a passing grade. Should a student refuse to complete assignments, this will have adverse consequences on the amount of FSA that may be available. Each student will be counseled on a case-by-case basis. The program counselor or administrator will develop an academic plan for those students who do not meet SAP during their monthly program reviews.

The academic plan will set the conditions for insuring that the student will be able to meet SAP by a specific point in time. Those students with academic plans will be monitored on a monthly basis by the program counselor or administrator. Instructors will provide daily attendance and pacing information as well as GPAs to the counselor/administrator responsible for monitoring SAP to assure adherence to the academic plan. Students will be reinstated to eligibility if they adhere to the conditions outlined in the academic plan and may continue to receive financial aid while on academic probation.

A student may appeal a determination on his or her level of satisfactory academic progress. The student must request an appeal in writing to the program administrator for consideration. All appeals should include specific information regarding what has changed that will allow a student to achieve SAP at the next evaluation. Students can demonstrate their proficiency by showing an instructor or instructors their level of competence by testing out in a particular field or fields of study. The student must achieve an acceptable passing mark to establish their satisfactory progress level. Failure to clearly demonstrate their level of satisfactory progress will affect their FSA funding. Such scenarios will be addressed on a case-by-case basis and any student involved in this process will be duly counseled by, administrator(s), instructor(s) and a financial aid representative.

If a student on probation fails to meet the SAP standards of Ventura Adult and Continuing Education, he or she will not be allowed to receive further aid from the FSA Programs. The

Eligibility – Satisfactory Academic Progress, Academic Plan, and Appeal Process (continued)

student may appeal SAP probation in cases of serious illness, severe injury, or a death in the immediate family. Ventura Adult and Continuing Education reserves the right to grant an appeal if the student can clearly demonstrate that he or she fits into one of the categories mentioned above. Ventura Adult and Continuing Education will review each appeal on a case-by-case basis and will document the appeal process findings.

A student may be paid for the payment period in which he or she regains satisfactory academic progress, but cannot be paid for any payment period for which the standards were not met. For Direct Loans, a student who does not meet satisfactory academic standards at the beginning of an academic year but later meets the standards in the academic award year is eligible for the entire period of enrollment in which he or she met the satisfactory academic progress standards.

For more information regarding the terms of any loan received as part of the students financial assistance package is located in the “Financial Aid Policies and Procedures Manual and Consumer Information.”

Attendance Policies



Financial Aid
Ventura Adult and Continuing Education (VACE)
5200 Valentine Road
Ventura, CA 93003

Career Technical Education ATTENDANCE POLICIES

- *It is understood that my Financial Aid is based upon full-time enrollment. Any reduction of hours may adversely affect my Financial Aid eligibility and/or scholarship award. Any decision to change my hours of attendance, must be discussed with the Vocational Resource Instructor and Financial Aid Technician in advance.*
- *It is understood that my Financial Aid is based upon program length and number of hours in the course. I understand I must adhere to a strict attendance policy and cannot miss more than 20% of class time in a payment period. For instance, if a course is ___ clock hours, a student cannot miss more than ___ hours in the first period of the program, ___ hours in the second period of the program, and ___ in the final period. Should a student miss more than 20% of classroom time, financial aid and/or scholarship award will be adversely affected and may be eliminated. If the Financial Aid is withdrawn, I further understand, I will become immediately responsible for cash payments to the school to cover unpaid institutional charges. (see Refund Policy below)*
- *It is understood that after 14 calendar days of non-attendance, the school will determine if the student intends to return to class or to withdraw. Title IV return calculations will determine whether the school must return any unearned funds. The VACE/CTE Refund Policy will determine whether the student must cover unpaid institutional charges.*
- *It is understood that VACE will grant an approved "Leave of Absence" if the student makes the request in writing to the Vocational Resource Instructor. During an "Approved Leave of Absence," Financial Aid will be placed on hold for a minimum of five days and cannot exceed 180 days per program enrollment period. Any student not returning from an "Approved Leave of Absence" will be considered to have withdrawn from their program and refund requirements will apply.*
- *It is understood that I have been advised of the school's refund policy below:*
- *During the first 25% of the Scheduled Hours, the institution shall refund 75% of the tuition;*
 - *After the first 25% and until the end of the first 50% of the Scheduled Hours, the institution shall refund 50% of the tuition;*
 - *After the first 50% of the Scheduled Hours, the institution will retain all of the tuition.*

Print Name: _____ Date: _____

Signature: _____

Witness/Title: _____

Attendance Policies – Leave of Absence Request Form

Ventura Adult and Continuing Education Career Technical Education Program Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study, and is required for any student who misses five or more consecutive classroom days. A student requesting a LOA is required to submit the request in writing and include the reason for the leave. There must also be a reasonable expectation that the student will return from the LOA. The LOA, together with any additional Leaves of Absence, must not exceed a total of 180 days (including weekends, holidays, and school breaks) per program enrollment period. Failure to return from an approved LOA will affect Title IV loan recipients and student loan repayment terms, including the expiration of the student's grace period.

A student applying for a LOA must do so in advance and in writing unless unforeseen circumstances prevent the student from doing so. The application for a LOA is available in the Administrative Office and all classrooms. A student must submit for approval a signed and dated application that includes the reason for the LOA to their teacher or to VACE administrators. Upon return from a LOA, the student must meet with a VACE administrator.

Leave of Absence Application

Today's Date: _____ First day NOT in class: _____
Print Name: _____ First day BACK in class: _____
Program: _____ Check if return date is estimated:
Reason for LOA: _____

By signing this request I acknowledge that I have read and understand VACE's LOA policies and expect to return from my LOA.

Student Signature Date Student Phone #

Student E-mail

Administrator Approval Date

Copy to Instructor Copy to Financial Aid Office

Correspondence, Telecommunication and Internet Courses

Schools use distance education and correspondence courses to respond to students' needs for alternatives to the schedules and locations at which courses traditionally have been offered. A school may not refuse to provide FSA funds to a student because they are enrolled in correspondence or distance education courses unless the courses are not part of an eligible program.

Ventura Adult and Continuing Education offers in-person, hybrid and distance learning.

Professional Judgment

Although Financial Aid Administrators have asked the Department of Education to provide guidelines on making professional judgment decisions, the Department historically has given limited advice. So based upon the limited amount of guidance issued, Ventura Adult and Continuing Education will adopt the following guidelines regarding this subjective process.

- 1) Independent student status. The Financial Aid Technician at Ventura Adult and Continuing Education reserves the right to override the dependency status on select students but will require documentation from the student to demonstrate his or her independence. Such documentation may include but not limited to; a narrative describing their circumstances, letters from adult relatives other than parents or guardians, letters from social workers, members of the clergy, doctors, psychiatrists, psychologists and other health professionals, employers or business owners and others as deemed necessary.
- 2) Calculation of the Expected Family Contribution (EFC). The Financial Aid Technician may adjust the EFC based on reoccurring expenses or loss of employment. Any adjustment to the EFC will be clearly documented in the student's file. Ventura Adult and Continuing Education will not, under any circumstances, modify the formula or the tables used in the EFC calculation. Ventura Adult and Continuing Education acknowledges that the financial aid technician can only adjust values of specific data items.
- 3) Calculation of the Cost of Attendance (COA). Any adjustment to the COA will be clearly documented in the student's file. Ventura Adult and Continuing Education will not under any circumstances modify the formula or the tables used in the COA calculation. Ventura Adult and Continuing Education uses the budget table provided by the California Student Aid Commission in determining indirect costs, plus costs of tuition and books to determine the actual cost of attendance.
- 4) Satisfactory Academic Progress (SAP). Ventura Adult and Continuing Education reserves the right to review on a case by case basis the progress of students who have difficulty in completing the assigned course work. Ventura Adult and Continuing Education uses the CASAS test to determine if a student may need remedial instruction in order to achieve the academic standards of their particular field of study.
- 5) Denial or reduction of eligibility for student loans in Direct Loan Programs. Ventura Adult and Continuing Education reserves the right to limit access or certify student loans. Any decision to limit or deny certification on a student loan will be documented and placed in the student's file. One example would be if a student has reached his or her aggregate loan limit on any given loan.

Professional Judgment (continued)

The Financial Aid Technician at Ventura and Adult and Continuing Education will **not** exercise Professional Judgment to waive general student eligibility requirements, or to circumvent the intent of any law or regulation. Nor will Ventura Adult and Continuing Education include any post-enrollment expenses in the student's Cost of Attendance (COA). For example, professional licensing exam fees are not allowable costs.

Cash Management

All Direct Loan Program costs are determined by the Ventura Unified School district's Board of Trustees. Ventura Adult and Continuing Adult Education which utilizes Title IV funding (Financial Aid) is a self-sustaining operation. A list of programs and direct costs are published in catalog form and distributed to all interested parties. Updates are provided as deemed necessary which include any program additions, program deletions, tuition modifications, etc. All costs are reviewed for accuracy before being submitted for approval.

Management strives to insure all funds collected are credited to the student's account immediately upon receipt.

Money collected from the Pell Grant is received in two or three disbursements depending on the length of the program. The first disbursement for programs with 900 clock hours or less is at the beginning of the student's program. The second disbursement is made when the student reaches the mid-point of their program. A program that is over 900 clock hours (not exceeding 1350 clock hours) is distributed in three disbursements. An example is a 1120 hour program; the disbursements would be made as follows: 450 hrs. / 450 hrs. / 220 = 1120 clock hours. Ventura Adult and Continuing Education uses the "just in time" method of collection of these proceeds.

Ventura Adult Education receives money from the Federal Direct Loan Program as a "Standard Option or Origination School". The Loan Origination Center prepares a roster and disburses funds based on a student's loan record. The money is deposited into the school's account concurrently with the roster being sent. The funds are then immediately credited to the student's account. Should a student withdraw from a program all funds collected are subject to the Return to Title IV (R2T4) guidelines established by the Department of Education. All funds that the school is not able to retain are immediately refunded.

Ventura Adult and Continuing Education participates only in the Federal Pell Grant Program and the Direct Loan Program. Our school is eligible to participate in the Federal Family Educational Loan Program and all Campus Based Programs, as per our Program Participation Agreement with the Federal Government. We have elected to focus our efforts on the two main programs named and reserve the right to participate in the other programs as the need and opportunity arises.

Management makes every effort to insure that misuse or misappropriation of funds does not take place by adhering to established policies. Ventura Unified School District is a Public School District and governed by a Board of Trustees. All parties are aware of the need to separate allowable Federal costs as determined by individual programs. Management provides a list of allowable expenditures as part of the budget process. The Board of Trustees would need to grant a special disposition for any expenditure that is not allowable.

Cash Management (continued)

Indirect costs for Title IV funding are based upon figures submitted each year by the California Student Aid Commission. These figures are then incorporated into determining financial need for students. The California Student Aid Commission publishes these figures annually and submits it to the Department of Education.

All direct and indirect costs are applied consistently with each student. We have a set cost for each program and all indirect costs are determined using a chart provided by the California Student Aid Commission. All costs are associated with program activities only. The school annually reviews all programs and associated costs.

All duties are separate. The Financial Aid Technician creates a disbursement memo and gives it to the Accounting Technician who places the appropriate account number on it. The memo is sent to the District Account Supervisor who performs the GAPS drawdown or refund. The Ventura Unified School District Office collects the money, credits the school's account for tuition, books and fees, and requests funds from the County Superintendent of Schools to be disbursed back to the student if warranted. The Accounts Senior Office Assistant credits the students' account and distributes any checks.

Ventura Adult Education routinely encourages staff to participate in various training sessions offered by the Department of Education and the California Student Aid Commission to understand and implement new and current regulations in a timely and effective manner.

