

**WESTERN  
TECHNOLOGY CENTER  
STUDENT CONSUMER  
INFORMATION  
2016-2017**

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# WESTERN TECHNOLOGY CENTER CONSUMER INFORMATION 2016-2017

## **Mission Statement: Educating People for Success**

**Vision Statement:  
To become Western Oklahoma's first choice in education and industry-specific training to meet the demands of the 21<sup>st</sup> century.**

### **Non-Discrimination Statement**

It is the policy of WTC to provide equal opportunities as required by Title VI (race) of the Civil Rights Act of 1964, Section 504 (disabilities) of the Rehabilitation Act of 1973, Title IX (gender) of the Education amendments of 1975, and The Americans with Disabilities Act (disabilities) of 1990 in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning the application of the policy may be referred to the designated compliance coordinator(s), Sayre Campus, Jaime Partain, ext. 306 at 580-928-2097, Burns Flat, Weatherford, Elk City and Hobart; contact Serenna Hitter ext. 294 at 580-562-3181 and/or Elaine Loftiss ext. 253 at 580-562-3181.

WTC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries regarding this policy may be directed to: Compliance Officer, 580-562-3181, P.O. Box 1469, Burns Flat, OK 73624; or Compliance Officer 580-928-2097, 2002 NE Hwy 66, Sayre, OK 73622.

Western Technology Center no discrimina a raza, color, nacionalidad, genero, edad, o habilidad diferenciada.

### **\*NOTICE TO ALL CURRENT OR PROSPECTIVE STUDENTS:**

**Current or prospective students may request a paper copy of Consumer Information or any reports referenced in this document.**

The Department of Education makes publically available Transparency in College Tuition for Consumers at <http://nces.ed.gov/collegenavigator/> in a sortable and searchable list of all Title IV participating institutions and related consumer information for the most recent academic year. Western Technology Center's current information is listed on this site.

## **INSTITUTIONAL INFORMATION**

### **A. Admission Criteria**

#### **ENTRANCE REQUIREMENTS**

Priority for enrollment is based on the following student status:

1. Returning Students
2. In-District high school students until March 1
3. 13th year students who have completed orientation, until April 1
4. Adults

**Some career majors may be subject to an application process and additional requirements as set forth by application licensing or accrediting agencies.**

**Secondary:**

Juniors and seniors are eligible for enrollment with the consent of parents, the home high school and the concurrence of WTC. Secondary students whose legal residence is in the WTC district may attend WTC tuition free. Students will be admitted to a particular program on the basis of assessed interest, academic achievement in past school experiences, aptitude, and subject to space availability. Non-resident secondary students may enroll, subject to space availability. Non-resident secondary students may enroll, subject to space availability, if they meet the above requirements, pay out-of-district tuition, provide their own transportation, and have the approval of their parent or guardian, high school principal, and the WTC Administration.

**Post-Secondary:**

Adults may enroll on a first-come, first-served, space available basis with high school and returning students having priority for enrollment. Adults will be admitted to a particular class on the basis of assessed interest, aptitudes and work history and the ability to benefit from instruction in terms of employment. Adults seeking admission must go through WTC's assessment process prior to enrollment. Students will be allowed to enroll in some classes after the program has started with administrative approval. New students will also be accepted at the beginning of the second semester providing space is available and curriculum lends itself to enrollment at the time.

**Financial Aid Contact Information:**

The financial aid office is located in the main building at the Burns Flat Campus of Western Technology Center. Hours of operation are Monday through Friday 8:00 a.m. to 4:00 p.m. Contact person is DANA ELLIS [dellis@westtech.edu](mailto:dellis@westtech.edu) 580-562-3181 Ext. 279.

**Prior Credit/Advanced Standing Credit for Adult Students**

Adult students enrolling at Western Technology Center who have previous educational experiences will be asked to provide a transcript indicating both courses taken and grades received at previous institutions. Students with previous military service will also be asked to provide a Joint Services Transcript.

The instructor will meet with the student either prior to enrollment or at the beginning of his/her major to determine what, if any credit will be applicable to the career major at Western Technology Center. For evaluation purposes the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the major, and the changes that may have taken place in business and industry since the training was received. After thorough discussion between the student and instructor, the instructor may want to make contact with the previous institution, may issue a performance test, or may determine that credit is applicable with no further investigation. The student will be informed of the instructor's decision within one week.

If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and the student will not be charged tuition or fees for the advanced standing credit hours.

Advanced standing credit can also be issued to WTC students who complete one major at WTC and then enroll in another, or those who may change from one major to another. The decision as to whether or not the credit will be issued will be determined by the instructor after a student/instructor meeting and after comparing the Plan of Study of the Career Major from which the student is finishing or withdrawing to the Career Major Plan of Study to which the student wants to enroll. If this involves two different instructors, both instructors will meet with the student.

**Financial Aid recipient's hours for their program/major and their financial aid award will be adjusted accordingly by the Financial Aid Director for the Advanced Standing Credit.** If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and the student will not be charged tuition or fees for the advanced standing hours.

### **STUDENT DIVERSITY**

Information regarding Western Technology Centers' student diversity, including the percentage of enrolled, full time students in the following categories: male, female, self-identified members of a major racial or ethnic group and Federal Grant recipients can be found at:  
[http://nces.ed.gov/globallocator/col\\_info\\_popup.asp?ID=418302](http://nces.ed.gov/globallocator/col_info_popup.asp?ID=418302)

**STUDENT RETENTION/COMPLETION/PLACEMENT RATE** can be found at:  
[WTC District Overview](#)

### **GAINFUL EMPLOYMENT**

Information on Gainful Employment can be found at WTC's website [www.westtech.edu](http://www.westtech.edu) click on the Full Time Programs link and all information can be viewed in specific Career Majors.

