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MISSION

The mission of Franklin Technology Center is to provide outstanding career and technical educational programs that offer students the opportunity to develop knowledge, skills and attitudes essential for employment in increasingly complex work settings.

Franklin Technology Center's primary objective is to offer technical programs that prepare students for rewarding careers. The faculty and staff of FTC emphasize quality teaching and learning as cornerstones of the institution. Hands-on experience is incorporated into each program to further ensure success for each student and to provide the skills needed in the workplace.

OBJECTIVES

In accordance with Franklin Technology Center's mission we will:

- ◆ Provide the opportunity for adult students to develop academic skills and occupational competences necessary for gaining entry level employment or to upgrade existing skills.
- ◆ Provide the necessary equipment, teaching aids, and facilities to maintain a hands-on vocational program.
- ◆ Encourage students to develop desirable work ethic, attitude, initiative, and a sense of responsibility.
- ◆ Promote students' awareness and understanding of business and industry (including occupational requirements, work conditions, opportunities, and advancement).
- ◆ Provide opportunities for students to develop an appreciation for work and knowledge of occupational safety habits.

Vision Statement

To ensure that Franklin Tech maintains and improves its mission, we have adopted the following vision statement:

By working in partnership with labor and management we will provide a stimulating learning environment in which a team of highly-trained staff provide quality instruction in well resourced buildings to address the needs of the community and provide students with values including honesty, integrity, character, good judgment and a respect for others.

CONSUMER INFORMATION AVAILABLE

The following are designated to disseminate consumer information to prospective students: the Director, the Assistant Director, all program coordinators at the MSSU campus, the Financial Aid officer, the Staff Accountant, and the School Effectiveness Coordinator. Students are encouraged to visit or call Franklin Technology Center to talk to any of these representatives about program enrollment or financial aid.

PRIVACY RIGHTS OF STUDENTS

Franklin Technology Center will not release any information concerning a student to any party (unless by court order or approved in writing by the student) regarding grades, attendance, financial aid, student accounts, or any other information deemed private by a school official as ordered by the FERPA Act of 1974.

NON-DISCRIMINATION POLICY

Franklin Technology Center endorses and practices the principle of equal education and employment opportunity for all persons regardless of race, color, sex, religion, ancestry, national origin, age or non-job related handicap or disability in the education programs, services or activities it operates.

FTC CONTACT INFORMATION

MSSU Campus 3950 E. Newman Rd, Joplin, MO 64801 417-659-4400

Grand Campus 420 Grand, Joplin, MO 64801

David Rockers – **Director**

Dr. Mark Lynch- **Assistant Director, MSSU campus**
Adult Education and AEL

Steve Reed- **Assistant Director, 420 Grand campus**
Secondary Education and Continuing education

Cheryl Brown – **School Effectiveness Coordinator**

Lori Clouse – **Staff Accountant**

Kay Hobart - **Financial Aid & Student Services Counselor**

Franklin Technology Center Programs and Faculty

Computer & Office Program

Business Office Administration	Penny Williams, Coordinator	Yvonne Dixon, Instructor
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Health & Medical Programs

Dental Assistant	Paula Webb, Coordinator	Diana Warden, Instructor
Medical Office/Medical Records	Leisa Nivens, Coordinator	Jackie Ireland, Instructor
Pharmacy Technician	Misti Essley, Coordinator	
Practical Nursing	Kim Mercer, Coordinator	Becky Harry, Instructor Lori Gilmore, Instructor Maryanna Perry, Instructor
Respiratory Therapy	Glenda Pippin, Coordinator	Janice Dunaway, Instructor Instructor
Surgical Technology	Gayla Roper, Coordinator	Christy Guhr, Instructor Instructor
Veterinary Assistant	Dena Adams, Coordinator	

Trade & Tech Programs

Auto Technology	John Rutledge, Instructor
Collision Repair	Don Rowe, Instructor
Construction Technology	Lorin Curtis, Instructor
HVAC	Steve Schneickert, Day Instructor Roy Stepp, Evening Instructor Steve Schneickert, Evening Instructor
Welding	Chuck Sexson, Instructor
Culinary Arts	Penny Williams, Coordinator

Continuing Education

Community Ed Programs	Lynda Williams, Coordinator	Sharon Subhaw, Assistant
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ADULT VOCATIONAL PROGRAMS

Franklin Technology Center serves adult students in post-secondary programs designed to provide a basic knowledge of skills required for entry-level employment. All programs start in the fall and some programs (Medical Office and Computer & Office Technology) may also have Spring classes if enrollment is sufficient. All Franklin Technology Center programs, with the exception of Respiratory Therapy, are clock hour programs and are completed in less than a year. The Respiratory Therapy program is an Associate Degree program in articulation with Missouri Southern State University. Completion of enrollment and financial aid at Franklin Technology Center is required 30 days prior to the beginning of a program.

ACCESSIBILITY

If any person has a special need or accommodation, please contact the program coordinator or Registrar to ensure your rights under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

VOCATIONAL CERTIFICATE PROGRAMS

Grand CAMPUS	MSSU CAMPUS (cont.)
Trade & Tech (Day) 950 Clock Hours	Medical Office Assistant 900 Clock Hours
Trade & Tech (Night) 720 Clock Hours	Med. Adm. Specialist 900 Clock Hours
Culinary Arts (nights) 900 clock hours	Pharmacy Technician 720 Clock Hours
	Practical Nursing 1232 Clock Hours
MSSU CAMPUS	Respiratory Care 2 Year Associate Degree
Business Office Administration 900 Clock Hours	Surgical Technology 1090 Clock Hours
Dental Assistant 900 Clock Hours	Veterinary Assistant 900 Clock Hours

Certificate Requirements are:

1. Master essential competencies of program
2. Master employability skills for program selected
3. Complete all testing and assignments
4. Maintain a "C" average for classes in the declared program area
5. Maintain the minimum attendance rate as outlined in the program attendance policy
6. Paid in full ALL tuition, fees, and supplies owed to Franklin Technology Center 30 days prior to graduation

ACCREDITATION

Franklin Technology Center is accredited by (NCA CASI) North Central Accreditation, HC 88 Box 21; Cedar Lake Drive, Ripley WV 25271.

Documents regarding accreditation can also be seen in the office of the program coordinators.

Practical Nursing	Approved by the MO State Board of Nursing	3605 Missouri Blvd Jefferson City, MO 65101
Respiratory Care	Accredited by the Commission on Accreditation for Respiratory Care (CoArc)	1248 Hardwood Rd Bedford, Texas, 76021-4244
Surgical Technology	Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)	35 East Wacker Drive Suite 1970 Chicago, IL 60601-2208
Machine Tool Program closed	Accredited by the National Institute of Metal-Working Skills (NIMS)	3251 Old Lee Hwy, Ste 205 Fairfax, Virginia 22030

Application to Programs

Since program enrollment is limited, application to programs should be made at the earliest possible time prior to scheduled starting dates

Enrollment Procedures:

Completion of these procedures does not ensure acceptance into a program.

1. Submit a completed application and pay the required application fee.
2. Return all forms in the enrollment packet (differs for various programs).
3. Complete FTC enrollment requirements that are specific to programs

Calendar

FTC is open throughout the year with the exception of nationally observed holidays and days observed by the Joplin R-8 School District. FTC reserves the right to cancel any program for which there is an insufficient number of applicants and to change program start dates and/or clinical times.