Management is given copies of the program material presented and list of workshops attended from each conference. Reference material with regulatory information is available in the Financial Aid Office and on-line at www.fsapartners.ed.gov.

Budgets, also know as Cost of Attendance (COA) that determine financial need, are established by using direct and indirect costs. Direct costs are: Tuition books and fees. Indirect costs are: Food, housing, transportation, miscellaneous and loan fees which are applied equally to all students. Amounts of indirect costs may vary in accordance with various program lengths.

Eligibility for Title IV is determined by the Financial Aid Technician. The Financial Aid Technician collects information from the applicant including:

- A) Income (both taxed and untaxed)
- B) Household size
- C) Dependency status

Cash Management (continued)

- D) High School Diploma, GED or High School Equivalency
- E) Liquid assets
- F) Citizenship status
- G) Proof of valid Social Security Number
- H) Determine prior Financial Aid History using NSLDS as the primary research tool
- I) Collect and retain copies of support documentation
- J) Determine need analysis using ED Express Software.*
- K) Providing information on how drug convictions can affect financial aid
- L) Have student complete, sign and date Statement of Educational Purpose
- M) Have student complete a General Information Worksheet

* ED Express Software has been developed by NCS, National Computer Service and is in compliance with Federal rules and regulations for Title IV funding and is recognized by the Department of Education as being a reliable source to determine eligibility for Title IV funds.

Federal regulations state a school must maintain records for a minimum of three years prior to the last fiscal year. Records are maintained on site at Ventura Adult and Continuing Education for a period of seven (7) years.

The Office of Budget and Finance of the Ventura Unified School District notifies Ventura Adult and Continuing Education of the cut off date for all fiscal year activities. All income and expenditures are carefully analyzed by appropriate personnel. Funds remaining after the end of the cut off date are immediately credited to the appropriate source.

Ventura Adult and Continuing Education uses a roster method for the disbursement of Title IV funds. Rosters are generated a least once a week or more depending on the actual release of money from the two funding sources. Should a student withdraw from enrollment, the Financial Aid Technician prepares a refund statement using the R2T4 procedures. *It is understood that VACE will return to the lender (on the student's behalf) any loan refund that is credited to his/her account. The amount will be returned after the following refund policy has been enforced: Completion of 25% or fewer scheduled hours, 75% refund of the tuition; 50% completion of scheduled hours, 50% refund of tuition; over 50% completion of scheduled hours, no refund.* All unearned income is returned to the Department of Education electronically or by completing and sending a Purchase Requisition to the Ventura Unified School District, Accounting Department. The Accounting Department returns the funds to the Department of Education. A statement listing the allocation of funds is prepared and sent to the student.

Cash Management (continued)

VENTURA ADULT AND CONTINUING EDUCATION INSTITUTIONAL REFUND POLICY Policy and Procedures

Ventura Adult and Continuing Education's Institutional Refund Policy, as outlined below, applies to all students enrolled at the VACE who withdraw and cease to be enrolled in a program. The Institutional Refund Policy determines the amount of institutional charges the student has incurred at the time of withdrawal.

Refunds for Classes Canceled by the Institution:

If tuition and fees are collected in advance of the start date of a class, and Ventura Adult and Continuing Education (VACE) cancels the class, 100% of the tuition and fees will be refunded within 45 days of the cancellation.

Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of a class, and the student does not begin the class or withdraws on the first day of class, a full refund shall be made within 45 days of the class start date.

Refunds for Withdrawal After Classes Commence:

If a student withdraws from a VACE Program:

- During the first 25% of the SCHEDULED HOURS, the institution shall refund 75% of the tuition;
- After the first 25% and until the end of the first 50% of the SCHEDULED HOURS, the institution shall refund 50% of the tuition;
- After the first 50% of the SCHEDULED HOURS, the institution will retain all of the tuition.

The refund policy applies to tuition fees only. When a student withdraws from VACE, additional fees, books, and supplies are not prorated. However, if the books are unused, determined to be in "new" condition and returned within 10 days after withdrawal, the charges are credited to the student's financial aid account.

Refunds, when due, are made within 45 days of the last day of attendance if written notification of withdrawal has been provided to VACE by the student, or from the date that VACE terminates the student or determines that the student has withdrawn from the program. If a student receives Federal Student Aid, the Financial Aid Office is responsible for initiating a "Return of Title IV Funds" calculation upon withdrawal. The requirements for returning Title IV Funds are outlined in the Financial Aid Policies and Procedures Manual.

Cash Management (continued)

VENTURA ADULT AND CONTINUING EDUCATION RETURN OF TITLE IV FUNDS (R2T4)

Policy and Procedures

Title IV funds are awarded to the student with the understanding that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from his/her program, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The Financial Aid Office is required by federal statute to recalculate federal financial aid by using the R2T4 form found on the www.fsapartners.ed.gov website. The institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible.

This policy applies to students who withdraw (official, unofficially) and cease to be enrolled, prior to, the end of a payment period. The law specifies how the school must determine the amount of Title IV program assistance the student earns if he/she withdraws from school. The Title IV programs at VACE (Ventura Adult and Continuing Education) covered by this law are: Federal Pell Grants, Direct Loans, and PLUS Loans.

The regulations for the Return of Title IV Funds do not dictate an institution's refund policy. When a student withdraws from a program, the requirements for returning Title IV program funds are separate from any refund policy that the school may have in place. Therefore, the student may still owe funds to the school to cover unpaid institutional charges.

The institution is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance. The calculation is based on the amount of time the student was "scheduled to be in attendance". For students who withdraw up through the 60% point (in each payment period of enrollment), a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the period. The percentage of a payment period is equal to the clock hours scheduled to have been completed (as of the withdrawal date in the period) divided by the total clock hours in the period.

A payment period is defined as an increment equal to half of the academic year (26 weeks, 900 clock hours). For programs less than an academic year, the total weeks and clock hours will be divided into two equal parts, which then becomes that program's payment periods. For programs greater than an academic year, the first 900 hours are divided into two equal payment periods, and the remaining clock hours at this institution will become the final payment period.

Office of Financial Aid: Policies & Procedures Manual

If the student earned less than was disbursed, the institution would be required to return a portion of the funds. The refund shall be based on Title IV funds that were disbursed or could have been disbursed to a student for the period of time for which the calculation is being performed for the payment period. The institution must return funds to the following sources, in order, up to the total net amount disbursed from each source.

- Unsubsidized Federal Loan
- Subsidized Federal Loan
- Federal Pell Grant

If the student earned more aid than was disbursed to the school to cover institutional charges, a post-withdrawal disbursement must be made within 120 days of the date the institution determined that the student withdrew. The post-withdrawal disbursement will automatically go to the institution to cover any remaining costs related to tuition, books, supplies, and applicable fees.

A withdrawal is considered to be “unofficial” if written notification is not received by the school from the student, prior to withdrawal from the program. A withdrawal is considered “official” if a written request to withdraw is received by the school from the student. If the student cannot submit a written request, they may submit the request by way of mail, email, or fax. The request must be approved by a school official.

After determining the student’s withdrawal date, the financial aid technician performs a “Return of Title IV Funds” calculation. If applicable, refunds and/or post-withdrawal disbursements are made. The school then applies the school’s internal refund policy. The student is provided with or mailed/emailed the student’s “Charges for Withdrawal” stating tuition, books and fees incurred while attending the institution. This includes monies/funds received from all sources and monies/funds returned to all sources. The final charges for withdrawal determine whether the student may owe the school money. The school’s “refund policy” is also noted:

- ***During the first 25% of the Scheduled Hours, the institution shall refund 75% of the tuition;***
- ***After the first 25% and until the end of the first 50% of the Scheduled Hours, the institution shall refund 50% of the tuition;***
- ***After the first 50% of the Scheduled Hours, the institution will retain all of the tuition.***

Along with the “Charges for Withdrawal”, a student is sent a letter regarding allocations of funds and final payment due from the student to the school, if applicable. If the student has Federal Loans, the balance is disclosed and the student is reminded to make an appointment for an “Exit Interview” (unless completed while in school). If the institution does not hear from the student an “Exit Counseling” packet is sent to the student by way of US mail. All students receive a notification explaining the “Treatment of Title IV Aid-When a Student Withdraws” during their “Entrance Interview”.

Maintenance of Technical Infrastructure and Overall Security

The building provides for the privacy, safety and security of data contained within it and for the reliable accessibility and backup of that data.

The IT department schedules maintenance and inspection for computer networks and servers on a regular basis.

The Financial Aid office door is locked during non-work hours. Student records are kept in fireproof file cabinets that are locked during non-work hours. The computer is password protected and log-in is required after 10 minutes of non-use.

Student Population Statistics and Data

Out of a total of 170 students for the 2020-2021 fiscal year, 39% are male and 61% female. The population breakdown by major racial/ethnic group (self-identified) is:

Men	39%
White, non-Hispanic Male	44%
Black, non-Hispanic Male	5%
Hispanic, Male	47%
Asian or Pacific Islander, Male	3%
American Indian or Alaska Native	0%
Unknown	1%
Women	61%
White, non-Hispanic Female	35%
Black, non-Hispanic Female	1%
Hispanic, Female	61%
Asian or Pacific Islander, Female	1%
American Indian or Alaska Native	2%
Unknown	0%

Completion and Graduation Rates

Graduation rate for cohort year 2020-2021 is 92%. Transfer out rate is 0%. Four-year average Student Right To Know completion, graduation rate calculation is 92% (IPEDS 2020-2021 graduation rates for institution). Based on cohort of full-time, first-time students as defined by IPEDS.

2019-2020 Pell Grants

Out of the total 81 full time, first time students, a total of 49 Pell Grants were awarded (60%). Of those awards, they were given to the following populations:

Men	37%
White, non-Hispanic Male	45%
Black, non-Hispanic Male	5%
Hispanic, Male	50%
Asian or Pacific Islander, Male	0%
American Indian or Alaska Native	0%
Unknown	0%
Women	63%
White, non-Hispanic Female	23%
Black, non-Hispanic Female	0%
Hispanic, Female	74%
Asian or Pacific Islander, Female	3%
American Indian or Alaska Native	0%
Unknown	0%

Board Policy on Drug and Alcohol Abuse

Ventura USD

Board Policy

Drug And Alcohol-Free Workplace

BP 4020

Personnel

The Governing Board believes that the maintenance of drug and alcohol-free workplaces is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess or use any controlled substance while on duty, on district property, or at a school-related activity or event. (Government Code 8355; 41 USC 701)

In addition, an employee shall not use or be under the influence of any alcoholic beverage or controlled substance, as defined in 21 USC 812, while on duty, on district property, or at a district-related activity or event.