## **B. Cost of Attendance**

### **Tuition**

**Tuition charges are based on \$2.00 per career major clock hour.**

The following tuition schedule is in effect for 2016-2017:

High school students from the WTC district may attend secondary programs free of tuition charges. Tuition for adult students and those living outside the district is dependent upon the specific career major.

The required tuition payment for the career major is due when class starts unless the student is eligible for a Federal Pell Grant or the student has provided the school with an authorization or statement from a funding agency stating they will be paying the student's tuition. It is the student's responsibility to make these arrangements.

A student's tuition must be paid in full before the student will be eligible to receive a completion certificate and/or transcript before he/she may enroll in any future classes at WTC. Students withdrawing prior to paying tuition or before financial aid is arranged will be invoiced for the tuition owed according to the refund policy. Should a student withdraw after receiving a pell disbursement and federal funds are required to be sent back to the U.S. Dept. of Education, said student will be invoiced for the amount of Title IV funds sent back.

**Tuition charges are based on \$2.00 per career major clock hour** once the student has selected a major and completed the enrollment process. Students may be required to purchase uniforms, tools, and pay other student-related fees in certain career majors. WTC has divided the tuition for career majors into one to three tuition periods based on the career major hours. Tuition payment options are available. The Student Accounts Manager at the Burns Flat Campus will advise students of the required amounts and due dates for specific majors.

### Book and Supply Costs

Adult students will pay for all necessary textbooks, uniforms, tools and other student-related fees through their program. Itemized cost lists are available for each career major at [www.westtech.edu](http://www.westtech.edu) and from the instructor. Pell eligible students will be offered options to assist in obtaining or purchasing mandatory books and supplies. The student will receive a school credit until pell disbursement is made or receive pell disbursement to purchase necessary books and supplies before order deadline. Students may opt out of both of the above options.

### Textbook Information

Western Technology Center has determined the disclosure of the information is not practicable for textbook or supplemental material. This information is "To Be Determined".

### Living Costs

WTC does not offer institutional housing or board to its students. All students live off campus and commute.

For purposes of awarding Title IV need-based assistance, the school estimates reasonable expenses over a nine month period for independent and dependent students. Documentation acquired from the Oklahoma Department of Commerce Consumer Price Index dated January 2014. Source acquired from the U.S. Department of Labor, Bureau of Labor Statistics.

1. Tuition	\$1,200.00 - \$3,000.00	In District
	\$1,200.00-\$3,000.00	Out of District
2. Books	\$300.00-\$700.00	Program Specific
3. Living Allowance	\$17,510.00	Independent (for 10 months August to May)
	\$8,289.00	Dependent (for 10 months August to May)

### **C. Accreditation and Availability of Documents**

Western Technology Center is accredited by the following accreditation agencies:

Oklahoma Board of Career and Technology Education  
Oklahoma State Department of Education  
National Automotive Training Education Foundation (NATEF)  
National Center for Construction Education and Research (NCCER)  
Oklahoma Board of Nursing  
Oklahoma Department of Health/Nurse Registry  
Project Lead the Way (PLTW)  
State Board of Cosmetology  
Commission on Dental Accreditation (CODA)

WTC is approved for Title IV aid, Vocational Rehabilitation, Oklahoma's Promise, OTAG, Physician Manpower, and Workforce Investment Act Funding.

Current or prospective students wishing to review documents described in the institution's accreditation, approval or licensing should submit a written request to do so to the Superintendent's Office. Within ten working days of submission of the request, documents will be made available to the student for inspection.



**D. Facilities & Services Available to Disabled Students**

Special services are available to students with documented disabilities through the office of the Director of Student Services or Counselor.

**Coordinators for students with disabilities:**

Burns Flat and Weatherford Campuses:	
Kathe Corning, Director of Student Services	580-562-3081, ext. 213
Cheri Lou Gastineau, Counselor	580-562-3181, ext. 280
Sayre Campus:	
Jaime Partain, Counselor	580-928-2097

**Western Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy or qualified disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay. For special accommodations, call: 580-562-3181 ext. 213, email: [kcorning@westtech.edu](mailto:kcorning@westtech.edu)**

An adult student who self-discloses a qualified disability under Section 504 of the Rehabilitation Act of 1973 or under the Americans with Disability Act of 1990 shall provide written documentation of the existing disability from an appropriately credentialed professional. This document shall be provided to the above-mentioned coordinators as well as requested accommodations prior to the desired initiation of such requested accommodations. All requested accommodations will be considered. A written accommodation plan shall be developed to insure identification of supplementary aids and services necessary for the student to participate in the program.

**Drug Education**

WTC provides an ongoing Drug Free Campus Policy and provides educational programs through the use of student organizations such as Skills USA, BPA, HOSA, and FCCLA. WTC sponsors a school-wide Red Ribbon Week Drug Awareness and Prevention activity. Each enrolled student receives an information packet delivered to the classroom upon enrollment.

**Academic Center**

The Academic Center is designed to meet individualized needs of students. Students receive individual remediation, academic integration and accelerated skills to prepare for future job markets. The Academic Center facilitates the on line KeyTrain instruction for all WTC students in Reading for Information, Applied Mathematics, and Locating Information. The AC provides opportunities for students to take the WorkKeys assessments and earn a Career Readiness Certificate.

**E. Instructional Facilities**

Western Technology Center is comprised of five campuses. Burns Flat is the main campus with the other campuses located in Sayre, Weatherford, \*Elk City and \*Hobart.