ADMISSION REQUIREMENTS

The applicant must:

1. be 17 years of age or older.
2. have a high school diploma or equivalent (official transcript or GED scores required).
3. complete criminal background check before acceptance into a program.
4. make an acceptable score on the pre-entrance tests in designated programs.
5. meet specific program requirements.
6. submit official academic transcript(s).
7. have a sincere interest in a vocational program as a career.
8. pay or have financial aid forms fully completed, 1 week prior to the beginning of the program, to cover all of the costs, including tuition, books and various fees associated with the program.

CRIMINAL BACKGROUND CHECK

All adult applicants applying for FTC programs will be required to undergo a criminal background check. This background check will require the applicant to list all states the applicant has lived in since 18 years of age. Failure to accurately list this information may result in denial of entrance into the program. Students that are accepted through false or incorrect information for the background check will be terminated from the educational program. Students with an insufficient or questionable background check, all Health programs, and/or adults attending programs located in a building with minors will be required to have fingerprints taken and sent to the FBI for review. Failure to have a clear background check will result in immediate dismissal from the program. If you wish to appeal the dismissal you must complete an Adult Student Grievance Form on page 33 of the Adult Student Handbook. This form must be completed and returned to the Director of Adult & Post-Secondary Programs for review.

TUITION

Course of Study	Enrollment	Tuition	Supplies/ Books
Trade/Technical Programs	Full-time – 1050 hours	\$7150	See Below
*Program tools are a required purchase.	HVAC	\$6850	\$1852
	Automotive Tech		\$1365
	Construction Tech		\$1495
	Collision Rpr (720 hrs)		\$ 750
	Night HVAC (720 hrs)		\$1772
Culinary Arts (900 hrs)		\$1165	
	Night Welding (720 hrs)		\$1850
Business office Administration	Full-time – 900 hours	\$8160	\$703
Dental Assisting	Full-time – 900 hours	\$7150	\$1092
Medical Office & Medical Specialist	Full-time – 900 hours	\$7260	1988/1871
Pharmacy Technician	Full-time – 720 hours	\$7260	\$983
Practical Nursing	Full-time – 1232 hours	\$10200	\$1975
Respiratory Care	Full-time – 1600 hours	\$6925	See MSSC Book Fees
Surgical Technology	Full-time – 1090 hours	\$8120	\$2010
Veterinary Assistant	Full-time – 900 hours	\$7000	\$1158

HOUSING

Franklin Technology Center is an off-campus housing school.

GRADING SCALE

The program coordinator will inform students of their program grading scale during orientation and it will be available in the course syllabi.

CAREER RESOURCE CENTER

Missouri Career Center Office is located at 8th & Wall, Joplin, MO. The Center provides employment and training services to the citizens of the area. Job seekers are given access to internet ready PCs where they can enter online resumes and check job openings at the Missouri WORKS' website. Job seekers are also provided proficiency-testing, employment counseling services, vocational training information, Veteran services, trade act assistance and job corps information. Employers can also obtain information about qualified job seekers from the Center. Labor market information as well as unemployment insurance benefit information is also available at the Missouri Career Center. Franklin Tech has a resource desk at the career center to assist individuals with information on educational programs and referrals to agencies that offer tuition assistance.

JOB PLACEMENT STATISTICS

Adult Students – 2009-2010 Completers

PROGRAM	Actual Completers	Employed related to Training *	Employed Not related to Training **	Unavailable for Employment ***	Continue Education	Not Contacted
Auto Technology	4	0	0	0	0	4
Business Office Administration	11	5	0	5	0	1
Collision Repair	8	3	2	0	0	3
Dental	7	7	0	0	0	0
Heating, & Air Conditioning	17	9	5	0	1	2
Medical Office & Biller-Coder	36	16	3	4	1	8
Machine Tool						
Practical Nursing	27	23	1	0	2	1
Pharmacy	8	3	2	0	0	3
Respiratory Care	10	10	0	0	0	0
Surgical Technologist	10	8	0	0	2	0
Veterinary Assistant	11	5	1	0	1	1
Welding	6	0	0	0	0	6

Culinary Arts						
Total	167	93	15	9	11	33
% of TOTAL		56%	9%	5%	7%	20%

* = Are employed related to training, are continuing education, or are in full-time military service.

** = Are employed in unrelated fields.

*** = Are not in the labor force or are waiting to take required licensure examinations.

ATTENDANCE POLICY

Daily attendance is required of all students. (Exceptions may be made in individual cases based on hardship conditions due to illness, death of an immediate family member, natural disaster, etc). The maximum number of absences allowed is determined by each of the program coordinators.

Students must be in attendance at least 90% of the time and have a “C” average in order to receive financial aid and qualify for a certificate of completion. Students are required to make up the time missed to maintain a 90% attendance if allowed by the program coordinator. Any student that is receiving financial aid must complete all hours from the first payment period to be able to receive any aid in the second payment period. Attendance is calculated for each program payment period.

Students whose attendance is below 90% or having grades below a “C” average must bring attendance to 90% or above and grade level to a “C” or above before receiving any financial aid.

For students who withdraw from classes, a Title IV refund calculation will be used to determine if any money is owed to the school or a financial aid program. (See refund policy in this book.) Any student receiving financial aid and who withdraws from the school, will be placed on financial aid suspension. A student who returns from an approved leave of absence will be automatically placed on financial aid probation until the number of hours has been met for the payment period in which the student took the leave of absence.

Students who are absent 3 days will be counseled on attendance by the program coordinator.

Those students absent 5 consecutive days without any communication with the school will be automatically dropped from their program.

TARDINESS

1. Refer to program catalog for specifics in this area.
2. Three tardies constitutes one day of absence in most programs.

TRANSFER POLICY

Franklin Technology Center does not except transfer credits or clock hours from other post-secondary institutions.

CAMPUS SECURITY

626-2222 (MSSU)

625-5260 (Grand Campus)

Franklin Technology Center makes every effort to assure the safety of all students and employees. Students are notified of the school's security procedures during the program's orientation. Although Franklin Technology Center has no law enforcement authority, any incidents or emergencies will be reported to the appropriate agencies. Any criminal actions or other emergencies should be reported to the Director's office or security immediately. To promote a safe and secure environment, the buildings are locked each evening. Security and maintenance personnel are instructed to check all areas of each campus. Franklin Technology Center is not responsible for any student's valuables that might be lost or stolen. Vehicles parked on campus should be locked.

CRIMINAL OCCURRENCES REPORTED AT FRANKLIN TECHNOLOGY CENTER @ MSSU DURING THE 2009 SCHOOL YEAR.			
Murders	0	Sex offenses	3
Robberies	1	Aggravated assaults	0
Burglaries	8	Vehicle thefts	1
Arrests for possession of weapons	0	Arrests for possession of Liquor	1
Arrests for possession of drugs	4	Hate crimes	1
Arson	1	Stealing	76

TELEPHONE

Telephones are located in the following areas:

626-2222-MSSC Safety & Security office

MSSU Campus - Plaster Hall-- in the basement
Ummel building-- at the south entrance door
Alumni building--at the west entrance door

PARKING/TRAFFIC REGULATIONS AND VIOLATIONS

Students driving a motor vehicle (auto or motorcycle) to Franklin Technology Center Iowa Campus must abide by the restrictions at that facility. A parking permit, displayed in the rear window in the driver's side, is required for students attending Missouri Southern State University. The program coordinator will explain the details of obtaining a permit at the orientation session.

Students must park in designated student parking areas at each campus. Students are not allowed to park in faculty parking at either location. Inappropriately parked vehicles will be towed at owner's expense at the Iowa Campus. At the MSSU Campus, parking tickets will be given. The vehicle owner will be required to pay the parking fine at the MSSU Security Office. All tickets must be paid 30 days prior to graduation.