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 701)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 701)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

In accordance with law and the district's collective bargaining agreements, the Superintendent shall take recommendations for appropriate disciplinary action, up to and including termination to the Board of Education, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local health or law enforcement agency or other appropriate agency.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

Office of Financial Aid: Policies & Procedures Manual

(cf. 4212 - Appointment and Conditions of Employment)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

44011 Controlled substance offense
44425 Conviction of controlled substance offenses as grounds for revocation of credential
44836 Employment of certificated persons convicted of controlled substance offenses
44940 Compulsory leave of absence for certificated persons
44940.5 Procedures when employees are placed on compulsory leave of absence
45123 Employment after conviction of controlled substance offense
45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug Free Schools and Communities Act

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 Schedule of controlled substances

COURT DECISIONS

Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4th 381

Ross v. RagingWire Telecommunications, Inc., (2008) 42 Cal.4th 920

Management Resources:

WEB SITES

California Department of Alcohol and Drug Programs: <http://www.adp.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Labor: <http://www.dol.gov>

Policy VENTURA UNIFIED SCHOOL DISTRICT
adopted: January 11, 2011 Ventura, California

Ventura USD

Exhibit

Drug And Alcohol-Free Workplace

E 4020

Personnel

Notice to Employees

YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to the federal Omnibus Transportation Employee Testing Act of 1991, covered district employees shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

(cf. 4112.42 - Drug and Alcohol Testing for School bus Drivers)

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education Code 45123, the district may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Drug and Alcohol Abuse Prevention

This booklet is distributed annually to students and employees of the Ventura Unified School District. Students are given the following handout:

<p>Ventura Adult & Continuing Education DRUG & ALCOHOL PREVENTION POLICIES</p> <p><u>Board Policies</u></p> <p>The Federal Government has mandated that as of October 1, 1990, there will be no drug usage by students, staff or faculty on campuses anywhere in the United States.</p> <p><u>Drug-Free Schools</u></p> <p>It is the policy of the VUSD to keep all schools alcohol and drug-free by taking positive action through education, parent involvement, medical and policy referrals, and by handling incidents in the schools involving the possession, sale and/or use of alcohol, other drugs or related paraphernalia.</p> <p><u>Drug-Free Work Place</u></p> <p>It is the policy of the VUSD to provide a drug-free workplace in compliance with the Drug-Free Workplace and Community Act of 1989. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance during, or after school hours at school or in other district workplace.</p> <p><u>Disciplinary Action</u></p> <p>The superintendent and school staff will take appropriate action to eliminate possession, use, and sale of alcohol, tobacco, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students are required to comply with the district policy as a condition of their continued enrollment. Any students violating this policy will be subject to disciplinary action, including suspension and up to expulsion. Employees violating the district policy will be subject to disciplinary action which will be made in accordance with relevant state and federal laws, employment contracts collective bargaining agreements, and district policies and practices.</p>	<p>GET THE FACTS ON DRUGS!</p> <p>⇒ Addiction can happen at any age. Babies can even be born with a drug addiction due to their mother's drug use.</p> <p>⇒ Any way it is used, smoking, snorting, or injecting, cocaine is quickly addictive.</p> <p>⇒ Pot (marijuana) smoke has more cancer-causing chemicals than tobacco.</p> <p>⇒ Drug use during pregnancy can cause the baby to die in utero or be born prematurely. A mother's drug use can damage the baby's body and mind.</p> <p>⇒ If you smoke pot on the weekend, you may not be ready for school on Monday.</p> <p>⇒ The effects of pot (marijuana) can last up to three days, decreasing memory, reflexes and coordination.</p> <p>⇒ Long after you stop feeling the drug's effects, the drug can still be in your body. For example, cocaine can be found in the body up to one week and marijuana up to four weeks after a single use.</p> <p>⇒ Coffee will not sober you up. Once alcohol is in your bloodstream, only time will make you sober.</p> <p>⇒ Stopping drug use is not easy. Withdrawal sickness, believing that you must have drugs, and being around people who use drugs can make stopping difficult.</p> <p>⇒ Drugs do not relieve stress or help people deal with problems. Drugs only make people forget and not care about their troubles. When the drug wears off, the problems are still there.</p>	<p>Ventura Unified School District Adult and Continuing Education</p> <p>HEALTH RISKS ASSOCIATED WITH DRUG AND ALCOHOL ABUSE</p> <hr/> <p>Providing a drug-free future for the Adult & Continuing Education community</p>
<p>WHERE TO FIND HELP</p> <p><u>Toll-Free Information</u></p> <p>National Council on Alcoholism and Drug Dependence</p> <p>Information Line</p> <p>1-800-NCA-CALL (622-2255)</p> <p>The National Center of Alcoholism, Inc., is a national nonprofit organization that combats alcoholism, other drug addictions, and related problems. NCA also provides referral services to families and individuals seeking help with alcohol and other drug problems</p> <p>24-Hour Alcohol Abuse Recovery Hotline</p> <p>1-866-643-6144</p> <p>Call a hotline for alcohol addiction help and counseling. Overcoming drug addiction and co-occurring disorders can seem impossible, but it's not. Expert help is available to ensure you or a loved one gain control and does a complete 180 degree turn towards the positive aspects of life.</p> <p>National Drug Information Treatment and Referral Hotline</p> <p>1-800-662-HELP (4357)</p> <p>Information, support, treatment options and referrals to local rehab center for any drug or alcohol problems. Operates 24 hours, seven days a week</p> <p>Alcohol Hotline Support & Information</p> <p>1-800-331-2900</p>		

THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

The use of illicit drugs and the abuse of alcohol have ravaged families and infiltrated our campuses, streets, neighborhoods and school yards, as well as the workplace and highway. There are many drugs that affect the mind or behavior and they are either legal or illegal. Legal drugs are those approved for sale either by prescription or over the counter. Alcohol, which is available in beverages for those at or above the legal drinking age, is a drug. Caffeine and nicotine are also drugs. Illegal drugs are those whose manufacture, sale, purchase for sale or possession is prohibited by law. These include such drugs as marijuana, cocaine, PCP, heroin, and drugs that are approved but are obtained by illegal means or used for illicit purposes.

Drugs can make you sick, damage your body and brain and kill you. Using drugs can make it difficult for you to learn and remember things. School or work may seem harder. You can even get more colds and flu. Many drugs can change your moods and make you feel unhappy. More than half of all teenage suicides are drug-related. When using drugs, you often lose your coordination and can't think clearly. In the majority of fatal auto accidents involving people under 25 years of age, the driver was under the influence of drugs.

The most significant health risk, besides death, is addiction. Chemical dependency is a disease that if not arrested, is fatal.

HEALTH RISKS: WHAT CAN HAPPEN TO YOUR BODY

Drug	Alcohol	Cocaine/Crack	Depressants	Heroin	Inhalants	
	Coke Snow Flake Nose Candy Big C Barbiturates Dope Pacifier Downers China White Dragon Dope Diesel Skag Gas Glue Laughing Gas Freon Poppers Crack Rock Blow Angie Barbs Came Barbs Blue Dolls Yellow Jackets Dog Persian Porcelain "H" Smack Junk Big Rush Locker Room Aerosol Sprays Paint Duct Foo Foo Dust Icing Dream Her Quaaludes					
Initial Use	* Heart beats faster and weaker * Become clumsy and stagger * Get Confused and can't concentrate * Feel sick to your stomach, vomit * Mood changes quickly to violence or depression	* Heart beats faster * Blood pressure rises * Body temperature rises * Breathe faster * Can't sit still or sit up	* Feel calm and sleepy * Get confused and can't concentrate * Muscles relax * Speech gets slurred * Become clumsy and stagger	* Heart beats slower * Breathe slower * Pupils shrink and eyes water * Skin on face, neck and chest turns red * Feel sick to your stomach, vomit	* Feel dizzy, get bad headaches * Speech gets slurred * Sneeze cough get bloody nose * Feel sick to your stomach * Urinate and defecate without control	
Chronic Use	* Permanent liver, heart, and brain damage * Liver cancer * Stomach ulcers * High blood pressure * Alcoholism	* Permanent lung damage * Holes and ulcers inside nose * Personality changes and violent behavior * Fear of people and things (paranoia) * See things that aren't real (hallucinate)	* Chest infections * See things that aren't real (hallucinate) * Deadly when used with alcohol	* Lung damage * Lowers sex drive * Disrupts menstrual cycle/ovulation * Constipation		
Drug	Hallucinogens	Marijuana	Phencyclidine	Steroids	Stimulants	Tobacco
	LSD Peyote Mushrooms Angel Dust Golden Dragon Nubs	Pot Reefer Grass Skunk Hash Mota Weed Bud Mary Jane	PCP Angel Dust Killer Weed Rocket Fuel Crystal Cyclone		Amphetamines Speed Crank Ice Black Beauties Meth Uppers	Nicotine
Initial Use	* Heart beats faster * Blood pressure rises * Body temperature rises * Feel cold, shiver, get chills * Can't see or hear well * Get confused and panic	* Feel calm, relaxed, sleepy * Heart beats faster * Reaction time slows down * Eyes get bloodshot, eyesight blurs * Lose sense of time	* Heart beats faster * Blood pressure rises * Eyesight blurs * See things that aren't real (hallucinate) * Speech gets slurred or stops * Body movements and sense of time slows down	* Heart beats faster * Blood pressure rises * Become more alert * Feel dizzy and shaky * Can't sit still or sleep * Bad breath, mouth and lips dry out	* Heart beats faster * Blood pressure rises * Become more alert * Feel dizzy and shaky * Can't sit still or sleep * Bad breath, mouth and lips dry out	* Heart beats faster * Blood pressure rises * Feel sick to your stomach, vomit * Feel tense and tired * Breath smells bad, teeth get stained
Chronic Use	* Permanent mental problems * See things that aren't real (hallucinate) * Severe depression * Flashbacks * Suicide	* Heart and lung damage * Lung cancer * Can't remember things * Lower ability to fight off colds/flu * Lower sperm count/movement * Disrupts menstrual cycle/ovulation	* Permanent brain, heart, and lung damage * Permanent speech problems * Fear of people and things * Can't remember things * Flashbacks	* Heart attacks * Liver cancer * Stop growing taller * Testicles shrink, can't have erections, sterile * Disrupts menstrual cycle/ovulation	* Permanent brain, heart, and lung damage * See things that aren't real (hallucinate) * Mood changes quickly * Severe depression * Lose weight	* Heart and lung damage * Lung/mouth/throat cancer * Stomach ulcers * High blood pressure * Sense of taste/smell reduced

Board Policy on FERPA

The specific policies to reference are BP 5125.1 and 5141.6.

Voter Registration

VACE makes a good faith effort to provide voter registration forms for all students who are eligible to vote and haven't yet registered or for students who have moved, changed names, or wish to change party affiliation and need to update their information.

At our Constitution Day celebration, students are encouraged to vote and registration materials are made available. Requirements for voting in California and other helpful information such as registration deadlines are presented on the California Secretary of State's website: <http://www.sos.ca.gov/elections/voter-registration>.

Voter registration forms are available on the table outside the VACE office. Students can pick up forms at any time before the registration deadline for each election. For those who prefer to register electronically, California also offers online registration at <http://registertovote.ca.gov>.

Glossary

Assets: Part of a family's financial worth; including home equity, real estate, stocks, bonds, and cash savings.

California Resident: You are considered a California resident if you are: an unmarried student, under 18, and if your parents have been legal California residents for one year prior to the year in which you are applying for financial aid; if you've lived for two years with a legal California resident, other than a parent; or if a parent is in the U.S. Armed Forces, stationed in California and on active duty when you enroll. All married students, regardless of age, and unmarried students 18 or older, must establish their own residency.

Central Processor: Also called federal student aid processor is the federal government's computer system that analyzes the information on your FAFSA, calculates how much you and your family can pay toward college, and sends out the Student Aid Report.

Citizen/Eligible Noncitizen: A U.S. citizen, U.S. national (includes natives of American Samoa and Swain's Island), or a U.S. permanent resident who has an Alien Registration Receipt Card. Other eligible noncitizens are those who have an Arrival-Departure Record from the U.S. Immigration and Naturalization Service showing one of the accepted designations, or a Temporary Resident Card. Citizens of the Federated States of Micronesia, the Marshall Islands and Palau are eligible for Pell Grants, Federal Supplemental Educational Opportunity Grants or Federal Work-Study only.

Cost of Attendance: Total costs of college; also called student budget.

Glossary (continued)

Default: Failure to make loan payments or otherwise honor terms of a loan.

Dependent Student: A student under 24 years of age who doesn't qualify as an independent student and whose parental income and asset information is used in calculating his/her expected family contribution.

Expected Family Contribution (EFC): The portion of your family's financial resources that should be available to help pay educational costs.