Western Technology Center  
621 Sooner Drive  
Burns Flat, OK 73624

Western Technology Center  
2002 N.E. Highway 66  
Sayre, OK 73662

Western Technology Center  
2605 E. Main  
Weatherford, OK 73096

\*Western Technology Center  
P.O. Box 659, 1000 S. Bailey St.  
Hobart, OK 73651

Western Technology Center  
 301 Western Drive  
 Elk City, OK 73644

SPECIFIC CLASSROOM AND LABORATORY UTILIZATION

<u>Skills Area</u>	<u>Square Footage</u>
<b>BURNS FLAT</b>	
Administration Building	6,700
Auto Collision	13,960
Adult Education	27,270
Business Technology	5,200
Diesel Technology	16,390
Automotive Technology	13,355
Academic Center	5,173
Service Careers	10,500
Cosmetology	5,000
Culinary Arts	5,571
Small Dining Area	4,200
Printing	6,350
Health Building	8,095
Temporary Classroom	9,750
Welding	15,335
Seminar Center	16,950
Web/Interactive Media	3,475
Computer Repair/Networking	4,990
Gene Osack Science and Math Building	9,323
<b>SAYRE</b>	
Administration	3,098
Cosmetology	3,531
Criminal Justice	2,427
Business Technology	2,634
Diesel/Ag	8,814
Break Area	1,702
Health Careers Certification	3,137
Seminar Center	2,449
<b>WEATHERFORD</b>	
Business & Industry	14,000
Dental	14,000
Safety	8,000

The remainder of the building is devoted to administrative offices, hallways, restrooms, storage areas and common area.

\*Hobart and Elk City campuses do not offer Title IV eligible career majors. Only short term Business and Industry classes are available at the Hobart and Elk City campuses of Western Technology Center.

**F. FACULTY & STAFF**

<b>JOB POSITION</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>CAMPUS</b>
AC Reading Specialist	JONES	VICKI	BF
Admin Asst/Activity Custodian	CAMPBELL	MICHELLE	BF
Administrative Assistant	RICHARDSON	HEATHER	BF
Administrative Assistant/Receptionist	TUTTEN	CASSANDRA	BF
Adult Education Admin Asst	WILLIAMS	JANICE	BF
Adult Education Coordinator	BEASON	CAROL	BF
Adult Education Secretary/Coord	SHIRLEY	SADIE	BF
Auto Collision Repair Instructor	CARPENTER	CHRIS	BF
Auto Mechanics Building Secretary	BREWER	LORETTA	BF
Auto Service Technology Instructor	WRIGHT	DAVID	BF
Biomed Coordinator	GOSS	DANNA	BF
Biomed Instructor	CAMPBELL	EMILY	BF
Building & Grounds Maintenance	WALKER	LARRY	BF
Business Manager	CLARK	PAM	BF
Business Technology Instructor	POTTER	MICHELLE	BF
Career Services Instructor	TERRY	LARRY	BF
Career Specialist	MCREE	DENNIS	BF
Computer Networking & Repair Inst	VANDERFORD	JAMES	BF
Construction Trades Instructor	MATTOX	ZACHARY	BF
Cosmetology Instructor	WHITSON	KATHY	BF
Cosmetology Instructor Assistant	AVERA	AMY	BF
Counselor	GASTINEAU	CHERI	BF
Culinary Arts Instructor	LEE	LEELLA	BF
Culinary Teacher's Assistant	DELP	CHRISSY	BF
Custodial Maint/Elk City Bus Driver	NIGHTINGALE	GLENN	BF
Custodial Maintenance	BROWNRIDGE	BARBARA	BF
Custodial Maintenance	BURKART	TERESA	BF
Custodial Maintenance	CONSTABLE	ERIC	BF
Custodial Maintenance	MEIER	BOBBY	BF
Custodial Maintenance	NAGLE	PATSY	BF
Custodial Maintenance	REED	BOBBY	BF
Diesel Heavy Equipment Instructor	GATHERS	STEVE	BF
Diesel/Heavy Equip Instr Assistant	MANDRELL	BILLY	BF
Director of Instruction	BERRY	PENNY	BF
Director of Student Services	CORNING	KATHE	BF
District Treasurer (works at home)	HINDS	FRANKIE	BF
Finacial Asst/Accounts Payable	JOHNSON	NOVA	BF
Financial Aid Director	ELLIS	DANA	BF

Financial Asst/Accounts Payable	PIERCEY	LORI	BF
Financial Asst/Payroll Clerk	MORSE	CINDY	BF
Fire & Safety Industrial Coordinator	INTEMANN	KEVIN	BF
Food Preparation Aid	WATANAVE-RIVERA	MAGDA	BF
Health Careers Certification assist.	Nearing	Oneida	BF
Health Careers Certification Instr	BADILLO	LINDA	BF
HR DIRECTOR	HITTER	SERENNA	BF
LPN Instructor	GLADD	SHELBY	BF
LPN Instructor	SCOTT-HOLMAN	LISA	BF
LPN Instructor/Coordinator	MAY	CHRISTY	BF
Maintenance Supervisor	NIGHTINGALE	DANNY	BF
Marketing & Information Specialist	DERIEG	GREG	BF
Math Instructor	DUPREE	RONNIE	BF
Math Instructor	SANDERS	DEBORAH	BF
Math Instructor	BRINKLEY	MONICA	BF
Math Instructor	RICHERT	BETH	BF
Network Technician	HUNTZINGER	COLTEN	BF
Network Technician	WILLINGHAM	RICKY	BF
Practical Nursing Admin Asst	WORTHINGTON	ANN	BF
Printing & Digital Design Instructor	WILLIAMS	PHYLLIS	BF
Shipping/Receiving /Inventory	MUNOZ	LETICIA	BF
Snack Bar Operator	THOMAS	KATRINA	BF
Special Needs Rep/A C Instr/Coord	LOFTISS	ELAINE	BF
Special Needs Rep/Academic Center	SPITZ	JESSICA	BF
Student Records Coordinator	PEASE	JANELLE	BF
Student Records/Registrar	SHEETS	SANDRA	BF
Student Services Specialist	LUNA	SHELBY	BF
Superintendent	LEWIS	HOYT	BF
TANF/Workforce 2000 Coordinator	PATTERSON-SMITH	DIANA	BF
Teacher Prep Instructor	WEDEL	KARLA	BF
Testing Assistant	WILSON	TONI	BF
Web & Digital Comm/WTC Web	HARPER	DENISE	BF
Welding Instructor	HART	DON	BF
Admin Asst/Activity Custodian	HOFFMAN-POWERS	COLLEEN	EC
Custodial Maintenance	MITCHELL	RICK	EC
E. C. Campus Director	BRITTON	DANNY	EC
Admin Asst/Activity Custodian	BONILLA	DOLORES	HOBART
Hobart Campus Coordinator	LEDFORD	JEFF	HOBART
Safety Instructor (Industrial)	BROOKS	TODD	HOBART