Grand Campus

1st – Warning
2nd – Vehicle towed

MSSU Campus

Students must abide by MSSU "Parking & Traffic Regulations" handbook. This handbook is given to students at orientation and is available in the MSSU Campus Security Office.

Cell Phones

All cell phones are to be turned off during instructional and clinical times.

STUDENT SERVICES

FINANCIAL AID

FTC is an approved institution in disbursement of Title IV funds. A financial aid officer and loan counselor are available to assist students in applying for financial aid to meet the costs of their training program.

To be eligible for student aid, a student must meet certain requirements, he/she must:

- be a US citizen or eligible non-citizen
- be registered with Selective Service (if required)
- attend college that participates in the following program: Federal Pell Grants, Federal Subsidized and Unsubsidized Stafford Loans, Title VII and Public Health Act Programs
- be working toward a degree or certificate
- be making satisfactory academic progress
- not owe a refund on a federal grant or be in default on a federal educational loan
- have "financial need" as determined by the US Department of Education
- not have a federal or state drug conviction while receiving Title IV aid

It is very important that all students understand the policies and procedures of financial aid at Franklin Technology Center. The administration of financial aid is extremely complex because of all the federal, state, and local agencies that provide and regulate these resources. As a consumer of educational services and programs, you should fully understand the financial assistance to which you are entitled as a student of FTC. The forms you are asked to complete are absolutely necessary. All forms should be completed accurately and honestly. Information given is held in strict confidence. If you have questions or need any information not found in this publication, please call or visit the Financial Aid Office at the MSSU Campus. For more information regarding financial aid, refer to SFA Manual located in the Financial Aid Office.

HOW TO APPLY FOR FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) must be completed to receive financial aid. Complete the FAFSA utilizing the previous year's Income Tax Form for your parents and/or yourself, depending on if you are a dependent or independent student. After submitting FAFSA, you will receive the Student Aid Report (SAR) and the school you chose on your FAFSA will receive an ISIR that will include your estimated family contribution (EFC). The EFC will determine the amount of Pell Grant award you will receive. Also, you will need to complete Franklin Technology Center's Financial Aid Application that can be obtained from the Financial Aid Office.

If a student was placed on Financial Aid Suspension from another institution and would like to enter a program at FTC, the student must submit a letter to the Financial Aid Office. It should include the reason(s) for the Financial Aid Suspension and indicate how he or she intends to keep from being placed on probation or suspension at Franklin Technology Center. This letter is required to determine if the student will be eligible for financial aid at FTC.

ELIGIBILITY OF FINANCIAL AID

During the academic year in which you receive aid, your eligibility is governed by whether you are part-time or full-time. If you are not a full-time student, you will not be eligible for the maximum awards for financial aid.

STUDENTS CONVICTED OF POSSESSION OR SALE OF DRUGS

A federal or state drug conviction can disqualify a student for FSA funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as outlined in HEA Section 484(r) 34 CFR 668.40.

TYPES OF FINANCIAL AID

Franklin Technology Center offers three basic categories of financial aid: grants, loans, and scholarships.

1. Grants are awards based on financial need and do not require repayment.
2. Loans are monetary awards that must be repaid after the student ceases to be enrolled at Franklin Technology Center.
3. Scholarships are awards based on academic achievement and/or financial need and most do not require repayment.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights You have a right to know:

- What financial aid programs are available at FTC
- The deadlines for submitting applications for the programs available
- How your financial need was determined. This includes costs for tuition, housing, transportation, books & supplies, & misc. expenses.
- How FTC's refund and repayment policies work
- How the Financial Aid Office determines whether you are making satisfactory academic progress and what happens if you are not in compliance

Student Responsibilities

- Complete all applications accurately and submit them on time to FTC.
- Provide correct information. Reporting incorrect information on financial aid application forms is a violation of the law and may be considered a criminal offense, which could result in indictment under the US Criminal Code.
- Return all documentation, verification, and/or corrections requested by FTC within the given time frame.
- Be responsible for reading and understanding all forms that you sign and for record keeping of all financial aid correspondence.
- Make satisfactory academic progress in your program.
- Notify the Financial Aid & Business Office of any change in name, address or phone number.

FINANCIAL AID PROCEDURES SUMMARY

A summary of FTC financial aid disbursement procedures are that the student must:

1. File a FAFSA (Free Application for Federal Student Aid) to determine eligibility
2. Review the Student Aid Report and report any corrections to provide accurate information to the federal government.
3. Provide documentation as requested by the Financial Aid Officer. Without all required paperwork, NO awards will be processed.
4. Return an award letter accepting the financial aid awards
5. Maintain satisfactory academic progress (at least a "C" average as defined by their program and 90% attendance)

After all the required paperwork is in the student file and Satisfactory Academic Progress (SAP) is documented by the program coordinator, Pell and Loan monies will be ordered by the Financial Aid Officer. Once the Pell and Loan funds are deposited into the financial aid account it may take the Bookkeeper 2-3 business days to obtain the necessary signatures from the Joplin R-8 administration staff if a credit balance is due to the student. All financial aid, regardless of source, is applied to the student's account balance. **A student's account must be paid in full before any money is refunded to the student.** The Bookkeeper will contact the student, by visiting the program classroom, when financial aid funds are received.

PELL GRANTS

Pell Grant – Funded through the U.S. Department of Education. Eligibility is based on the family's financial situation. The Pell Grant maximum award amount is \$5550 for a full-time student in the 2011-2012 award year.

Franklin Technology Center recognizes that special circumstances may exist that impact the financial resources a student and his/her family has set aside to pay the expenses of attending a program. Therefore, a Professional Judgment Appeal Form is available for those students in the Financial Aid Office.

SELECTIVE SERVICE REGISTRATION

Any student who should be registered with Selective Service and fails to register is ineligible for student assistance provided through programs established under Title IV of the Higher Education Act.

DEPENDENT OR INDEPENDENT

The Reauthorization of the Higher Education Act requires implementation of a new definition of independent student. For 2011-2012, you are automatically considered an independent student if you:

- * Were born before January 1, 1988
- * Have legal dependents other than a spouse
- * Are an orphan or ward of the court
- * Are a married student
- * Are a veteran of the U.S. Armed Forces
- * Homeless status

STUDENT PROGRAM BUDGETS

Expected Family Contributions

How are the expected family contributions (EFCs) calculated? For a student who is dependent upon parents, these resources would include the parent's contribution and the student's contribution. For the independent student, the resources would include only the student's contribution, and spouse's, if any. The EFC is calculated by the federal government using a formula including income, number of dependents, and various other factors. Therefore, if a student's program indicates the total cost of education to be \$5000 and the expected family contribution is \$1000, the student would be eligible for \$4000 of financial aid.

The Financial Aid Officer will print an award letter, including all financial aid a student is eligible for and will send this to the student to be signed, dated, and returned to the financial aid office. No financial aid award will be disbursed before the award letter is returned to the Financial Aid Office.

Cost of Attendance

The cost of attendance (COA) is calculated by the amount of tuition, books, supplies, and miscellaneous expenses. The miscellaneous expenses include housing, transportation, and personal costs that are determined using the US Bureau of Labor Statistics figures.

VERIFICATION

In order to receive financial aid administered through Franklin Technology Center, a student may be required to furnish documentation for verification of information provided on the financial aid application as required by the U.S. Department of Education. Any student unable to provide this information will not receive financial aid.

Students may be required to furnish items such as copies of non-taxable income, interest income, proof of assets, and veteran's benefits. These items may be needed to substantiate information reported on the FAFSA or school financial aid application.