FAFSA: Free Application for Federal Student Aid.

Federal Family Education Loan Program (FFELP): Loans are made by commercial lenders. (i.e. Federal Stafford, PLUS, and Consolidation loans).

Financial Aid Package: An offer of financial aid, usually a combination of grant, loan and/or work aid.

Financial Need: The difference between the expected family contribution and school costs; the amount of aid you're eligible to receive.

GED: General Educational Development score used to measure academic achievement to the high school graduate level.

Guarantee: A promise to pay a debt if the borrower fails.

Glossary (continued)

Guaranty Agency: The organization that administers the FFELP (in California, the California Student Aid Commission).

Home Equity: Current home value minus the amount still owed.

Independent College: Nonprofit, private college not run by a government organization.

Independent Student: One who is financially self-supporting.

Interest: The fee charged to borrowers by lenders for using loan money.

Promissory Note: A legally binding contract between a borrower and lender listing all terms and conditions of a student loan.

Satisfactory Academic Progress: Your school's written standard of satisfactory progress that you must maintain toward a degree or certificate in order to receive financial aid.

Scholarship: A grant awarded based on grades or other achievement; not always based on financial need.

Glossary (continued)

Selective Service Registration: Register with the Selective Service to receive federal student aid; applies to males born on or after January 1, 1960, who are at least 18 years old, citizens/eligible non-citizens, and not currently on active duty in the Armed Forces.

Student Aid Report (SAR): Report summarizing the information submitted on your FAFSA.

Student Budget: Total cost of attending a college---cost of attendance.

Vocational School: An institution offering a course of study beyond high school to teach specific job skills; also called a trade school.

Appendix 1: Enrollment Form

The following page is the VACE Enrollment Form which is completed by the student and office staff on the student's first day of attendance. Usually, the Financial Aid interview has already been completed and the student notified of their Financial Aid Package.

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Ventura Adult and Continuing Education
Course Enrollment Record
 HSD/HSE: 805-289-1749 Ext. _____ All Others: 805-289-7925

New Student
 Re-enrollment

Please print clearly

Name: _____ Gender: Male Female
Last First Middle/Maiden
 Address: _____ Marital Status: Married Single
Street address City Zip
 Home Phone: _____ Cell phone: _____ Work phone: _____
Lic. Plate
 Birthdate: _____ E-mail: _____
 Country of Birth: _____ Emergency Contact/Parent Name (if minor): _____
Name Phone Relationship
 Counselor: _____ Phone: _____

Ethnicity (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Student Status (Mark one) <input type="checkbox"/> Adult <input type="checkbox"/> Concurrently Enrolled in High Sch.	# of Years of School Completed <input type="checkbox"/> Majority earned outside U.S.	Reason for Enrollment (Mark one in each column) 1 st 2 nd <input type="checkbox"/> Improve Basic Skills <input type="checkbox"/> Improve English Skills <input type="checkbox"/> High School Diploma/HSE <input type="checkbox"/> Get a Job <input type="checkbox"/> Improve or Retain Job <input type="checkbox"/> Enter College <input type="checkbox"/> Enter Vocational training <input type="checkbox"/> Work-Based Project <input type="checkbox"/> Family Goal <input type="checkbox"/> U.S. Citizenship <input type="checkbox"/> Military <input type="checkbox"/> Personal Goal <input type="checkbox"/> Other
Racial Group (Mark one or more) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White <input type="checkbox"/> Black or African Am. <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Filipino <input type="checkbox"/> American Indian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Other	Instructional Program (Mark all that apply) <input type="checkbox"/> Basic Skills (ABE) <input type="checkbox"/> ESL/ELL <input type="checkbox"/> Citizenship <input type="checkbox"/> High School Diploma <input type="checkbox"/> High School Equivalency <input type="checkbox"/> Vocational <input type="checkbox"/> Work Readiness <input type="checkbox"/> Adults w/ Disabilities <input type="checkbox"/> Health & Safety <input type="checkbox"/> Home Economics <input type="checkbox"/> Parent Education <input type="checkbox"/> Older Adults <input type="checkbox"/> Technical High School <input type="checkbox"/> Independent Studies <input type="checkbox"/> Distance Learning <input type="checkbox"/> Tutoring	Highest Degree Earned (Mark one) <input type="checkbox"/> None <input type="checkbox"/> High School Equivalency <input type="checkbox"/> High School Diploma <input type="checkbox"/> Technical Certificate <input type="checkbox"/> Some College, no degree <input type="checkbox"/> AA/AS Degree <input type="checkbox"/> 4-yr College Grad <input type="checkbox"/> Graduate Studies <input type="checkbox"/> Special Ed Diploma <input type="checkbox"/> Above earned outside U.S.	Special Status (Mark all that apply) <input type="checkbox"/> CalWORKS (or TANF) <input type="checkbox"/> Other Public Assistance <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Veteran <input type="checkbox"/> Post 9/11 GI Bill <input type="checkbox"/> TAA <input type="checkbox"/> Single Parent <input type="checkbox"/> MediCal <input type="checkbox"/> Migrant Education <input type="checkbox"/> WIOA Title I <input type="checkbox"/> WIOA Title II <input type="checkbox"/> WIOA Title III <input type="checkbox"/> WIOA Title IV <input type="checkbox"/> Concurrently Enrolled in High School/ K-12 <input type="checkbox"/> Financial Aid - Pell <input type="checkbox"/> Financial Aid - Loan <input type="checkbox"/> Private Pay <input type="checkbox"/> Scholarship <input type="checkbox"/> Voucher <input type="checkbox"/> K-12 Free Lunch
Native Language (Mark one) <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Chinese <input type="checkbox"/> Hmong <input type="checkbox"/> Cambodian <input type="checkbox"/> Tagalog <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Farsi <input type="checkbox"/> Arabic <input type="checkbox"/> Somali <input type="checkbox"/> Other	Employment Status (Mark all that apply) <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Not employed and Not seeking work <input type="checkbox"/> Retired	Family Size Number in school K/12: _____	Family Income Level (Mark One) <input type="checkbox"/> Under \$7,500 <input type="checkbox"/> \$7,501 - \$16,700 <input type="checkbox"/> \$16,701 - \$22,500 <input type="checkbox"/> \$22,501 - \$28,300 <input type="checkbox"/> \$28,301 - \$34,100 <input type="checkbox"/> \$34,101 - \$45,700 <input type="checkbox"/> \$45,701 - \$57,100 <input type="checkbox"/> Over \$57,100
Special Programs (Mark all that apply) <input type="checkbox"/> None <input type="checkbox"/> EL Civics <input type="checkbox"/> Jail <input type="checkbox"/> Community Corrections <input type="checkbox"/> State Corrections <input type="checkbox"/> Homeless Program <input type="checkbox"/> Family Literacy <input type="checkbox"/> Workplace Ed <input type="checkbox"/> Tutoring <input type="checkbox"/> Distance Learning <input type="checkbox"/> Special Needs <input type="checkbox"/> Alternative Ed (K-12) <input type="checkbox"/> Non-traditional Training <input type="checkbox"/> Older Adults <input type="checkbox"/> Carl Perkins	Employment Barriers (Mark all that apply or leave blank) <input type="checkbox"/> Cultural Barriers <input type="checkbox"/> Disabled <input type="checkbox"/> Displaced Homemaker <input type="checkbox"/> English Language Learner <input type="checkbox"/> Ex-Offender <input type="checkbox"/> Foster Care Youth <input type="checkbox"/> Homeless <input type="checkbox"/> Long-term Unemployed <input type="checkbox"/> Low Income <input type="checkbox"/> Low Levels of Literacy <input type="checkbox"/> Migrant Farmworker <input type="checkbox"/> Seasonal Farmworker <input type="checkbox"/> No TANF within 2 years <input type="checkbox"/> Other	Rehab Information Nature of Injury: _____ _____ _____ Current Medications: _____ _____ _____ Physical Restrictions: _____ _____ _____	Instructional Level (Mark one or leave blank) <input type="checkbox"/> ASE Low <input type="checkbox"/> ASE High

Start Date	End Date	Section #	Course Title	Instructor	Location	Days	Time

Student Signature: _____ Student #: _____ Fee Pd \$ _____
 Parent Signature (if minor): _____ Credit() Check/Cash Receipt # _____ Exempt
 Date: _____ Check # _____ VACE Initials: _____ PBA Y N

"Ventura Adult and Continuing Education prepares diverse learners with academic, vocational and technological competencies for the 21st Century global workforce."

Appendix 2: Verification Worksheets

The following pages are those used to verify the students financial Aid information found on the ISIR.

Office of Financial Aid: Policies & Procedures Manual

2022-2023/2023-2024 Verification Worksheet Dependent Student - Tracking Group V5

Your 2022-2023/2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name	Student's First Name	MI	Student's SSN or ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Alternate or Cell Phone Number	

B. Dependent Student's Family Information

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2022, through June 30, 2023/2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022–2023/2023-2024. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support and will continue to provide more than half of their support through June 30, 2023/2024.

Number in College: Please include in the College Column below information about any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2022, and June 30, 2023/2024, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
Missy Jones (example)	18	Self	Central University	Yes
		Self	VACE	Yes

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Dependent Student's Income Information to Be Verified

1. Tax Return Filers

Instructions: Complete this section if the student filed or will file a 2020/2021 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2020/2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS DRT in FAFSA on the Web to transfer 2020/2021 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2020/2021 IRS income tax return information into the student's FAFSA.

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Student Name: _____ Student ID Number: _____

The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2020/2021 IRS Tax Return Transcript(s)**.

A **2020/2021 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The Transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – Use the links to download IRS Form [4506T-EZ](#) or IRS Form [4506-T](#). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

When requesting a transcript, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2020/2021 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2020/2021 IRS income tax return).

In most cases, for electronic filers, 2020/2021 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2020/2021 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2019 paper IRS income tax returns, the 2020/2021 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2020/2021 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

Check here if a **2020 IRS and/or 2021 Signed Tax Return** is provided.

Check here if a **2020 IRS and/or 2021 Signed Tax Return** will be provided later.

2. Nontax Filers

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2019/2020 income tax return with the IRS.

Check the box that applies:

The student was not employed and had no income earned from work in 2020/2021.

The student was employed in 2020/2021 and has listed below the names of all employers, the amount earned from each employer in 2020/2021, and whether an IRS W-2 form is provided. [Provide copies of all 2020/2021 IRS W-2 forms issued to the student by his/her employers]. List every employer even if they did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2020/2021 Amount Earned	IRS W-2 Attached?
<i>ABC Shipping (example)</i>	<i>\$1,280</i>	<i>Yes</i>

D. Parent's Income Information to Be Verified

1. TAX RETURN FILERS

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2020/2021 or had a change in marital status after the end of the 2020/2021 tax year on December 31, 2020/2021.

Instructions: Complete this section if the parents filed or will file a 2020/2021 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further

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Student Name: _____ Student ID Number: _____

documentation is needed to verify 2020/2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2020/2021 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2020/2021 IRS income tax return information into the student's FAFSA once the 2020/2021 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2020/2021 IRS Tax Return Transcript(s)**.

A **2020/2021 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The Transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Telephone Request** - 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** - Use the links to download IRS Form [4506T-EZ](#) or IRS Form [4506-T](#). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

When requesting a transcript, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2020/2021 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the most recent IRS income tax return).

In most cases, for electronic filers, 2020/2021 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2020/2021 IRS electronic income tax return has been accepted by the IRS. Generally, for filers of 2020/2021 paper IRS income tax returns, the 2020/2021 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2020/2021 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents filed separate 2020/2021 IRS income tax returns, the IRS DRT cannot be used and the **2020/2021 IRS Tax Return Transcript(s)** must be provided for each.