Academic Center Instructor - P/T	ALEXANDER	CATHY	SAYRE
Admin Asst/Activity Custodian	WRIGHT	NOVA	SAYRE
Business Technology Instructor	SILK	SUZANNE	SAYRE
Cosmetology Instructor	JOHNSON	LINDA	SAYRE
Counselor	PARTAIN	JAIME	SAYRE
Criminal Justice	FRYE-PIERCE	SARAH	SAYRE
Diesel/Ag Related Tech Instructor	DAY	CODY	SAYRE
Health Careers Certification Instr	MUSICK	KATHY	SAYRE
Maint/Custodian/Bus Driver	CLARK	BRENT	SAYRE
Part-Time Maintenance	BRITTAIN	LOUIS	SAYRE
Sayre Site Director	HOLT	HAL	SAYRE
Admin Asst/Activity Custodian	CONBOY	KAREN	W'FORD
BIS Campus Director- Weatherford	CORNING	AUDIE	W'FORD
Business Management Development	MORRIS	MARSHA	W'FORD
Custodial Maintenance	ROBERSON	LEROY	W'FORD
Custodial Maintenance	ROBISON	LEVI	W'FORD
Dental Assisting Instructor	PEASE	KELLY	W'FORD
Dental Building Admin Asst	TILSON	EVELYN	W'FORD
Dental Hygiene Instructor	TUCK	TINA	W'FORD
Dental Hygiene Asst. Instructor	HOLT	MARLA	W'FORD
Fire & Safety Industrial Coordinator	BAXTER	DENNIS	W'FORD
Industrial Safety Specialist	PRINCE	STEPHANIE	W'FORD
Network Technician - Wford Campus	Haskins	Shawn	W'FORD
Safety Admin Asst	CARTER	CATHY	W'FORD
Supervising Dentist	PHILLIPS	JOE	W'FORD

**G. CERTIFICATE OPTIONS AND CAREER MAJORS AVAILABLE**

WTC will issue a certificate of completion to students who successfully complete a Career Major provided competency and attendance requirements have been met. In the event a student should complete the required clock hours of a Career Major without completing the all required courses, a transcript of course grades will be provided. **DUPLICATE CERTIFICATES WILL BE AVAILABLE FOR A FEE.**

**\*CAREER MAJORS ARE LISTED ON THE HOME PAGE OF THE WEB SITE UNDER THE LINK TITLED FULL TIME PROGRAMS <http://www.westtech.edu/full-time/>**

**PROGRAM BROCHURES ARE AVAILABLE AT EACH CAMPUS**

## **H. Person Designated to Disburse Title IV Financial Assistance Information**

Dana Ellis, Financial Aid Director, is designated as the employee responsible for dispersing information to current and prospective students at WTC. Mrs. Ellis is available to see students Monday through Friday from 8:00 a.m. to 4:00 p.m. She may be reached at (580) 562-3181 ext. 279.

### **Persons Designated to Disburse Institutional Information**

Cassandra Tutton at the Burns Flat Campus and Nova Wright at the Sayre Campus, and Counselors Cheri Gastineau at the Burns Flat Campus and Jaime Partain at the Sayre Campus are the employees responsible for disbursing general institutional information about Western Technology Center (also referred to in this handbook as WTC). They are available during regular work hours, 8:00 a.m. to 4:00 p.m. or by appointment and may be reached at 580-562-3181, Burns Flat Campus and 580-928-2097, Sayre Campus. Cassandra Tutton at the Burns Flat Campus is designated to disburse institutional information about all Western Technology Campuses and refer all inquiries to the appropriate campus and person.

## **I. Refund Policy**

**Full-Time Students** (Enrolled for at least 6 hours a day; 30 hours per week)

**Part-Time Students** (Enrolled for NO less than 3 hours a day; 15 hours per week.)

### **Withdrawal Requirements**

A student withdrawing from WTC prior to the end of a semester and/or financial aid payment period must provide notice to the school either in writing or verbally.

Written or verbal notice should be submitted to the WTC Instructor, Counselor, Academic Center, Financial Aid Director, Student Accounts Manager and the Director of Instruction. This notice should contain the date the student will cease attendance and the reason for the withdrawal. After this process, the following will ensue:

1. The notice is place in the student's file in the Student Records office and copies are submitted to the Instructor, Counselor, Academic Center, Financial Aid Director, Student Accounts Manager, Director of Student Services and Director of Instruction.
2. The financial aid office will calculate any refunds due to the Title IV program and notify the student in writing within fourteen days. The school will return funds due from the Institution and bill the student for what the school had to return due to early withdrawal.
3. The student will be notified concerning any refunds due to the Federal Financial Aid programs due from the student.
4. If the student has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base showing the student is ineligible for further funding.
5. If the student has not repaid the funds within six months, the Collection Department of the U.S. Department of Education will be notified.