Students must provide the Financial Aid Office with documentation for the verification request prior to completion of any financial aid award letter and the disbursement of any Title IV monies.

If the verification procedure discloses information that will change the award to be received by the applicant, the student will be requested to come to the Financial Aid Office to sign a new award letter if applicable. At that time, the discrepancy will be discussed and the proper steps will be taken to correct the error(s).

If applicable, the financial aid office may need to resubmit the Pell Grant SAR or ISIR for corrections. The students must take the responsibility to insure the financial aid has all the appropriate information. If the student has already applied for a Direct Student Loan, the lender will be notified of the changes to the loan application.

Required Verification Items

- Household size (number of persons in the household)
- Number enrolled in post-secondary education (number of household members attending a post-secondary institution at least half-time [12 clock hours per week])
- Adjusted gross income for the base year, or income earned from work if AGI has not been calculated
- Certain untaxed income and benefits for the base year such as:
 - ❖ Social Security benefits, if certain conditions apply
 - ❖ Child Support, if certain conditions apply
 - ❖ Untaxed payments to IRA and/or Keogh plans
 - ❖ Foreign income exclusion
 - ❖ Interest on tax-free bonds

The Financial Aid Officer will determine what documentation is necessary for each of the required verification items.

Veteran's Educational Benefits – For veterans of the Armed Forces. Contact Veterans Administration for application at 1-888-442-4551.

Vocational Rehabilitation – For persons needing to train or retrain due to a handicapping condition which prevents employment success at current level of training, contact Vocational Rehabilitation at 417-629-3067.

Rural Missouri Inc – For seasonal farm workers and their families who have received wages for farm-work, orchard, or nursery work in the last two years. To apply, contact RMI at 1-800-234-4971.

Trade Adjustment Assistance – Available to persons who have lost their jobs due to the closing of an American business because of foreign industry and need training. To apply, contact the Career Center at 417-629-3000.

New Traditions – A program for single parents, displaced homemakers, non-traditional males and females, and/or girls and women between the ages of 14 to 25. For an application, contact number at 417-235-7369.

ENTRANCE AND EXIT SESSIONS

Students receiving financial aid (Direct Student Loan) while enrolled as an adult on either a full or part-time basis must participate in an entrance session and complete and sign all necessary documents before receiving disbursement(s). The student must also complete an exit session prior to graduation or termination of enrollment. The website for these sessions is mappingyourfuture.org

LOANS – Submission Deadline is prior to 2nd Disbursement Date

There are two disbursements for a Stafford Loan that are disbursed directly into FTC's financial federal account by EFT (Electronic Funds Transfer). The student is notified several days in advance of each disbursement in case a student wishes to cancel the disbursement. Cancellation of a disbursement must be done in writing. If there is a credit balance on the student's account, a check will be issued within 3 business days of the bank deposit of the loan disbursement.

Amounts may vary and are subject to change

Direct Subsidized Student Loan – Must be repaid. Loan limits vary according to enrollment status. The interest will not accrue during in-school period.

Maximum \$3500 if enrolled full time for the academic year

Direct Unsubsidized Student Loan – Must be repaid. These loans are for independent students only. Loan limits vary according to enrollment status. Interest will accrue during in-school period.

Maximum \$6000 for Independent students and \$2000 for Dependent students.

Both the Direct subsidized and unsubsidized loan repayment begins 6 months after graduation or withdrawal from a program. Interest rates currently have a fixed 6.8% cap. Applications are available in the Financial Aid Office.

If a student requests Direct loans more than \$3000 over tuition and fee costs for the program, additional documentation is required to justify borrowing this amount. FTC is allowed to request further paperwork according to the regulation as stated in the Unified Student Loan Common Manual under section 6.15.E. To comply with this regulation you must write a letter to explain your situation and what the extra money will be used for. Verification of all income, receipts for mortgage/rent, utilities, automobile loans, and other major household expenditures may be required.

Missouri Parent Loans for Dependent Students (Direct PLUS) – Parents of dependent undergraduate students may obtain guaranteed loans. PLUS loans may not exceed the student's cost of attendance minus any financial assistance the student has been or will be awarded during the period of enrollment. Repayment begins 60 days after the second disbursement. Interest rates for a new borrower are variable with a 7.9% cap. Applicants should contact the Financial Aid Office.

SCHOLARSHIPS

The Financial Aid Office will notify a student if they are awarded any scholarships by means of the student award letter.

Missouri Higher Education Academic Scholarship (Bright Flight) – These scholarships are only renewable at the current time. A student must meet the following criteria for renewal:

- Be a Missouri resident
- Be attending full-time at a participating Missouri post-secondary institution
- Had a composite score of 30 or above on the ACT or SAT test in the top three percent of all Missouri students taking those tests

Renewal applications will be mailed to eligible students by the MO Coordinating Board of Higher Education.

Access Missouri – Funded through the Missouri Coordinating Board of Higher Education. Application must be made prior to April 1 and eligibility is based on the financial need of the student. The maximum amount is \$123 per award year.

Marguerite Ross Barnett Memorial Scholarship – Maximum scholarship award is \$1650. This scholarship may be renewable each year. Student must meet the following criteria for eligibility:

- Be a citizen or permanent resident of the United States
- Be a Missouri resident
- Be a full-time or at least a part-time student at a participating Missouri post-secondary institution
- Maintain satisfactory academic progress in a course of study
- Demonstrate financial need
- Be eighteen (18) years of age or older at the time of application
- Be employed and compensated for twenty (20) hours or more per week

Applications may be obtained from local high schools, or the Financial Aid Office. An application must be made prior to April 30.

A+ Program – The A+ Program is available for Missouri high school graduates who participated in the A+ Program in high school. At the present time, the A+ Program will cover tuition after Pell grant is applied. Certain items such as supplemental textbooks and supplies are not covered. A student must enroll in a full-time program leading to a certificate at Franklin Technology Center. Thirty (30) days prior to the beginning of class, eligible students must complete an A+ Program Form and file the Free Application for

Federal Aid (FAFSA). Please check with the Financial Aid Officer at 417-625-9865 for specific details. If a student does not complete the required number of clock hours for the program and/or does not maintain a 75% grade level he/she will lose eligibility for A+ funding. **A+ funding is not guaranteed.**

In accordance with the A+ School Program “Last Semester of Certificate/Degree” procedures, the students must sign a letter stating they understand it is their last semester of their A+ reimbursement eligibility and they are taking and attending the appropriate number of hours needed to complete a certificate/degree.

Please note: If a student is eligible for a Federal Pell Grant or any other form of federal assistance that does not require repayment as determined by the FAFSA, these funds will be applied to the student’s FTC account first. Any covered costs that remain will be billed to the A+ program.

Applications may be obtained from the Financial Aid Office and must be completed 30 days prior to the beginning of the program.

FINANCIAL AID PAYMENT DISBURSEMENTS

Prior to the Pell, Stafford Loans, and Missouri Student Grant deposits the Financial Aid Officer verifies enrollment, attendance, and academic progress of the student by a report called (SAP) satisfactory academic progress. If the student is in good standing, disbursements from Stafford Loans, Pell Grants, and the Missouri Student Grants are deposited into FTC’s federal financial aid account and the money is applied to the students’ account by the business office. When the student has a credit balance on his/her account a check will be given to the student. This process may take up to 3 business days after the money is deposited. Pell Grants, Stafford Loans, and the Missouri Student Grant awards are all disbursed in two payments.

A student must attend the full number of clock hours for the first loan disbursement before the second loan disbursement can be made.