- Check here if a **2020/2021 IRS Tax Return Transcript(s)/tax return** is provided.
- Check here if a **2020/2021 IRS Tax Return Transcript(s)/tax return** will be provided later.

2. Nontax Filers

The Instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2020/2021 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed, nor had income earned from work in 2020/2021.
- One or both parents were employed in 2020/2021 and have listed below the names of all employers, the amount earned from each employer in 2020/2021, and whether an IRS W-2 form is provided. [Provide copies of all 2020/2021 IRS W-2 forms issued to the parents by their employers]. List every employer even if they did not issue an IRS W-2 form.

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Student Name: _____ Student ID Number: _____

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2020/22 Amount Earned	For Whom?	IRS W-2 Attached?
<i>Pro Auto</i>	<i>\$980</i>	<i>Father</i>	<i>Yes</i>

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021/2022 that indicates a 2020/2021 IRS income tax return was not filed with the IRS or other relevant tax authority.

Documentation includes a verification of nonfiling letter from the IRS. This form may be obtained by completing an IRS Form 4506-T and checking box 7. An IRS form 4506-T may be downloaded [here](#).

Check the box that applies:

- Check here is a confirmation of nonfiling is provided.
- Check here is a confirmation of nonfiling will be provided later.

E. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2022-2023:

Check the box of the document you will attach to this worksheet:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office. In some cases, your school's financial aid office may accept a copy of a Form DD 214 as proof of high school completion.

F. Identity and Statement of Educational Purpose

Section F is **ONLY** to be completed in person at the Institution or in front of a Notary.

**Identity and Statement of Education Purpose
(Signed in person at the Institution)**

The student must appear in person at VACE _____
(Name of Postsecondary Education Institution)

to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a

Office of Financial Aid: Policies & Procedures Manual

Student Name: _____ Student ID Number: _____

driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the below Statement of Education Purpose.

Identity and Statement of Educational Purpose
(Signed in the presence of a Notary only if unable to sign in person at the institution)

If the student is unable to appear in person at VACE _____
(Name of Postsecondary Education Institution)

to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

In addition, the student must sign, in the presence of a notary, the below Statement of Education Purpose.

The following Statement of Educational Purpose is to be completed only in the presence of designated school official or notary.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending VACE _____ for 22-23/23-24.
(Name of Postsecondary Educational Institution)

(Student's Signature) (Date) (Student's ID Number)

(Financial Aid Administrator's Signature) Date

Notary's Certificate of Knowledge

State of _____ City/County of _____ On _____

before me, _____ personally appeared, _____
(Notary's Name) (Printed name of signer)

, and proved to me on basis of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)

To be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
(Notary Signature) (Date Commission Expires)

(Seal)

Return this original form with your proof of Identity to your school's financial aid office.

G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

Student's Signature Date

Parent's Signature Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.

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2022-2023/2023-2024 Verification Worksheet Independent Student - Tracking Group V5

Your 2022-2023/2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your spouse (if married) reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Independent Student's Information

Student's Last Name	Student's First Name	MI	Student's SSN or ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Alternate or Cell Phone Number	

B. Independent Student's Family Information

Number of Household Members: List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2021, through June 30, 2023/2024, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2023/2024

Number in College: Please include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2021, and June 30, 2022/2023, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half
Missy Jones (example)	28	Self	Central University	Yes
		Self	VACE	Yes

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Independent Student's Income Information to Be Verified

1. Tax Return Filers

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2020/2021 or had a change in marital status after December 31, 2020/2021.

Instructions: Complete this section if the student and spouse filed or will file a 2020/2021 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of *FAFSA on the Web* at [FAFSA.gov](https://fafsa.gov). In most cases, no further documentation is needed to verify 2020/2021 income information that was transferred into the student's FAFSA using the IRS

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Student Name: _____ Student ID Number: _____

DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2020/2021 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2020/2021 IRS income tax return information into the student's FAFSA.
- The student and/or spouse is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2020/2021 IRS Tax Return Transcript(s)**.

A **2020/2021 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** - 1-800-908-9946. The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Paper Request Form** - Use the links to download IRS Form [4506T-EZ](#) or IRS Form [4506-T](#). The transcript is generally received within 10 business days from the IRS's receipt of the online request.

When requesting a transcript, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2020/2021 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2020/2021 IRS income tax return).

In most cases, for electronic tax return filers, 2020/2021 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2020/2021 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2020/2021 paper IRS income tax returns, the 2020/2021 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2020/2021 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2020/2021 IRS income tax returns, the IRS DRT cannot be used and the **2020/2021 IRS Tax Return Transcript(s)** must be provided for each.

- Check here if a **2020 and or 2021 IRS Signed Tax Return** is provided.
- Check here if a **2020 and or 2021 IRS Signed Tax Return** will be provided later.

2. Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married.

Complete this section if the student and spouse will not file and are not required to file a 2020/2021 income tax return with the IRS.

Check the box that applies:

- The student and/or spouse were not employed and had no income earned from work in 2020/2021.
- The student and/or spouse was employed in 2020/2021 and have listed below the names of all employers, the amount earned from each employer in 2020/2021, and whether an IRS W-2 form is provided. [Provide copies of all 2020/2021 IRS W-2 forms issued to the student and/or spouse by their employers]. List every employer even if they did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2020/21 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	\$1,280	Yes

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Student Name: _____ Student ID Number: _____

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021/2022 that indicates a 2020/2021 IRS income tax return was not filed with the IRS or other relevant tax authority.

Documentation includes a verification of nonfiling letter from the IRS. This form may be obtained by completing an IRS Form 4506-T and checking box 7. An IRS form 4506-T may be downloaded [here](#).

Check the box that applies:

- Check here is a confirmation of nonfiling is provided.
- Check here is a confirmation of nonfiling will be provided later.

D. High School Completion Status

Provide one of the following documents that will indicate the student's high school completion status when the student begins college in 2022-2023:

Check the box of the document you will attach to this worksheet:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a homeschooled student in a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office. In some cases, your school's financial aid office may accept a copy of a Form DD 214 as proof of high school completion.

E. Identity and Statement of Educational Purpose

Section E is ONLY to be completed in person at the Institution or in front of a Notary.

**Identity and Statement of Education Purpose
(Signed in person at the Institution)**

The student must appear in person at VACE _____
(Name of Postsecondary Education Institution)

to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the below Statement of Education Purpose.

**Identity and Statement of Educational Purpose
(Signed in the presence of a Notary only if unable to sign in person at the institution)**

If the student is unable to appear in person at VACE _____
(Name of Postsecondary Education Institution)

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Student Name: _____ Student ID Number: _____

to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

In addition, the student must sign, in the presence of a notary, the below Statement of Education Purpose.

The following Statement of Educational Purpose is to be completed only in the presence of designated school official or notary.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending VACE _____ for 22/23-23/24.
(Name of Postsecondary Educational Institution)

(Student's Signature) (Date) (Student's ID Number)

(Financial Aid Administrator's Signature) Date

Notary's Certificate of Knowledge

State of _____ City/County of _____ On _____

before me, _____ personally appeared, _____
(Notary's Name) (Printed name of signer)

, and proved to me on basis of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)

To be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
(Notary Signature) (Date Commission Expires)

(Seal)

Return this original form with your proof of Identity to your school's financial aid office.

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

The student must sign and date this form.

Student's Signature Date

Spouse's Signature (optional) Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.

You should make a copy of this worksheet for your records.

Appendix 3: Financial Aid Entrance Handout Packet

The following pages constitute the Financial Aid Entrance disclosure packet of forms and acknowledgments required of new students. Students applying for Direct Loans go on to the website, www.studentloans.gov to complete the Entrance Counseling and Master Promissory Note. Proof of Entrance Counseling is placed in the student's file. All students sign the Statement of Educational Purpose during verification.

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Financial Aid
Ventura Adult and Continuing Education (VACE)
5200 Valentine Road
Ventura, CA 93003

Anti-Drug Statement

I, _____, have received a pamphlet from the Financial Aid Office prepared by the Ventura Unified School District/Adult Education, alerting me to the health risks associated with drug and alcohol abuse.

I hereby acknowledge that I recognize that this campus promotes a drug, alcohol and smoke free environment. If I'm caught on the premises under the influence of a controlled substance, I could be subject to disciplinary action including expulsion.

Student Signature

Date

Financial Aid Technician

Witness Signature/Title

College Financing Plan

I, _____, have received the College Financing Plan.

Student Signature

Date

Financial Aid Technician

Witness Signature

Pell Grant Repayment Authorization

___ I understand and hereby authorize the payment of registration fees and classroom books needed for enrollment in the Adult and Continuing Education vocational classes from my Pell Grant entitlement check.

___ I will pay for the books needed for enrollment in the Adult and Continuing Education vocational classes from my own pocket.

Student Signature

Print Name

Witness Signature/Class

Consumer Information **Treatment of Title IV Aid When a Student Withdraws**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

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If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. **Volume 5—Withdrawals and the Return of Title IV Funds, 2013–2014 5–116 FSA HB May 2013** Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov



Financial Aid
Ventura Adult and Continuing Education (VACE)
5200 Valentine Road
Ventura, CA 93003

REFERENCE SHEET

Please fill out this form completely.
Leave no blank spaces.

List relatives; Parents, Brothers, Sisters, Aunts, Uncles, and Grandparents.
These individuals will ***not*** be asked to repay the loan. They will only be contacted if you
move, change your address, change your phone number or change your name without
notifying the U-S Department of Education. Do not duplicate addresses.

Name _____ Relationship _____

Address _____ Ph (____) _____

City _____ State _____ Zip Code _____

Name _____ Relationship _____

Address _____ Ph (____) _____

City _____ State _____ Zip Code _____

Name _____ Relationship _____

Address _____ Ph (____) _____

City _____ State _____ Zip Code _____

Name _____ Relationship _____

Address _____ Ph (____) _____

City _____ State _____ Zip Code _____

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Financial Aid
Ventura Adult and Continuing Education (VACE)
5200 Valentine Road
Ventura, CA 93003

Career Technical Education ATTENDANCE POLICIES

- ___ ***It is understood that my Financial Aid is based upon full-time enrollment. Any reduction of hours may adversely affect my Financial Aid eligibility and/or scholarship award. Any decision to change my hours of attendance, must be discussed with the Vocational Resource Instructor and Financial Aid Technician in advance.***
- ___ ***It is understood that my Financial Aid is based upon program length and number of hours in the course. I understand I must adhere to a strict attendance policy and cannot miss more than 20% of class time in a payment period. For instance, if a course is ___ clock hours, a student cannot miss more than ___ hours in the first period of the program, ___ hours in the second period of the program, and ___ in the final period. Should a student miss more than 20% of classroom time, financial aid and/or scholarship award will be adversely affected and may be eliminated. If the Financial Aid is withdrawn, I further understand, I will become immediately responsible for cash payments to the school to cover unpaid institutional charges. (see Refund Policy below)***
- ___ ***It is understood that after 14 calendar days of non-attendance, the school will determine if the student intends to return to class or to withdraw. Title IV return calculations will determine whether the school must return any unearned funds. The VACE/CTE Refund Policy will determine whether the student must cover unpaid institutional charges.***
- ___ ***It is understood that VACE will grant an approved "Leave of Absence" if the student makes the request in writing to the Vocational Resource Instructor. During an "Approved Leave of Absence," Financial Aid will be placed on hold for a minimum of five days and cannot exceed 180 days per program enrollment period. Any student not returning from an "Approved Leave of Absence" will be considered to have withdrawn from their program and refund requirements will apply.***
- ___ ***It is understood that I have been advised of the school's refund policy below:***
- ***During the first 25% of the Scheduled Hours, the institution shall refund 75% of the tuition;***
 - ***After the first 25% and until the end of the first 50% of the Scheduled Hours, the institution shall refund 50% of the tuition;***
 - ***After the first 50% of the Scheduled Hours, the institution will retain all of the tuition.***

Print Name: _____ **Date:** _____

Signature: _____

Witness/Title: _____

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VENTURA UNIFIED SCHOOL DISTRICT Adult and Continuing Education

STUDENT RIGHTS AND RESPONSIBILITIES

IMPORTANT: Students receiving financial aid must be aware of their rights and responsibilities as financial aid recipients. This form must be signed and returned to the Financial Aid Advisor before any funds can be released.