## **INSTITUTIONAL REFUND POLICY**

If a student withdraws or is dropped and fails to complete a period of enrollment for which they have been charged and paid, WTC will calculate what, if any, refund will be made to the student or funding agency. Dues, testing fees and supply fees are non-refundable. Refunds are not given for absences.

Refund requests should be directed to the Student Accounts Manager and are based on the official date of withdrawal or drop according to the Student Records/Registrar.

The tuition refund policy for a student enrolled for at least 3 hours per day during a tuition period is as follows:

Withdrawn/Dropped	Refund
0 – 5 days	100%
6 – 20 days	50 %
21 days or more	NO REFUND

Owed, unpaid balances will remain on the student’s account and may prevent the student from progressing to the next payment period, receiving certificates, or enrolling at WTC in the future.

**Veterans Refund Policy**--The school maintains a policy for the refund of an unused portion of tuition in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued at any time prior to completion. WTC maintains a consistent refund policy.

## **RETURN OF TITLE IV FUNDS**

Students receiving Pell grant funding who withdraw, drop or fail to complete a payment period for which they have been charged, a “Return of Title IV Funds” calculation will be processed. The calculation is based on the actual percentage of the payment period the student completed. The calculation will be made using the U.S. Department of Education’s Return to Title IV Funds worksheet.

Students who do not complete more than 60% of the payment period may be required to return a portion of the Pell grant funding they received to the U.S. Department of Education. The institution will be required to return a portion of the Pell grant funding received for tuition to the U.S. Department of Education. Students will be billed for the portion the school must return. The Return to Title IV worksheet becomes part of the student file. A detailed Return of Title IV Funds worksheet is available upon request in the financial aid office.

## **J. CAMPUS ANNUAL SECURITY REPORT**

### **Statement of Policy on Reporting Crime and Emergencies on Campus**

**Western Technology Center has designated Campus Security Authorities (CSA)** in all areas of WTC campuses. Training is conducted annually with periodic updates concerning compliance to the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act codified at 20 USC 1092 (f) as part of the Higher Education Act of 1965.

WTC strives to maintain a secure and safe environment for its students, employees, and the public. Western Tech encourages all persons to report any criminal or suspicious activity to the Administration who will take appropriate action after analyzing and investigating the seriousness of the incident. If a crime should occur on campus, a victim or witness should report it immediately to the Administration and/or if the situation warrants call 911.

Administration will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.

WTC provides timely warning to the campus community of any occurrences of crime that are reported and are considered to represent a threat to students and/or employees.

Administration will maintain a log of crimes reported to the police containing the nature, date, time, and general location of each crime and the disposition of the complaint, if known. This log will be available to the public upon request unless the release of information would jeopardize an on-going criminal investigation or the safety of any individual. Administration will provide a paper copy of the Annual Security Report upon request to current or prospective students.

#### **Statement Concerning Security of Facilities**

WTC is aware of the responsibilities to students, employees, and the public in providing a secure and safe environment in which to study and work. Protection of the facilities and equipment is also considered.

There are scheduled times for all building lock-ups. These duties are performed by the WTC staff.

Classrooms are kept locked when a class is not in session. Students may be authorized to be in a classroom when class is not in session only under the direct supervision (physically present) of a faculty or staff member.

No building keys will be issued to students nor will a faculty or staff member loan a building key to a student or non-employee. The only exception is with permission of administration. WTC utilizes an installed security system. Local law enforcement and a member of the WTC administrative team respond when the alarm activates.

#### **Statement of Policy on Campus Law Enforcement**

WTC depends on local or county law enforcement services for its campus. These officers help provide a safe campus environment for students, staff, and visitors. Law enforcement officers perform a variety of tasks, which include investigation of criminal activity, apprehension of criminals, accident and fire response.

WTC maintains an excellent working relationship with local law enforcement officials. Serious crimes and other incidents that are deemed to be of interest to State and/or local agencies are reported to those agencies. All serious crime is reported to the Oklahoma State Bureau of Investigation (OSBI) Headquarters for publication in the annual Uniform Crime Report.

WTC encourages all persons to report criminal or suspicious activity to a WTC administrator who will take appropriate action after analyzing and investigating the seriousness of the incident.



## **Statement of Campus Safety**

### **Emergency Response/Evacuation**

A copy of this consumer information guide is available in Student Services & in the administrative office of each campus or on line at <http://www.westtech.edu/student-services/> . The Campus Security Report is also available at the NCES.ED.GOV website [here](#).

WTC maintains a weapon free environment. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year. Any student who violates this policy may be subject to discipline, which may include suspension of up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by Administration.

Administration may modify the provisions of this policy on a case-by-case basis. However, substantial modification must be reported to the Board of Education at its next meeting.

### **Emergency Operational Plan and School Reach**

Western Technology Center has developed and implemented an EMERGENCY OPERATIONAL PLAN. The entire written procedure can be reviewed in the administrative offices upon request but a summary of notification and procedure is listed in the following paragraphs.

All campuses of WTC have developed and implemented a campus wide early warning notification system for tornado, fire and intruder. Practice drills are scheduled and held in the fall and in the spring for each potential threat. Each employee and instructor has written procedures to follow in case of any emergency. The Emergency Handbook Guide is covered at enrollment orientation for each student and posted in the classroom as well as in common areas of the school.