Example: If a student is enrolled in a 900 clock hour program, before the second loan disbursement can be processed, the student must have **completed** 450 clock hours.

PAYMENT PERIODS

Students must complete the required number of days and/or clock hours before receiving their payment of financial aid according to the following schedules.

Trade/Tech Programs (950 clock hrs) & Surgical Technology Programs (1090 clock hrs)- Each payment period (PP) consists of 525 hrs.

Payment Periods	1 st Payment	2 nd Payment
Full-time students must have completed at least this # of days for the 1 st PP & this # of clock hrs for 2 nd PP.	30 days after start date	475 hrs

Business/Office Admin, Medical Office Assistant, Medical Records (900 clock hrs) - Each payment period (PP) consists of 450 hrs.

Payment Periods	1 st Payment	2 nd Payment
Students must have completed at least this # of days for the 1 st PP & this # of clock hrs for 2 nd PP.	30 days after start date	450 hrs

Practical Nursing Program (1232 clock hrs) – Each payment period (PP) consists of 632 hrs.

Payment Periods	1 st Payment	2 nd Payment
Students must have completed at least this # of days for the 1 st PP & this # of clock hrs for 2 nd PP.	30 days after start date	616 hrs

Respiratory Care Program

Students in the Respiratory Care Program will follow Missouri Southern State University policy for financial aid disbursement.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is made up of both grades and attendance. When grades fall below a “C”, unless the Program Coordinator specifies more rigid standards and attendance is less than 90%, the student will be placed on financial aid probation. If the student does not show improvement of grades or attendance before the next payment period, the student will be placed on financial aid suspension and will be denied financial aid. Failure to achieve or maintain minimum academic standards will also result in the notification of the lender and/or Federal Aid Program. Students who are denied financial aid must immediately set up an appointment with the bookkeeper to arrange payment of tuition and/or fees.

PROBATION AND SUSPENSION

If a student’s grade falls below a “C” average or attendance is less than 90% at any payment period; the student will be placed on financial aid probation, the student will be notified in writing and will be ineligible for any financial aid. If the student regains eligibility before the next payment period, he/she will receive any financial aid available. **(NOTE: Once a student is placed on financial aid probation he/she must complete the number of hours for the 1st payment period before receiving any loan disbursement for the 2nd payment period).** If the student does not come back into compliance, he/she will be placed on suspension and will not be able to receive any financial aid for the program.

A Probation and Suspension Appeal Form is available for students who feel they should not have been placed on probation or suspension and is available in the Financial Aid Office.

Reinstatement of Financial Aid Eligibility

If a student who has been denied payment of financial aid during a payment period brings his/her grades and/or attendance up to an acceptable level, financial aid will be reinstated. See the Financial Aid Officer for more information.

LEAVE OF ABSENCE (DOES NOT APPLY TO ALL PROGRAMS)

A leave of absence will only be permitted due to extenuating circumstances and must be approved by the Director of Franklin Technology Center. In order for a leave of absence to be granted, the student must have satisfactory grades, attendance, and return within 180 calendar days according to the regulation in the Student Financial Aid Handbook under section Volume 2, Chapter 6. When a leave of absence is granted, the student’s tuition upon returning will be based on any remaining balance due when the leave of absence was granted. If the student does not return within the approved leave of absence, a withdrawal form must be completed and any balance will be the student’s responsibility.

The Leave of Absence form is available through the program coordinators, bookkeeper, and/or financial aid officer.

WITHDRAWAL

Tuition Withdrawal Policy

For All Students -

A Title IV refund is completed on all financial aid recipients. The Title IV refund is calculated per payment period. If a student completes 60% of a payment period, a Title IV refund is not required.

NOTE: Any Title IV financial aid returned by FTC to the Direct Loan(s) and/or the US Dept. of Ed for Pell Grants will be charged back to the students account and will be his/her responsibility.

Institutional charges are due as follows:

Student withdraws during the first week pay-period (Exception \$50 non-refundable application fee)	0% due*
Student withdraws after 6 th day through 9 th day of the pay-period	5% due
Student withdraws after 10 th day of the pay-period	10% due
Student withdraws from 11 th day through 20 th day of the pay-period	20% due
Student withdraws from 21 st day through 30 th day of the pay-period	40% due
Student withdraws after 30 th day of the pay-period	100% due

All costs including tuition, books, and supplies are considered institutional costs and are figured in the refund calculation. ***Fees, books, and supply fees will be assessed on usage.**

All credit balances must be eliminated before a Title IV refund calculation can be performed.

All students completing a withdrawal form and received a Direct loan are required to complete an exit counseling session online at www.dl.ed.gov

NOTE: If a student withdraws (a leave of absence is not included) from a program and wishes to re-enter at a later time, he/she will be responsible for any previous tuition, books, and fees owed and any additional and/or increased tuition, books, and fees of the year re-entered. If tuition has increased the student will be responsible for the additional costs. The re-entry request must be approved by the Program Coordinator and Director of FTC before a student can begin in the program.

If a student withdraws twice from any program at FTC, he/she will not be allowed to re-enter ANY FTC program

STUDENT DRESS CODE

It is understood that any student who participates in a classroom, work or clinical setting must conform to the standards established and published by the school personnel responsible for that activity. Students will be notified in advance of specific program requirements for the vocational training programs.

In keeping with established practices of good hygiene, safety, moral and social values, and to provide for a minimum of disruption and maximum of learning opportunity, the following guidelines must be followed:

1. Shoes or sandals must be worn by all students.
2. Coordinators of specific programs where safety or health is a factor may require students to modify and/or adjust hair and/or clothing, accordingly, during the class, internships, and/or clinicals.
3. All shirts will be kept buttoned except when worn over another shirt as a layered look.
4. All clothing worn shall not have writing, drawings, or emblems that are obscene or derogatory. Ads for liquor, tobacco, or controlled substance will not be permitted.
5. Clothing that is slashed, revealing or is suggestive may not be worn.
6. Students are not permitted to wear caps, hats, or bandanas in the building.
7. Students are not permitted to wear gang-related apparel or insignia at school.

Employers put great emphasis on personal grooming and appearance. When prospective employers visit the school or a class, the first thing they notice is appearance of the students. It is important that employers be favorably impressed if they are to be interested in hiring graduates from FTC programs.

Externship & Clinical Policy

It is the policy of Franklin Technology Center Adult & Post-Secondary Education that students are required to participate in an internship or clinical program as part of the education process if possible. The student is to secure an internship or clinical site no later than two weeks following the commencement of the internship start date. If the student is experiencing difficulty in seeking an internship/clinical site, the instructor and/or FTC's Career Placement Coordinator will assist the student. In the event the student does not secure a job site within two weeks of commencement of the internship or clinical period, the student may be dropped from the program or be required to return to the classroom to complete additional assignments in lieu of internship.

CONDUCT

Students are expected to cooperate and function as responsible citizens. Disciplinary sanctions (probation, suspension, and termination) will be imposed based upon the review by school officials for the following conditions:

- 1. Dishonesty**
- 2. Insubordination**
3. Possession or drinking of alcoholic beverages
4. Immoral conduct
5. Possession or use of non-prescribed controlled drugs
6. Cheating or assisting one to cheat
7. Destruction of private or school property
8. Use of vulgar and profane language
9. Willfully engaging in conduct that is detrimental to the best interest of students and the educational program and the image of the institution
10. Possession or use of weapons
11. Behavioral outbursts and/or disruptions in the educational setting

Students failing to conduct themselves as responsible individuals will be required to receive counseling from school officials to determine whether they will be allowed to continue in school under agreed conditions (probation) or be terminated.