YOU HAVE THE RIGHT TO:

*Know what financial assistance is available, including information on all federal, state, and institutional financial aid programs.

*Know the deadlines for submitting applications for each of the financial aid programs available.

*Know the cost of attending the institution and the school's refund policy.

*Know how the school determines your financial need. This includes knowing the costs of tuition, fees, books and supplies.

*Know how much of your financial need, as determined by the institution, has been met.

*Request from the Financial Aid Advisor an explanation of the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.

*Know what portion of the financial aid you are awarded must be repaid, and what portion is grant aid.

*Know how the school determines whether you are making satisfactory progress, and what happens if you are not.

IT IS YOUR RESPONSIBILITY TO:

*Review and consider all information about the school's program before you enroll.

*Complete all application forms accurately and submit them on time to the appropriate place.

*Pay special attention to and accurately complete your application for student financial aid. Errors may delay receipt of your financial aid. Intentional misreporting of information on your financial aid application and forms is a violation of the law and is considered an offense subject to penalties under the U. S. Criminal Code.

*Read and understand all forms that you are asked to sign and keep copies of them.

*Accept responsibility for all agreements you sign.

*Know and comply with the school's refund and repayment procedures.

*Report to the Financial Aid Advisor all changes of address, name, telephone number, employment status, marital status, income, and parent's income or assets if applicable.

Signature_____

Date_____

Print Name_____

BORROWER'S RIGHTS AND RESPONSIBILITIES

Your school may ask you to sign this checklist to document that you completed entrance counseling.

I understand I have the right to:

- ▶ Written information on my loan obligations and information on my rights and responsibilities as a borrower
- ▶ A copy of my MPN either before or at the time my loan is disbursed
- ▶ A grace period and an explanation of what this means
- ▶ Notification, if I am in my grace period or repayment, no later than 45 days after a lender assigns, sells or transfers my loan to another lender
- ▶ A disclosure statement, received before I begin to repay my loan, that includes information about interest rates, fees, the balance I owe, and a loan repayment schedule
- ▶ Deferment or forbearance of repayment for certain defined periods, if I qualify and if I request it
- ▶ Prepayment of my loan in whole or in part anytime without an early-repayment penalty
- ▶ Documentation that my loan is paid in full

I understand I am responsible for:

- ▶ Completing exit counseling before I leave school or drop below half-time enrollment
- ▶ Repaying my loan according to my repayment schedule even if I do not complete my academic program, I am dissatisfied with the education I received, or I am unable to find employment after I graduate
- ▶ Notifying my lender or loan servicer if I:
 - Move or change my address
 - Change my telephone number
 - Change my name
 - Change my social security number
 - Change employers or my employer's address or telephone number changes
- ▶ Making monthly payments on my loan after my grace period ends, unless I have a deferment or forbearance
- ▶ Notifying my lender or loan servicer of anything that might alter my eligibility for an existing deferment or forbearance

I have received entrance counseling materials for Direct Loan borrowers. I have read and I understand my rights and responsibilities as a borrower. I understand that I have a loan from the federal government that must be repaid.

Student's Signature

Date

Student's Name (Please Print)

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Ventura Adult and Continuing Education (VACE)
5200 Valentine Road
Ventura, CA 93003

Permission to Release Information Form *For Financial Aid Only*

The Family Education Rights and Privacy Act (FERPA) prohibits the Financial Aid Office from disclosing the student's information to any third parties without the student's consent. In order for any information to be released to any third party, the student must provide written consent. To do so, the student must complete the section below. ***This form must be completed & submitted by the student with photo identification. Otherwise, the form will not be considered complete and will be returned.***

Student Name:	SSN:
---------------	------

I hereby authorize the following family members listed below to access information regarding my financial aid process at VACE Career Technical Education center. I recognize that this only pertains to the Financial Aid Office and no other department on campus and that I have the right to rescind this request at any time. **Permission will only be granted to that of a spouse, parent, child, legal guardian, or referring counselor.**

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

Student Signature

Date

Any changes to the above authorizations should be submitted in writing to the Financial Aid Office. Please be aware that only those persons authorized will have access.

Appendix 4: Financial Aid Exit Process

The following pages constitute the Financial Aid Exit disclosure packet of forms. Within at least 30 days of the end of a student's enrollment, they go to the website, www.studentloans.gov, to do their exit counseling. They provide proof of completion to the Financial Aid Technician and receive the following Financial Aid Exit Packet. The Financial aid Technician puts the proof of completion in the student's file.

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Myra Nunley

Financial Aid Technician



Ventura Adult and Continuing Education (VACE)

5200 Valentine Road

Ventura, CA 93003

805 289-1744, ext. 1102

Email: myra.nunley@adulthoodventura.edu

ENHANCED EXIT COUNSELING

Student Borrower _____ Date: _____

Department of Education Loan Servicer: _____

Loan Servicer Email: _____ Phone Number: _____

Your Total Loan Debt for Ventura Adult and Continuing Education: _____

To determine your estimated monthly payment, visit www.studentaid.gov and select “Loan Simulator” under Loan Repayment. \$____ month

Estimated date to start repayment: _____

Visit www.studentaid.ed.gov for more information on:

Repaying the Student Loan

- Making Payments
 - You need to make payments to your loan servicer. Each servicer has its own process, so check with your servicer if you aren’t sure how or when to make a payment. You are responsible for staying in touch with your servicer and making your payments, even if you do not receive a bill. [Learn about loan servicers \(website\)](#) and how to determine who your loan servicer is.
- Choosing a Repayment Plan
 - You have a choice of several repayment plans that are designed to meet your needs. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose. [Get details about repayment plans \(website\)](#) and calculate your estimated repayment amount under each of the different plans.
- Loan Consolidation
 - Learn what it means to [consolidate your loans \(website\)](#), how to apply for loan consolidation, things to consider before consolidating your loans, the

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types of loans that qualify for consolidation, and what happens after you consolidate your loans.

- Deferment and Forbearance
 - Deferment and forbearance offer a way for you to temporarily postpone or lower your loan payments while you're back in school, in the military, experiencing financial hardship, or in certain other situations. [Find out more about deferment and forbearance \(website\)](#).

- Forgiveness, Cancellation, and Discharge
 - In circumstances such as certain kinds of teaching service, total and permanent disability, or the closure of the school where you were studying, your obligation to repay your **federal student loan** may be removed. [Learn about forgiveness, cancellation, or discharge \(website\)](#) of federal student loans due to these and other situations.

- Resolving Disputes
 - If you have a [dispute about your loan \(website\)](#), you may be able to resolve it by simply contacting your loan servicer and discussing the issue. If you need additional help, find out what you can do to be better prepared before you seek help to resolve a dispute.

- “Learn about how, when, and to who you make your federal loan payments”.
 - Specifically, refer the student borrower website www.studentaid.ed.gov for more information on:
 - When do I begin repaying my federal student Loan?
 - What's a grace period?
 - Can my grace period change?
 - How much will I need to pay?
 - How do I make my payments?
 - Can I Pay more than my required monthly payment?
 - What happens if I don't make my student loan payment?
 - Can I cancel my loan?

Final reminder: You must repay a student loan even if your financial circumstances become difficult. Loans can't be cancelled because you didn't get the education or job you expected, and they can't be canceled because you didn't complete your education (unless you couldn't complete your education because your school closed).

Appendix 5: Course Book Listings, Costs, and ISBN Numbers

Ventura Adult and Continuing Education is a division of Ventura Unified School District. The prices listed are VACE's costs for the books used in the outlined courses. Only those programs covered by financial aid are listed in this section

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Accounting Programs Book Information

Accounting Clerk (18 weeks/630 hours)

Class	Book	Amount	ISBN #
Accounting 1 & 2	Accounting Book 1-17 (11th Ed.)	119.52	978-1-337-62312-4
	Accounting Book Workbook 1-17 (11th Ed.)	35.62	978-1-337-62323-0
	Red Carpet Events Simulation	38.27	978-0-8400-6822-4
	Accounting Ruler (wood)	0.22	
Accounting 2	Unique Global Imports	35.33	978-0-538-44739-7
	Plus Accounting 1 text & workbook	0	
Business English Basics	The Blue Book	14.17	978-1-118-78556-0
Business Math Applications	Basic College Mathematics	139.53	978-0-135-99415-3
Computer Database Fundamentals	Microsoft Access 2019 & 365: Comprehensive w/eLab & ebook)	131.88	978-1-64061-066-8
Computer and Internet Fundamentals	Your Digital Foundation, 2 nd Ed.	57.70	978-1-64061-256-3
Computer Spreadsheet/Graphics 1 & 2	Microsoft Excel 2019 & 365: Comprehensive w/eLab & ebook)	131.88	978-1-64061-064-4
Electronic Calculator	Classroom Copy	0	
Keyboarding 1	Classroom Copy	0	
Payroll Accounting Simulation	Payroll Accounting and Simulation	124.45	978-1-64061-200-9
Quickbooks Basics	QuickBooks Desktop 2019	112.60	978-1-64061-042-2
Word Processing 1	Microsoft Word 2019 & 365: Comprehensive w/eLab & ebook)	131.88	978-1-64061-063-7

Total 1,073.05

Computerized Financial Accounting (26 weeks/910 hours)

Class	Book	Amount	ISBN #
Accounting 1, 2, 3	Accounting Book 1-24 (11th Ed.)	119.52	978-1-337-62312-4
	Accounting Book Workbook 1-17 (11th Ed.)	35.62	978-1-337-62323-0
	Accounting Book Workbook 18-24 (11 th Ed.)	35.62	978-1-337-62324-7
	Red Carpet Events Simulation	38.27	978-0-8400-6822-4
	Accounting Ruler	.22	
Accounting 2	Unique Global Imports	47.04	0-978-0-538-44739-7
Accounting 3	Authentic Threads Simulation	47.04	0-538-44743-5
Business English Basics	The Blue Book	14.17	978-1-118-78556-0
Business Math Applications	Basic College Mathematics	139.53	978-0-135-999-415-3
Computer Accounting SAGE 50	Computer Accounting SAGE 50 2019	197.53	978-1-259-91701-1
Computer Database Fundamentals	Microsoft Access 2019 & 365: Comprehensive w/eLab & ebook)	131.88	978-1-64061-066-8
Computer and Internet Fundamentals	Your Digital Foundation , 2 nd Ed.	57.70	978-1-64061-256-3
Computer Spreadsheet/Graphics 1 & 2	Microsoft Excel 2019 & 365: Comprehensive w/eLab & ebook)	131.88	978-1-64061-064-4
Electronic Calculator	Classroom Copy	0	
Keyboarding 1	Classroom Copy	0	
Managerial and Cost Accounting	Century 21 Accounting Advanced, 10e Ed.	111.57	978-1-111-99064-0
	Century 21 Accounting Advanced Working Papers, 10e Ed.	35.62	978-1-133-10370-7
Payroll Accounting / Simulation	Payroll Accounting and Simulation, 7 th Ed.	124.45	1-64061-200-9
QuickBooks Basics	QuickBooks Desktop 2019	112.60	978-1-64061-042-2
QuickBooks Advanced			
Word Processing Fundamentals	Microsoft Word 2019 & 365: Comprehensive w/eLab & ebook)	131.88	978-1-64061-063-7