Following the practice drill, a written report from each instructor or designated employee is turned in to the Director of Instructional Services. The report accounts for every student and employee in each designated safe place.

WTC has a fully operational Crisis Response Team with designated members at each campus. The team consists of a group of staff members trained to assist in dealing with the emotional trauma that may be experienced when a catastrophic event occurs.

The CRT not only responds following a catastrophic event but the team provides education and training concerning management of a crisis in order to minimize negative impact and they re-evaluate and upgrade crisis protocol on an annual basis. Crisis Responses Team members are posted at each campus in the Crisis Response Protocol manual.

WTC utilizes **SCHOOL REACH**, a telephone broadcast system that enables school personnel to notify all student/parent households by phone within minutes of an emergency or unplanned event. The service will call all phone numbers in our designated contact list and deliver a recorded message from a school administrator. The service will deliver the message to both life answer and answering machines. Accurate and current contact numbers are required and this information is obtained from student at the beginning of enrollment. All information and contact numbers are strictly secured and confidential and are only used for the purposes described in the School Reach Policy.

WTC is a National Incident Management System (NIMS) compliant institution and participates in training updates when required.

### REPORTING CRIMES AND EMERGENCIES

Reports of criminal actions or other emergencies occurring on any WTC campuses should be made to administration, who will respond in accordance with established law enforcement procedures.

#### CAMPUS CRIME STATISTICS

	2015-2016	2014-2015	2013-2014
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Larceny	0	0	0
Arson	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	1	0	0
Weapons Possessions	0	0	0

#### VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Western Technology Center is aware of the Violence Against Women Act (VAWA) of 1994 amendments to the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures and programs pertaining to these incidents in their annual security reports. Western Technology Center is making a good faith effort to comply with the statutory provisions as written in Vol. 79 No. 202 of the Federal Register Rules and Regulations. National Domestic Violence Hotline 1-800-799-7233.

#### Statement of Policy Concerning Alcohol and Drug Use and Abuse.

A statement of policy related to substance abuse and illegal drugs is contained in the Student Handbook and Policies and Procedures Manual. The Drug-Free Campus and Workplace Policy states: WTC prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812" and State Statute Title 63 2-101,2-608). Violation of this policy is grounds for disciplinary action up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and State laws provide additional penalties for such unlawful activities, including fines and imprisonment.

The district is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program. Administration reviews the number of drug and alcohol related violations yearly and determines the effectiveness of the policy. Changes are made as needed. The district's policy requires an employee to notify his or her supervisor of a criminal conviction for drug-related offenses occurring in the work place no later than five days following the conviction.

#### Sexual Harassment

Students of WTC have a right to be free from sexual harassment and a hostile environment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 as subsequently amended. Any student, who is subjected to such harassment, including a hostile environment or who has knowledge of such harassment should report it to an administrator who is responsible for complaint investigation and take steps for further action.

Students must be free to learn in an environment which treats them with respect. Sexual harassment is unwelcomed conduct of a sexual nature. It can include verbal, non-verbal or physical conduct of a sexual nature. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Any sexual harassment should be reported immediately to the instructor and then administration.

A hostile learning/work environment is defined as an environment which limits a student from working to his/her maximum potential. This existence of a hostile learning/work environment shall be decided only after a full review of all relevant circumstances.

It is the express policy of WTC to encourage victims of sexual harassment to come forward with such claims. This may be done through the Student Grievance policy. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the Good Faith Reporting of Charges of sexual harassment or violation. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

**Statement of procedures to follow once a sex offense occurs:**

1. If a sexual violation/rape of a student or employee occurs on the WTC campus, the victim is to seek the assistance of the school administration in assisting with contacting the proper authorities. At the victim's request, the police will be contacted in order to conduct an investigation. The administrator will help the student preserve any evidence as may be necessary.
2. The WTC's counselor will be available to counsel the victim and/or to make referrals to the local mental health agencies, which provide rape counseling. These agencies include but are not limited to :

*Red Rock West Behavioral Health Services	(580) 323-6021
*Great Plains Youth & Family Services	(580) 726-3383
	(580) 243-3301
*Rape Crisis Line	(580) 323-2604
	(800) 522-7233

3. WTC does not have residence halls; therefore the students will be responsible to change his/her living situation as needed. The counselor can be consulted if the victim requires any type of academic schedule adjustment.
4. The administration will assume responsibility to determine what measures are necessary to maintain a safe environment for all interested parties by providing rights to both the person that has been raped and the accused, that they may each have the right to have others present during an institutional disciplinary proceeding and that both the accused and the accuser will be informed in writing of the outcome of any institutional disciplinary proceeding.
5. WTC reserves the right to expel any student who is found guilty of a sexual offense on campus.

**K. STUDENT RIGHT TO KNOW**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**NOTICE OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Dept. of Education.

Definitions:

Eligible student – a student who has reached 18 years of age or is attending WTC as a post-secondary student.

Parent – a parent of a student who is not an eligible student as defined above, including natural parent, a legal guardian or an individual acting as a court-appointed surrogate parent. FERPA affords eligible students and parents certain rights with respect to the student’s education records. These rights enable eligible students and parents to:

1. Inspect and review information contained in the student’s education records.
2. Request the correction of records to ensure that they are accurate, not misleading, or otherwise in violation of the student’s privacy or other rights.
3. Have a hearing if the outcome of the request for correction is unsatisfactory.
4. Submit an explanatory statement for inclusion in the education records if the outcome of the hearing is unsatisfactory.
5. Prevent disclosure, with certain exceptions, of personally identifiable information from their education records.
6. Secure a copy of the Western Technology Center policy, which includes the location of education records.
7. File complaints with the U.S. Department of Education alleging failure of WTC to comply with the requirements of FERPA.