Any student that commits academic dishonesty will be terminated from their program of study. The student can follow the Grievance procedure if they so choose.

Any student displaying disruptive behaviors or engaged in any activity that is not conducive to maintaining the school's standards will be suspended or terminated.

Any problems arising for any student should be solved through personal counseling by the FTC staff so as to have no interference in the education function of the school. School officials used for personal counseling will review all circumstances surrounding the misconduct of the student. Students may be referred to an outside agency.

FTC COUNSELING

Counseling services are available through the office at the Iowa Campus or the Director's office at the MSSU Campus.

SCHOOL SPONSORED ACTIVITIES

Students are expected to conduct themselves in such a manner that they will not be offensive to those around them. Students will be advised of the nature of the event and should dress appropriately for the occasion. Intoxicating beverages, drug use and use of profane language will not be permitted. Students abusing the preceding rules will have disciplinary action taken against him or her.

RACIAL, SEXUAL, RELIGIOUS, DISABILITY, and AGE HARRASSMENT POLICY

(A full copy of Policy #5100 is available at the Joplin R-VIII administration office)

Harassment is a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated in the Joplin Schools.

Harassment is ...

- Unwelcome and unwanted behavior
- Related to an individual's actual or perceived race, religion, sex, sexual orientation, national origin, ancestry, disability, age, etc.
- It can include any unwelcome verbal written, or physical conduct, which offend or belittles any individual because of their race, religion, sex, sexual orientation, nation origin, ancestry, disability, age, etc.

Harassment might occur ...

- In classrooms, hallways, or playgrounds
- In cafeterias, locker rooms, rest rooms and/or on buses
- At athletic competitions, on field trips, etc. – both in-and out-of-district and at work study and other off-campus sites

The District will ...

- ✓ Investigate all complaints of harassment and respond appropriately
- ✓ Take prompt and appropriate disciplinary action, when it is determined that harassment occurred
- ✓ Work with students, staff and the community to remedy and prevent hostile environments in all programs and activities
- ✓ Provide procedures through which all individuals may address concerns and/or grievances

If you have a concern, would like to know the procedure for reporting possible incidents of harassment or would like further information about the district's Harassment Policy ...

- See Policy # 5100 in the Board of Education Policy Manual, available in the Board of Education Office and in each school's administrative office
- Consult the Director at the MSSU campus or the Registrar at the 2020 IOWA campus, the Compliance Coordinator, or the Superintendent of Schools.

Grievance Procedure

(A full copy of Policy #5100 is available at the Joplin R-VIII administration office)

When a person believes there has been a misinterpretation, misapplication or violation of any provision of Board policy (including grade disbursement and attendance tracking) the person may file a grievance.

This procedure also applies to any allegation of harassment (racial, sexual, religious, disability, or age) including staff/student and student/student harassment.

In the event a person believes there is a basis for a grievance, he or she shall take the following steps:

- I. Discuss the alleged grievance with the building administrator. All complaints will be investigated (see Investigation Procedures in Policy # 5100). If after the investigation and informal discussion with the building administrator, the grievance still exists or if the administrator is the person involved, the concerned individual may invoke the formal procedure.
- II. To invoke the formal procedure, the concerned person must complete the Grievance Procedure Reporting Form (in Policy # 5100). A copy of the form shall be delivered to the Compliance Coordinator (the Supt. of Schools or designee) at the following address:

The School District of Joplin R-VIII Administrative Offices
1717 E. 15th Street, Joplin, MO 64801
Phone: 417-625-5200

Within ten (10) calendar days of receipt of the grievance, the administrator(s) shall meet with the concerned person in an effort to solve the grievance. Disposition of the grievance will be presented in writing within five (5) calendar days of the meeting. A copy will be given to the person(s) making the complaint.

- III. If the person is still not satisfied with the disposition of the grievance the person may submit the grievance to the Board of Education for final determination. The Board shall hear the grievance within thirty (30) calendar days after receipt of the grievance and shall provide the concerned person with the decision within five (5) calendar days thereafter. This decision shall be made in writing.
- IV. If the above grievance pertains to Title IV issues and is not satisfied by the school officials, the grievance/complaint may also be filed as follows:

Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102
Phone: 573-751-4212

SMOKING

Smoking is not permitted at the 420 Grand Campus. Smoking is permitted in designated areas at the MSSU Campus at least 50 feet from buildings.

ALCOHOL AND ILLEGAL DRUGS

It is the policy of Franklin Technology Center that possession, use, and/or distribution of alcohol as defined in chapters 311 and 312 RSMO and illegal drugs as defined in chapter 195 RSMO are strictly prohibited in school buildings, on school grounds, and at all school activities, regardless of location. Any individual attending Franklin Technology Center is highly discouraged from consuming any alcohol or illegal drugs within a reasonable time before any class or clinical time. A student that obstructs or disrupts the teaching/learning process in the classroom or clinical setting may be subjected to a drug test. In addition, any student who violates this policy will be subject to suspension and/or dismissal from the program.

If a professional workshop on illegal drugs is presented by a professional organization and is held during class hours, it will be mandatory for all students and faculty to attend the workshop.

WEAPONS IN SCHOOL

The possession or use of a weapon by any person shall be prohibited in all school buildings, on or about school grounds, and at all program activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from the program.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The Superintendent to the Board of Education may modify the suspension on a case-by-case basis upon recommendation.

Educational Records

A student or parent will have access to the files pertaining to them during posted office hours at all FTC locations. Students and parents must submit a written request to the FTC office at least 24 hours before viewing their specific file. The person looking at the file must sign in before viewing the file and sign out when they are through. A notification will be sent to the student if other than themselves have looked at their educational file.

420 Grand Campus Addendum policies

STUDENT HEALTH AND SAFETY

FTC believes in providing learning experiences in laboratory settings that closely emulate the settings found in a trade, business or industry. Because every industry has some degree of occupational hazard associated with it, students may be exposed to conditions that present potential dangers if appropriate safety procedures are not observed. Student SAFETY is of paramount concern; therefore, students are required to demonstrate appropriate knowledge and safe operating procedures before being allowed to perform tasks in a laboratory setting. Students must pass safety tests with 100% accuracy.

EMERGENCY/ACCIDENT

Students are to report all injuries or illnesses immediately to their instructor; then, if deemed necessary, to the office of the FTC Director. If a student needs emergency hospital or medical aid, the school will contact the person designated by the student to notify in case of emergency. If the person cannot be reached, the hospital or physician named on the emergency form will be contacted.

ACCIDENT INSURANCE

Missouri State Law does not permit a school district to carry accident insurance on students. However, it is important that students consider carrying an accidental or medical policy on themselves while enrolled in programs at FTC that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, machinery or in medical settings, contagious disease.

MEDICAL & ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT.

Emergency first aid measures will be taken to treat any student injuries occurring on campus. If the emergency requires a level of treatment beyond that of the capability of staff and is viewed as an injury requiring immediate treatment, an ambulance will be summoned. Every attempt will be made to notify the emergency contact given on the student's medical emergency information card. **The student will be legally responsible for the cost of any medical services or care provided.** FTC does not staff a school nurse, but does have access to the Joplin High School nurse housed across the street.

EMERGENCY MEDICAL INFORMATION

In the event of a medical emergency, it is important to know of chronic conditions (diabetes, seizure disorders, allergies or other factors). Please inform the FTC attendance office of information important to a student's health and safety by completing and returning the Emergency Medical Information Card.