Total 1,458.39

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Business Programs Book Information

Administrative Assistant (18 weeks/630 hours)

Class	Book	Amount	ISBN #
Alphabetic Indexing	Alphabetic Indexing Rules Application by Computer	0	
Business English	Business English Guffey/Seefer 12 th Ed.	181.92	978-1-305-49986-7
	MindTap/Guffey Seefer's Business English – 1 yr. access	35.33	978-1-305-9987-4
Computer Database Fundamentals	Microsoft Access 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-066-8
Computer and Internet Fundamentals	Your Digital Foundation , 2 nd Ed.	57.70	978-1-64061-256-3
Computer Spreadsheet/Graphics 1	Microsoft Excel 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-064-4
Electronic Calculator	Using Electronic Calculator – Class Copy	0.00	
Keyboarding 1	Keyboarding & Word Processing – Class Copy	0.00	
Office Procedure 1 Administrative Assistant Simulation	Sidewalk Surfin, A Keyboarding Simulation	0.00	
Presentation Graphics	Microsoft PowerPoint 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-065-1
Microsoft Outlook Fundamentals	FastCourse Microsoft Outlook 2019 & 365 (printed text only)	22.31	978-1-64061-187-0
Word Processing 1 & 2	Microsoft Word 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-063-7
Total		824.78	

Business Administration (28 weeks/980 hours)

Class	Book	Amount	ISBN #
Accounting 1, 2	Accounting Book 1-17 (11th Ed)	119.52	978-1-337-62312-4
	Accounting Book Workbook 1-17 (11 th Ed)	35.62	978-1-337-62323-0
	Red Carpet Events- Simulation	38.27	978-0-8400-6822-4
	Accounting Ruler (plastic)	.22	warehouse
Accounting 2	Unique Global Imports	35.33	0-538-44739-7
Alphabetic Indexing	Alphabetic Indexing Rules Application by Computer – Class copy	0.00	
Business English	Business English Guffey/Seefer 12 th Ed.	181.92	978-1-305-49986-7
	MindTap/Guffey Seefer's Business English – 1 yr. access	35.33	978-1-305-9987-4
Business Math Applications	Basic College Mathematics: Loose Leaf Ed. Plus MyLab Math w/Pearson eText – 18 Week	139.53	978-0-135-99415-3
	Access Card package, 6 th Ed.	0.00	
	Microsoft Access 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-066-8
Computer and Internet Fundamentals	Your Digital Foundation, 2 nd Ed.	57.70	978-1-64061-256-3
Computer Spreadsheet/Graphics 1 & 2	Microsoft Excel 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-064-4
Electronic Calculator	Using Electronic Calculator – Class Copy	0.00	
Keyboarding 1	Keyboarding & Word Processing	0.00	
MS Outlook Fundamentals	FastCourse Microsoft Outlook 2019 & 365 w/eLab & ebook	22.31	978-1-64061-187-0
Office Procedures 1 - Communication	Supervision: Concepts and Skill-Building, 11 th Ed. Loose	94.20	978-1-26471-674-6
Skills & Elements of Supervision	leaf+CONNECT Access Card bundle		
Presentation Graphics	Microsoft PowerPoint 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-065-1
QuickBooks Basics	QuickBooks 2019 Desktop	111.86	978-1-64061-042-2
QuickBooks Advanced			
Word Processing 1 & 2	Microsoft Word 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-063-7
Total		1,399.33	

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Business Administration and Management (35 weeks/1225 hours)

Class	Book	Amount	ISBN #
Accounting 1, 2	Accounting Book 1-17 (11th Ed)	119.52	978-1-337-62312-4
	Red Carpet Events	38.27	978-0-8400-6822-4
	Accounting Book 1-17 (11th Ed.)	35.62	978-1-337-62323-0
Accounting 2	Accounting Ruler (plastic)	.22	warehouse
	Unique Global Imports	35.33	0-538-44739-7
Alphabetic Indexing	Alphabetic Indexing Rules Application by Computer – Class Copy	0.00	
Business English	Business English Guffey /Seefer 12 th Ed.	181.92	978-1-305-49986-7
	MindTap for Guffey Seefer’s Business English – 1 yr. access	35.33	978-1-305-9987-4
Business Math Applications	Basic College Mathematics: Loose Leaf Ed. Plus MyLab Math w/Pearson eText – 18 Week	139.53	978-0-135-99415-3
	Access Card Package, 6 th Ed.		
Computer Accounting SAGE 50	Computer Accounting SAGE 50 2019	197.53	978-1-259-91701-1
Computer Database 1	Microsoft Access 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-066-8
Computer and Internet Fundamentals	Your Digital Foundation, 2 nd Ed.	57.70	978-1-64061-206-8
Computer Spreadsheet/Graphics 1 & 2	Microsoft Excel 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-064-4
Electronic Calculator	Using Electronic Calculator – Class Copy	0.00	
Keyboarding 1		0.00	
MS Outlook Fundamentals	FastCourse Microsoft Outlook 2019 & 365 w/eLab & ebook	22.31	978-1-64061-187-0
Office Procedures 1 & 2	Supervision: Concepts and Skill-Building, 11 th Ed. Ed. Loose	94.20	10: 126002878X
Communication Skills & Elements of Supervision	leaf+CONNECT Access Card bundle		
Payroll Accounting	Payroll Accounting, 7 th Ed.	123.64	1-64061-200-9
Payroll Simulation			
Presentation Graphics	Microsoft PowerPoint 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-065-1
QuickBooks Basics	QuickBooks 2019 Desktop	112.60	978-1-64061-042-2
QuickBooks Advanced			
Word Processing 1 & 2	Microsoft Word 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-063-7
		Total	1,722.05

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CAD Programs Book Information

Computer-Aided Design Drafter (30 weeks/1050 hours)

Class	Book	Amount	ISBN #
Manual Drafting Fundamentals	AutoCAD 2022 Instructor Textbook	53.15	978-1-63057-420-8
Manual Drafting Projections and Views	Geometric Dimensioning and Tolerancing, 9 th Ed.	84.41	978-1-60525-938-3
Manual Drafting Applications	Your Digital Foundation, 2 nd Ed.	57.70	978-1-64061-256-3
Word Processing Fundamentals	Microsoft Word 2019 & 365 Level 1 (printed & eLab access)	64.65	978-1-64061-092-7
Computer Spreadsheet/Graphics Fundamental	Microsoft Excel 2019 & 365 Level 1 (printed & eLab access)	64.65	978-1-64061-114-6
CAD 2-D Fundamentals 1	AutoCAD Certified User Study Guide	35.60	978-1-63057-274-7
CAD 2-D Fundamentals 2			
CAD 2-D Applications 1			
CAD 2-D Applications 2			
CAD 2-D Industrial Applications 1			
CAD 2-D Industrial Applications 2			
CAD 3-D Fundamentals			
CAD 3-D Industrial Applications			
CAD 3-D Solids Modeling			
Rapid Prototyping			
AutoCAD Certified Professional (ACP) Exam			
Portfolio Development			
	Sub Total Books	360.16	
	Kit	147.93	
	Flash Drive	7.80	
	AutoCAD Professional Exam (ACP Exam)	93.75	
	Total	609.64	

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3D Modeling and Design Drafter (36 weeks/1260 hours)

Class	Book	Amount	ISBN #
Manual Drafting Fundamentals	AutoCAD 2022 Instructor Textbook	53.15	978-1-63057-420-8
Manual Drafting Projections and Views	Geometric Dimensioning and Tolerancing, 9 th Ed.	84.41	978-1-60525-938-3
Manual Drafting Applications	Your Digital Foundation, 2 nd Ed.	57.70	978-1-64061-256-3
Computer and Internet Fundamentals	Microsoft Word 2019 & 365 Level 1 (printed & eLab access)	64.65	978-1-64061-092-7
Word Processing Fundamentals	Microsoft Excel 2019 & 365 Level 1 (printed & eLab access)	64.65	978-1-64061-114-6
	AutoCAD Certified User Study Guide	35.60	978-1-63054-274-7
Computer Spreadsheet/Graphics Fundamental	Beginner's Guide to SolidWorks 2020 – Level 1	45.33	978-1-63057-305-8
CAD 2-D Fundamentals 1	Beginner's Guide to SolidWorks 2020 – Level 2	45.33	978-1-63057-307-2
CAD 2-D Fundamentals 2	Official Guide to Certified SolidWorks Associates Exam	40.33	978-1-63057-232-7
CAD 2-D Applications 1			
CAD 2-D Applications 2			
CAD 2-D Industrial Applications 1			
CAD 2-D Industrial Applications 2			
CAD 3-D Fundamentals			
CAD 3-D Industrial Applications			
CAD 3-D Solids Modeling			
AutoCAD Certified Professional (ACP) Exam			
SolidWorks Fundamentals			
SolidWorks 3-D Solids Modeling			
SolidWorks Assemblies			
SolidWorks Production Drawings			
SolidWorks Sheet Metal Design			
SolidWorks Industrial Applications			
Geometric Dimensioning and Tolerancing			
Rapid Prototyping			
Certified SolidWorks Associates (CSWA Exam)			
Portfolio Development			
	Sub Total Books	491.93	
	Kit	147.93	
	Flash Drive	7.80	
	AutoCAD Professional Exam (ACP Exam)	93.75	
	Certified SolidWorks Associates Exam (CSWA Exam)	99.00	
	Total	840.41	

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Computer Applications/Graphics Programs Book Information

Microsoft Office Professional (18 weeks/630 hours)

Class	Book	Cost	ISBN
Computer Applications Projects 1	None		
Computer and Internet Fundamentals	Your Digital Foundation, 2 nd Ed.	57.70	978-1-64061-256-3
Computer Database 1 & 2	Microsoft Access 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-066-8
Computer Spreadsheets/Graphics 1 & 2	Microsoft Excel 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-59136-064-4
Keyboarding 1	None		
Presentation Graphics	Microsoft PowerPoint 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-065-1
Word Processing 1 & 2	Microsoft Word 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-063-7
Total		585.22	

Graphics for Web and Print (34 weeks/1190 hours)

Class	Book	Cost	ISBN
Business English	Blue Book of Grammar and Punctuation	19.06	978-1-11878-556-0
Computer and Internet Fundamentals	Your Digital Foundation, 2 nd Ed.	57.70	978-1-64061-256-3
Computer Spreadsheets/Graphics 1	Microsoft Excel 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-59136-846-4
Desktop Publishing 1	InDesign CC 2021 Classroom in a Book	53.86	978-1-946396-58-9
Desktop Publishing 2	Photoshop CC 2021 Classroom in a Book	58.17	978-0-13-690473-1
E-Commerce Fundamentals & SEO	None	0.00	
Elements of Design for Print and Web	Non-Designer's Design Book, 4 th Ed.	32.96	978-0-13-396615-2
HTML/XHTML/CSS	Basics of Web Design: HTML5 & CSS, 5 th Ed.	100.08	978-1-135-22548-6
Keyboarding 1	None	0.00	
Office Graphics 1	Illustrator CC 2021 Classroom in a Book	58.17	978-0-13-680553-3
Presentation Graphics	Microsoft PowerPoint 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-065-1
Print Production Concepts/Project Design	From Design into Print	47.09	0-321-49220-X
Search Engine Optimization Fundamentals	None	0.00	
Web Page Design 1	Dreamweaver CC 2021: Prof Portfolio	70.44	978-1-936201-93-8
Web Project Applications	None	0.00	
Word Processing 1	Microsoft Word 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-063-7
Total		893.17	