A copy of WTC Board Policy on Student Records can be obtained upon request. WTC will arrange to provide translations of this notice to non-English speaking parents in their native language.

For further information regarding FERPA visit:

[Family Education Rights and Privacy Act](#)

## **Constitution Day**

The Assistant Deputy Secretary for Innovation and Improvement announces that, pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. This notice implements this provision as it applies to educational institutions receiving Federal funding from the Department. WTC recognizes Constitution Day by distributing written information about the Constitution to the students and employees. Each year the student receives a copy of the Constitution and WTC observes All American Day where many aspects of the United States Constitution are celebrated. Educational information is obtained from [www.constitutioncenter.org](http://www.constitutioncenter.org).

## **L. STAFF, STUDENT AND PATRON COMPLAINTS AND GRIEVANCES**

A grievance is a complaint by a staff member, a student, or a patron alleging a violation, misinterpretation or inequitable application of an established policy governing the person involved, individually or collectively.

The grievance procedure shall be initiated only after all normal procedures have been exhausted. This means discussion between the aggrieved and the appropriate teacher(s) and/or administrator(s). In the case of students, such grievance does not include grades, nor does it include an appeal of suspension or expulsion, the procedure for which is presently outlined in the Student Handbook.

The name address, and telephone number of the Compliance Coordinators are handed out to each student at the Compliance Seminar. Also, it is posted in each classroom and offices.

Procedure:

- Step 1                    The student must file a complaint in writing. A form will be provided for the student’s convenience. Forms may be obtained from Compliance Coordinator’s Elaine Loftiss or Serenna Hitter (Burns Flat, Weatherford and Hobart) and Jaime Partain (Sayre).

- Step 2 A review hearing will be scheduled within ten (10) school days and the compliance coordinators will notify all individuals deemed necessary to give a full hearing to the complaint.
- Step 3. The review hearing will be documented and signed by all parties.
- Step 4. If the complaint is not resolved, the student has the option of asking for a review by the Superintendent or the Superintendent's designee.
- Step 5. The compliance coordinators will give the documentation, including the student's original complaint, to the Superintendent immediately.
- Step 6 After investigation; response by the Superintendent must be given within thirty (30) working days.
- Step 7 If not satisfied, the Superintendent will deliver to the President of the Board of Education all documentation of the complaint and the preceding review hearings. The hearing will be scheduled at the next regularly scheduled Board of Education meeting, providing there is sufficient time to include the item on the agenda. (Normally the agenda is determined one week prior to the board meeting.) The student will be advised of the date, time and place of the meeting at which the recommendation will be considered by the Board. If the student fails to request a hearing within a reasonable time, usually not longer than thirty (30) days, and the recommendation is considered by the Board as scheduled, the student is not entitled to have the matter reconsidered by a later request for a hearing.
- Step 8 The Superintendent shall notify the student of the Board's decision and of the student's right to file an administrative complaint with the Federal Department of Education within one hundred eighty (180) days of action, event, or occurrence which gave rise to the student's complaint originally.

All board of education hearings shall be public unless the subject matter qualifies for a closed meeting under the Oklahoma Open Meeting Law and all parties to the complaint request a closed hearing.

At any time during this procedure or even without recourse, an aggrieved student may file a complaint to the Human Rights Commission, Jim Thorpe Building, Oklahoma City, Oklahoma: or the Office for Civil Rights, 1200 Main Tower, 19<sup>th</sup> Floor, Dallas, Texas 74202.

#### **M. LEAVE OF ABSENCE POLICY**

A student may request a leave of absence for medical and/or emergency situations that will affect a student's attendance for an extended period of time. The following procedures must be followed:

1. Student will request the leave of absence in writing to the WTC counselor or Director of Student Services. The written request must include the reason for the request and the number of days requested.
2. The counselor and/or administrator will inform the student within 24 hours if their request is approved.

The following rules will apply to all leaves:

1. Only one leave of absence in a 12 month period will be approved (unless jury duty or military reasons apply).
2. The leave of absence cannot extend beyond 30 calendar days.

3. Student taking an approved leave retains in-school status, however, tuition will not be charged for the time frame of the leave of absence.
4. A financial aid disbursement period will be extended the number of days equal to the number of days of the leave of absence. Student will not be paid for leave of absence.
5. If the leave of absence is medically related, the student must provide the medical release to the counselor/administrator prior to returning. Re-admittance will not be allowed without a release.
6. Upon a student's return, the student will be allowed to complete course work that was started prior to the leave.
7. Students failing to return from an approved leave of absence will be dropped from their program and a Return to Title IV calculation will be completed on the student.
8. Additional subsequent leaves may be granted for jury duty and/or military reasons. (FMLA 1993).

**N. Voter Registration**

1. Voter registration forms are available at all times in the Financial Aid Director's office, any U.S. Post Office or on line at [www.elections.ok.gov](http://www.elections.ok.gov)

**O. Peer to Peer File Sharing Disclosures (Violation of Copyright Laws)**

1. The student is required to sign an agreement upon enrollment which states that he/she understands they are subject to penalties of all state and federal laws governing the use of computers, software and copyrights. Penalties of violation of copyright laws include possible suspension from WTC, a possible maximum penalty of up to 5 years in prison and a possible maximum monetary fine of up to \$250,000.
2. Western Technology Center, in consultation with chief technology officer, takes every precaution to prevent illegal activity by using a content filter that blocks peer to peer file sharing through our Sonicwall. WTC has policies set to block all P2P (peer to peer) traffic from our Sonicwall firewall via application control policies on the Sonicwall.
3. In the event that copyrighted materials are needed in the classroom WTC goes through legal channels to purchase or obtain permission to use materials.