DRESS (Safety minded and appropriate for the workplace)

Students are encouraged to accept the responsibility of dressing appropriately for their program area. An integral part of Career Education is training students for workplace readiness. Job Shadowing and Internship opportunities are extremely important in determining the long-term success of FTC graduates.

A key factor in determining if a student is to be placed in a job shadowing, internship or Cooperative Occupational Work Experience opportunity is the behavior that has been modeled leading up to that part of the program.

Students that have not exhibited proper behavior including dressing safely and appropriately for their program area will not be allowed the opportunity to participate in job shadowing, internships, and other workplace readiness activities and may be removed from their FTC program.

Franklin Technology Center will enforce safety and workplace readiness attributes in the dress code expected for their students as well as those standards set forth by their sending schools.

Below are grooming and dress guidelines for students and parents to help them to avoid attire or grooming, which interfere with the learning environment.

Student Dress Code

The Joplin R-VIII School District believes that a strong relationship exists between what a student wears and the attitude and behavior he/she displays. We ask all parents and students to understand that different modes of dress are appropriate for different activities, and that not all modes are suitable for school or school activities.

Students should always be well groomed and dressed appropriately for the activity in which the students are engaged. Dress and appearance must not present health or safety hazards, be indecent, disruptive, distracting, or inappropriate for the classroom. School officials will determine final decisions as to the appropriateness of dress and personal appearance.

Below are guidelines for students and parents to help them avoid attire or grooming, which interfere with the learning environment. **Examples include but are not limited to the following:**

- Headgear, jacket hoods, hats, caps and bandannas may not be worn in the building.
- Sunglasses and dark glasses, unless required by a doctor, are considered inappropriate attire. Contact lenses or eyewear that are distracting are prohibited.
- Unnatural hair-coloring (fuchsia, green, blue, etc.) and painted faces are a distraction and are not appropriate for school settings.
- Footwear will be worn at all times. House shoes are not acceptable.
- Jewelry that is considered excessive or poses a threat to the safety of the student or others (chains, sharp objects, etc.) is not permitted.

- Tattoos that are considered inappropriate (depicting violence, drugs, sex, etc.) must be covered while in school.
- The following examples of clothing are considered unacceptable and will not be permitted: mesh or other see-through clothing; clothes that expose a bare midriff or backside, exposes cleavage or undergarments; halter-tops, tube tops, or other sleeveless tops or shirts with excessively large openings; clothes which are cut or torn above the knees; shorts or skirts that are excessively short; apparel which is excessively tight fitting or excessively loose-fitting.
- Other inappropriate attire includes: gloves, and/or clothing with vulgar, profane, ethnically derogatory messages, and messages, pictures, symbols, depictions or advertisements of gangs, violent acts, illegal substances, drugs or alcoholic beverages.
- Oversized coats, gym bags and duffle bags are to be kept in lockers during the school day for safety reasons.
- Because of safety issues, individual classes may have dress requirements that are more restrictive than those listed above.

Building administrators will make individual evaluations to determine if other similar items are likely to be disruptive or create a potential health or safety problem. Exceptions may be made in the case of appropriate team uniforms, special school events and other specific principal designated activities. Teachers are expected to refer students to the office who are in violation of the dress code.

The principal may temporarily suspend any student whose dress or hair style is prohibited by this dress code, but the student will be readmitted promptly upon the correction of the problem. In the event the student is not reinstated by the morning following the suspension, the principal shall handle the matter as he/she would any other disruptive student.

ATTENDANCE POLICY

Attendance at Franklin Technology Center is modeled after the workplace. As a student, you are expected to be in class and on time every day. Personal business must be taken care of **on your own time**. Approved school functions are the only excused absences. **All other absences other than school functions are unexcused. Dr. appointments, illness, funerals etc. are all days absent.** In the educational process, if instruction and training opportunities are missed, it will be reflected in the marks received by that student, and more than likely affect their grade. Students who accumulate more than nine absences during the semester may not earn credit in that course or be eligible to earn a program certificate. Consequences for exceeding 9 absences include – loss of privilege to participate in student organization’s competition and outside activities, job shadowing, internship opportunities, and potentially the student can be dropped from the program and returned to their sending high school. Students will not be allowed to make up any work or test (after they reach their 9th day) unless prior arrangements have been made. All certificate classes are based on a minimum of 950 hours of instructional time. Therefore, if you miss over the 9 days you may not have the required hours needed to earn your program certificate. After the third absence of the semester, the instructor will call the parent/guardian.

After the fifth absence of the semester, the student will see the Guidance Counselor at FTC.

After the seventh absence of the semester, the FTC Guidance Counselor will call the parent/guardian. The sending school will be notified that the student has an attendance issue.

After the ninth absence of the semester, the student will receive a **Failure**

to Earn Credit Warning, the parent/guardian will be notified, and the sending school will be notified.

After the tenth absence of the semester, the student will be referred to the sending school that **Failure to Earn Credit for the Semester** is possible for the student. A recommendation may be made that the student not return to FTC for the following semester.

Cell Phones

All cell phones are to be turned off during instructional or clinical times. Usage is only permitted **outside the building at the 420 Grand Campus.**

NOTICE OF CONFIDENTIALITY:

Franklin Technology Center receives funds under certain programs of the US Dept of Education and is required by law to collect social security numbers (SSN) from its students for the administration of those programs. We are also required by law to maintain certain documents in accordance with Missouri's records retention policies. We do not collect or share personal information for any purpose other than to respond to you and the governmental agencies requiring us to report such information.

**2010-2011
FRANKLIN TECHNOLOGY CENTER
CALENDAR**

Program Beginning Dates

Trade/Technical Programs (Day)	8-17-2011
Trade/Technical Programs (Night)	8-17-2011
Business Office Admin Program (FALL)	8-17-2011
Culinary Arts.....	8-17-2011
Dental Assisting Program.....	8-22-2011
Medical Office Program (FALL).....	8-15-2011
Medical Office Program (SPRG).....	2-7-2012
Pharmacy Technician Program.....	8-22-2011
Practical Nursing Program	8-2-2011
Surgical Technology Program	8-16-2011
Respiratory Care Program (FALL)	8-22-2011
Veterinary Assistant Program.....	8-22-2011

Program Ending Dates

Trade/Tech Programs (Day)	5-14-2012
Trade/Tech Programs (Night)	4-9-2012
Business Office Admin (FALL).....	4-2-2012
Culinary Arts.....	5-31-2012
Dental Assisting Program.....	5-23-2012
Medical Office Program (FALL).....	3-29-2012
Medical Office Program (SPG).....	9-8-2013
Pharmacy Technician Program.....	4-11-2012
Practical Nursing Program	5-23-2012
Surgical Technology Program.....	5-3-2012
Veterinary Assistant Program.....	5-23-2012

Holidays

Labor Day (2011).....	9-05-2011
Thanksgiving Vacation (2011).....	11-23 thru 11-25-2011
Christmas & New Year's Vacation (2011).....	12-21-11 thru 1-2-2012
Spring Break (2012).....	3-19 thru 3-23-2012
Good Friday (2012).....	4-6-2012
Memorial Day (2012).....	5-28-2012
Fourth of July (2012)	7-4-2012
MVA.....	July 2012

**ALL PROGRAM GRADUATION DATES WILL BE PROVIDED BY PROGRAM
COORDINATORS**

**FRANKLIN
TECHNOLOGY
CENTER**

Verification Form

3950 E. Newman Rd * Joplin MO 417-659-4438

420 Grand Street * Joplin MO 417-625-5269

Documentation Requirements – Federal Financial Aid

NAME: _____ **SS#:** _____ **Date:** _____

The Federal Government has randomly selected your application for review in a process called verification. Based on this random selection, you are required to submit the following documents to Franklin Technology Center Financial Aid office to complete the verification documentation requirements:

- Verification Worksheet** – form enclosed
- Other _____

The above-request document(s) are required to confirm your eligibility for Federal financial aid. You must comply with this request within the time frame given below. Failure to comply within this period of time will result in delay of your financial aid award and/or loss/cancellation of Federal financial aid.