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Computer Systems Repair Programs Book Information

Computer Support Technician (A+ Certification) (22 weeks/770 hours)

Class	Book	Cost	ISBN
Command Line Interface (CLI)	CompTIA A+ Core 1 and Core 2 Exam Cram 1 st Ed.	40.99	9780137637546
Windows Fundamentals	Network+ Guide to Networks, 9 th ed.	132.47	9780357508138
Computer Repair 1			
Computer Repair 2			
Network Fundamentals 1			
Network Fundamentals 2			
Network Fundamentals 3			
A+ Exam Preparation 1			
A+ Exam Preparation 2			
Sub Total Books		173.46	
	TestOut Pro7	129.00	
	Tool Kit	30.00	
	Flash Drive	16.00	
	A+ Voucher (2 @ \$109.00)	218.00	
Total		566.46	

Network Security Technician (A+, N+ and Security+ Certification) (38 weeks/1330 hours)

Class	Book	Cost	ISBN
Command Line Interface (CLI)	CompTIA A+ Core 1 and Core 2 Exam Cram 1 st Ed.	40.99	9780137637546
Windows Fundamentals	Network+ Guide to Networks, 9 th ed.	132.47	9780357508138
Computer Repair 1	Security+ Guide to Network Security Fundamentals	184.48	9780357577684
Computer Repair 2			
Network Fundamentals 1			
Network Fundamentals 2			
Network Fundamentals 3			
Network Fundamentals 4			
Network Fundamentals 5			
A+ Exam Preparation 1			
A+ Exam Preparation 2			
Network+ Exam Preparation			
Security+ Exam Preparation			
Sub Total Books		357.94	
	TestOut Pro 7	129.00	
	Tool Kit	30.00	
	Flash Drive	16.00	
	A+ Voucher (2 @ \$109.00)	218.00	
	Network+ Voucher	168.00	
	Security+ Voucher	247.00	
Total		1,165.94	

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Network Systems Technician (A+ and N+ Certification) (32 weeks/1120 hours)

Class	Book	Cost	ISBN
Command Line Interface	CompTIA A+ Core 1 and Core 2 Exam Cram 1 st Ed.	40.99	9780137637546
Windows Fundamentals	Network+ Guide to Networks, 9 th ed.	132.47	9780357508138
Computer Repair 1			
Computer Repair 2			
Network Fundamentals 1			
Network Fundamentals 2			
Network Fundamentals 3			
Network Fundamentals 4			
Network Fundamentals 5			
A+ Exam Preparation 1			
A+ Exam Preparation 2			
Network+ Exam Preparation			
	Sub Total Books	173.46	
	TestOut Pro 7	129.00	
	Tool Kit	30.00	
	Flash Drive	16.00	
	A+ Voucher (2 @ \$109.00)	218.00	
	Network+ Voucher	168.00	
	Total	734.46	

Digital Multimedia Programs Book Information

Digital Multimedia Technician (28 weeks/980 hours)

Class	Book	Cost	ISBN
Apple Computer Fundamentals	Classroom Copy	0.00	
Adobe Photoshop	Adobe Photoshop CC 2021 Classroom in a Book	58.17	9780136904731
Adobe Illustrator	Adobe Illustrator CC: 2015 Classroom in a Book	58.17	9780134308111
Adobe After Effects	Adobe After Effects CC 2021 Classroom in a Book	58.17	9780131308128
Adobe Premiere Pro	Adobe Premiere Pro CC 2021	58.17	9780134309989
Adobe Audition	Adobe Audition CC Classroom in a Book	58.17	9780135228326
Zettl's Video Basics	Zettl's Video Basics 8	122.51	9781305950863
Portfolio Development			
	Total	413.36	

Studio Production Technician (38 weeks/1330 hours)

Class	Book	Cost	ISBN #
Apple Computer Fundamentals	Classroom Copy	0.00	
Adobe Photoshop	Adobe Photoshop CS5 2017 Classroom in a Book	58.17	9780134663456
Adobe Illustrator	Adobe Illustrator CS5: 2015 Classroom in a Book	58.17	9780134308111
Adobe After Effects	Adobe After Effects CS5 2015 Classroom in a Book	58.17	9780131308128
Adobe Premier Pro	Adobe Premiere Pro CC 2015	58.17	9780134309989
Adobe Audition	Adobe Audition CC Classroom in a Book	58.17	9780135228326
Zettl's Video Basics	Zettl's Video Basics 8	122.51	9781305950863
Video Camera, Audio & Lighting			
Advanced Editing Skills			
Live TV Studio Production			
Post-Production Skills			
Portfolio Development			
Total	Total	413.36	

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Medical Programs Book Information

Back Office Medical Assistant (20 weeks/700 hours)

Class	Book	Cost	ISBN #
Anatomy & Physiology	Medical Assisting: Administrative and Clinical Competencies, with Anatomy and Physiology, 7 th Ed.-Textbook/Workbook Bundle	303.08	978-1-26-424430-0
Computer and Internet Fundamentals	Welcome to Computer Basics, 2 nd Ed.	57.70	978-1-64061-206-8
HIPAA/Electronic Medical Records Lab	Part of Anatomy & Physiology	0.00	
Keyboarding 1	no charge	0.00	
Medical Assistant Skills 1	Part of Anatomy & Physiology	0.00	
Medical Assistant Skills 2 / CPR & SFA	First Aid/CPR BLS Provider Manual, Rev. 2020	17.50	978-1-61669-768-6
	American Red Cross Card Processing Fee	7.00	
Medical Assistant Theory / Law & Ethics	Part of Anatomy & Physiology	0.00	
Medical Filing Fundamentals	Part of Anatomy & Physiology		
Medical Terminology	Illustrated Guide to Medical Terminology, 2 nd Ed.	83.73	978-0-285-17442-6
Pharmacology 1	Part of Anatomy & Physiology	0.00	
Venipuncture and Skin Puncture Fundamentals	Part of Anatomy & Physiology	0.00	
Word Processing 1	Microsoft Word 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-063-7
	Sub Total Books	600.89	
	Scrubs - Voucher redeemable at On-Duty Uniforms	114.00	
	Materials	77.86	
	Total	792.75	

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Front/Back Office Medical Assistant (32 weeks/1120 hours)

Class	Book	Cost	ISBN #
Anatomy & Physiology	Medical Assisting: Administrative and Clinical Competencies, with Anatomy and Physiology, 7 th Ed.-Textbook/Workbook Bundle	303.08	978-1-26-424430-0
Business English	Grammar and Writing Skills for the Health Professional, 3 rd Ed.	157.01	978-1-305-94542-5
Computer and Internet Fundamentals	Welcome to Computer Basics-2 nd Ed.	57.70	978-1-64061-206-8
Computer Spreadsheet / Graphics 1	Microsoft Excel 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-064-4
Computers in the Medical Office/EMR	Part of Anatomy & Physiology	0.00	
HIPAA/Electronic Medical Records Lab	Part of Anatomy & Physiology	0.00	978-1-25929-370-2
Health Care Communication Skills	Part of Anatomy & Physiology	0.00	
Keyboarding 1	no charge	0.00	
Medical Assistant Skills 1	Part of Anatomy & Physiology	0.00	
Medical Assistant Skills 2 / CPR & SFA	First Aid/CPR BLS Provider Manual, Rev. 2020 American Red Cross Card Processing Fee	17.50 7.00	978-1-61669-768-6
Medical Assistant Theory / Law & Ethics	Part of Anatomy & Physiology	0.00	
Medical Coding	Step-by-Step Medical Coding, 2021 Ed.	145.89	978-0-323-60949-4
Medical Insurance Billing	Understanding Health Insurance, A guide to billing & Reimbursement, 16 th Ed.	198.87	978-0-357-37864-9
Medical Records Management	Part of Anatomy & Physiology	0.00	
Medical Terminology	Illustrated Guide to Medical Terminology, 2 nd Ed.	83.73	978-1-285-17442-6
Pharmacology 1	Part of Anatomy & Physiology	0.00	
Venipuncture & Skin Puncture Fundamentals.	Part of Anatomy & Physiology	0.00	
Word Processing 1	Microsoft Word 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-063-7
	Sub Total Books	1,234.54	
	Scrubs - Voucher redeemable at On-Duty Uniforms	114.00	
	Materials	77.86	
	Total	1,426.40	

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Front Office Medical Assistant (22 weeks/770 hours)

Class	Book	Cost	ISBN #
Business English	Grammar and Writing Skills for the Health Professional, 3 rd Edition	157.01	978-1-305-94542-5
Business Math Intermediate, Intro	General Math Review – Classroom Copy	0.00	
Computer and Internet Fundamentals	Welcome to Computer Basics, 2 nd Ed.	57.70	978-1-64061-206-8
Computer Spreadsheet/Graphics 1	Microsoft Excel 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-064-4
Computers in the Medical Office/EMR	Part of Medical Office Assistant Theory/Law & Ethics	0.00	
HIPAA/Electronic Medical Records Lab	Part of Medical Office Assistant Theory/Law & Ethics	0.00	978-1-25929-370-2
Health Care Communication Skills	Part of Medical Office Assistant Theory/Law & Ethics	0.00	
Keyboarding Basics	No charge	0.00	
Medical Coding	Step-by-Step Medical Coding, 2021 Edition	145.89	978-0-323-60949-4
Medical Insurance Billing	Understanding Health Insurance, A Guide to Billing & Reimbursement, 16th Ed.	198.87	978-0-357-37864-9
Medical Office Assistant Theory / Law & Ethics	Administrative Procedures for Medical Assisting, 7 th Ed.	194.11	978-0-8036-27062
Medical Records Management	Alphabetic Indexing Rules, 3 rd Ed Class Copy	0.00	
Medical Terminology	Illustrated Guide to Medical Terminology, 2 nd Ed	83.73	978-1-285-17442-6
Word Processing 1	Microsoft Word 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-063-7
Sub Total Books		1,101.07	
Scrubs - Voucher redeemable at On-Duty Uniforms		114.00	
Total		1,215.07	

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Pharmacy Technician (21 weeks/735 hours)

Class	Book	Cost	ISBN #
Calculations	Pharmacy Certified Tech Calculations Workbook & CD-ROM	27.02	No ISBN #
	The Pharmacy Technician: A Comprehensive Approach, 3 rd Ed. Bundle	181.75	978-1-30578-703-2
Computer Spreadsheet/Graphics 1	Microsoft Excel 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-064-4
Federal Law, Aseptic Techniques and Pharmacy Operations	Part of Calculations course charge	0.00	
Health Care Communication Skills	Part of Calculations course charge	0.00	
Keyboarding Fundamentals	no charge	0.00	
Pharmacy Technician Billing	Part of Calculations course charge	0.00	
Medical Filing Fundamentals	Class Copy – Medical Assisting: Administrative and Clinical Procedures	0.00	
Medication Review	Part of Calculations course charge	0.00	
Pharmacy Clinical Skills 1	Mosbey's Pharmacy Technician Lab Manual, Rev. 1E – class copy	0.00	
	Virtual Pharmacy Externship for Technicians		
Pharmacy Clinical Skills 2	Pharm Mgmt. Software for Pharm Techs: A Work text, 2E (Class Copy)	0.00	
Pharmacy Medical Terms, Abbreviations, Symbols	No charge	0.00	
Pharmacy Technician Theory	Part of Calculations Course	0.00	
Word Processing 1	Microsoft Word 2019 & 265: Comprehensive w/eLab & ebook	131.88	978-1-64061-063-7
	Sub Total Books	472.53	
	Pharmacy Technician License Fee	195.00	
	PTCB National Certification Fee	129.00	
	Smock - Voucher redeemable at On-Duty Uniforms	32.00	
	Total	828.53	