If your application is adjusted due to corrections resulting from the verification process, you will be notified by mail with a new award letter, if applicable. It may be necessary to submit changes and/or adjustments to the Federal Processor. Generally, this procedure can be accomplished electronically by the Financial Aid Officer. If not, you will be required to submit the corrections via the hard copy of the Federal Student Aid Report.

If you have questions regarding the verification process or the documentation requirements, please contact the Financial Aid Officer immediately at (417) 659-4438.

Kay Hobart
Financial Aid Officer

Documentation must be received on or before: _____

Forward documentation to: Financial Aid Officer, Franklin Technology Center, 3950 E. Newman Rd, Joplin, MO 64801.

FRANKLIN

Adult Student Grievance Form

TECHNOLOGY 3950 E. Newman Rd * Joplin MO 417-659-4400

CENTER

420 Grand Street * Joplin MO 417-625-5269

Student Name _____

Program Name _____

Place where you may be reached _____

Address _____

Telephone Number _____

Nature of your grievance – Please describe the policy or action you believe may be in violation and identify any person(s) you believe may be responsible.

If others are affected by the possible violation, please give their names and positions.

If you wish, please describe any corrective action you would like to see take place with regard to the possible violation or provide other information relevant to this grievance.

Student Signature _____ Date _____

2011-2012 Academic Year

Name: _____ SS# _____

Franklin Technology Center recognizes that **special or unusual circumstances** may exist that impact the financial resources a student and his/her family have set aside to pay the expenses of attending Franklin Technology Center. These circumstances may be difficult to explain on the 2010/2011 Free Application for Federal Student Aid (FAFSA) or may occur after the FAFSA has been processed. Therefore:

1. review the following special condition(s) that may apply to you....
2. respond completely and accurately to the appropriate questions....
3. obtain the requested supporting documentation and/or letters of explanation, then....
4. submit this request and the required documents to Franklin Technology Center's Office of Financial Aid in person or by mail (3950 E. Newman Rd., Joplin, MO 64801).

If **your, your parent(s)', or your spouse's** total income will be **lower** for the **2011 calendar year** (January through December) than it was in **2010**, complete the following section. Complete this form for all persons who have had an income reduction.

1. A reduction in income and/or benefits has occurred for the (check all that apply): _____ student, _____ spouse, _____ father/step-father, or _____ mother/step-mother.
2. What **caused** this reduction in income/benefits (check all that apply):
 - _____ Change in Employment. **Attach letter of explanation**
 - _____ Unemployment. **Attach letter of explanation.** Include last day of employment, how long the person was employed during the 2010 year, and whether or not the person has returned or will return to work during 2011.
 - _____ Divorce or separation on the following date: _____
Attach a legal document.
 - _____ Death of a spouse or parent on the following date: _____
Attach a photocopy of the death certificate.
 - _____ Disability. **Attach a letter of explanation.** Indicate the type(s) and amount (s) of benefits lost. Also, attach a photocopy of the medical/legal proof of disability with the amount of disability money to be received.
 - _____ Loss of financial benefits. **Attach a letter of explanation.** Indicate the type(s) and amount(s) of benefits lost.

- over -

The following section must also be completed

List the total expected amounts to be received in 2011 (Attach a copy from all appropriate agencies with the agency name, students name, SS#, with dates and amounts). You should include all monies to be received for all family members in 2011. (You should round up or down to the nearest dollar)

Earnings from employment- student	\$ _____
Earnings from employment-spouse	\$ _____
Earnings from employment-father/stepfather	\$ _____
Earnings from employment-mother/stepmother	\$ _____
Social Security Benefits	\$ _____
AFDC/ADC, TANF and/or Welfare benefits (DO NOT INCLUDE FOOD STAMPS)	\$ _____
Child Support Amounts	\$ _____
Unemployment Benefits	\$ _____
Disability Benefits	\$ _____
Worker's Compensation	\$ _____
Housing Allowances	\$ _____
Veterans Benefits	\$ _____
Other benefits (attach letter of explanation)	\$ _____
TOTAL for entire 12-month 2011 year	\$ _____

If you have **other circumstances** that will cause your/your family's financial resources to be significantly lower for the **2011** calendar year than in **2010**, **attach a letter of explanation**, and include any documentation that will help our office better understand your special situation.

I (we) certify that the information provided on this document is true and accurate to the best of my (our) knowledge **at this time**. I (we) promise to notify the Financial Aid Office if the above information changes following submission of this document. I (we) understand that any recalculation adjustments made by the Financial Aid Office **may not** result in an increase in Federal financial aid eligibility.

Student's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

Father/Step-father Signature: _____ Date: _____

Mother/Step-mother Signature: _____ Date: _____

For Use by FTC's Financial Aid Office only

_____ Change in EFC _____ No change in EFC

Financial Aid

Student Name _____ SS# _____

Address _____ Phone # _____

Program _____ Graduation Date _____

Use the front and back of this document to **fully explain** why you were unable to meet one or more of the Standards of Satisfactory Academic Progress during the payment period (as explained in your memo from the financial aid office). Federal law requires a **written** appeal for this process. You are not permitted to appeal by telephone or in person.

Your written appeal should be clear, specific, and complete. You should outline any extenuating **family, economic, or personal circumstances** that you believe affected your academic performance during this payment period. You should also include an explanation of how you plan to ensure your academic success during the next payment period, should the privilege of receiving Federal financial aid be restored. Appropriate letters of support or other documents **may** be submitted with your appeal, if you wish, but are **not required**.

(continue on a separate sheet if needed)

Student Signature

Date

Please return this entire document to:

**Financial Aid Office at FTC @ MSSU
3950 E. Newman Rd
Joplin, MO 64801**

**FRANKLIN
TECHNOLOGY
CENTER**

School Withdrawal Form
3950 E. Newman Rd * Joplin MO 417-659-4438
420 Grand Street * Joplin MO 417-625-5269

Student Name: _____ SS#: _____

Full Address: _____

Phone: _____ Program: _____ Withdrawal Date: _____

Reason for Withdrawal: _____

If you have a certified Direct loan, an exit interview must be completed. I also understand if I have not returned any items required, I have only 20 business days to return to receive a credit for them.

Student Signature: _____

*******The following items MUST be completed by the Instructor*******

Hrs Absent in Prog. _____ List dates & hrs absent below – attach sheet if necessary

DATE	Hrs	DATE	Hrs	DATE	Hrs
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Have all books &/or supplies been returned? _____ **If not, list below:**

Program Coordinator/Instructor: _____

Registrar: _____

+++++
+

Business Office: _____ **Statement attached. 500 or more hrs completed:** _____

FTC Credit – Total Days in Prog.: _____ **% of Credit Refund:** _____ **Credit:** _____

Financial Aid Information: Total Hrs in Prog.: _____ **Total Hrs Attended:** _____

Exit Interview Done: _____ **SSCR:** _____ **R2T4:** _____

Loan Status: _____ **Date:** _____

Pell Status: _____ **Date:** _____

white copy – Program Coordinator/Registrar
yellow copy – Financial Aid
pink copy – Business Office/PI Trackware
gold copy – Student