**P. Vaccinations Policy**

1. WTC Vaccination policy is Career Major specific and is disclosed during the application and acceptance process.
2. The specific career areas requiring vaccinations are Practical Nursing, Dental Assisting and all of the Health Career Certification Career Majors.

## FINANCIAL ASSISTANCE AVAILABLE

### A. Programs Available

Information on the following programs of assistance is available at Western Technology Center:

#### Need Based Aid

Pell Grant  
Oklahoma Tuition Aid Grant  
Otha Grimes Scholarship  
Oklahoma's Promise (OHLAP)  
Bureau of Indian Affairs  
Workforce Investment Act (WIOA)  
Workforce 2000/TANF  
ORO

#### Non-need based Aid

13<sup>th</sup> Year Scholarships  
Veteran's Administration  
Montgomery GI Bill

### B. Application Process

The application process for Federal Title IV aid programs is as follows:

Application forms and assistance in completing the forms may be obtained from the Financial Aid Office. Students wishing to apply for Title IV aid may submit their information on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This is a free application site. Students having no computer access may apply with a paper FAFSA and submit it by mail. Forms may be obtained in the Financial Aid office. The student will receive a Student Aid Report (SAR) stating eligibility. These reports include a summary of application information and the determination of an eligibility index. This index is the result of computations involving the financial and non-financial data submitted on the application. The method for computing eligibility applies to all dependent and independent students uniformly. The specific computations involved in the calculation may be obtained by contacting the Financial Aid Office. The deadline is June 30.

### C. Title IV Programs of Assistance: General Conditions of Eligibility

The following **federally** funded Title IV programs of financial assistance are available at Western Technology Center.

#### Need Based Aid

Pell Grant  
Oklahoma Tuition Aid Grant (OTAG)

#### Non-need Based Aid

WTC does not participate in any guaranteed student loan programs or Direct Loans.

### Description of Pell Grant Program

The Pell Grant Program is a federally funded grant program which provides up to \$5775.00 to post-secondary students enrolled who are pell eligible and enrolled in a federally approved Career Major.

### **Application Procedures**

Students desiring to participate in the grant program should complete the FAFSA (Free Application For Federal Student Aid) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for Western Technology Center is 010762.

### **Eligibility Requirements**

A student will not be entitled to receive Pell Grant payments from more than one institution concurrently. Eligibility is restricted to students who have not earned a Bachelor's degree. All eligible students enrolled in an eligible career major will be paid.

### **Criteria for Determining Amount of Student's Aid**

Grant amounts are based upon:

- Family income
- Tuition cost for career major plus Pell Grant living allowances.
- Enrollment status of student (i.e., full or part time).
- Length of Career Major and length of time student is enrolled.
- Payment schedule revised annually by the federal government and available for inspection in the Financial Aid Office.

### **2016-2017 Student Expense Budgets**

Ten Months (August to May)

DEPENDENT: Single, No Dependents, Living in Parent's Home	\$8,289.00
INDEPENDENT: All other students	\$17,510.00

### **Method and Frequency of Disbursement**

Aid will be disbursed by check by the Business Office at the Burns Flat campus, Administrative Assistant at the Sayre campus, and Director of Student Services or the Assistant BIS Director at the Weatherford campus two times per academic year approximately four to six weeks following their entry date. The remaining disbursement will be made after completion of designated clock hours and weeks. If the student is delayed in applying for aid, the student will receive the first disbursement as soon as all information is provided and the Financial Aid Administrator processes the aid. Each student will receive an award letter with specifics of amounts and approximate dates of payment.



In general a student may be eligible to participate if the student:

1. Is a U.S. citizen or eligible non-citizen.
2. Is registered with Selective Service (males only, at least 18 years of age and born after December 31, 1959).
3. Does not already have a B.S. or B.A. degree.
4. Has financial need as determined by the Department of Education upon completion of the FAFSA.
5. Enrolled as a regular student in an eligible program, working toward a certificate and attending at least part-time each week.
6. Has a high school diploma, GED or a home school equivalency.
7. Is not in default on any student loan previously received.
8. Has a valid Social Security Number. **Exception:** Republic of Marshall Islands the Federated States of Micronesia or the Republic of Palau.
9. Is making satisfactory progress.
10. Provides any required verification documents.
11. Not used Lifetime Eligibility of Pell Grant. Student cannot exceed 600% which is equivalent of 6 years receiving pell grants.

#### **D. Rights and Responsibilities**

##### **1. Fair Evaluation of Financial Need**

- a. To the extent that they are able, parents have the primary responsibility to pay for their children's education.
- b. Parents will, as they are able, contribute funds for their son's or daughter's education.
- c. Students, as well as their parents, have a responsibility to help pay for their education.
- d. The family should be evaluated in its present financial condition.
- e. A needs analysis system must evaluate families in a consistent and equitable manner, while recognizing that special circumstances can and do alter a family's ability to contribute.

Briefly, for dependent students, three broad categories of a family's resources are examined in need analysis. They are Parent's Income (the Available Income Concept), Parent's Assets (the Income Supplement Concept) and Student Resources (including summer earnings, veteran's benefits, and other similar benefits.) For independent students, income and assets and household size are examined.

##### **2. Confidentiality**

All information (whether written or oral) that an aid applicant and/or applicant family reveals in the process of seeking assistance is confidential. Access is restricted to financial aid personnel. Application materials become the property of the institution upon submission and are maintained in student files. A student is entitled to examine his/her file within 10 working days after a written request to do so is filed with the financial aid office.

3. **Honesty in Use of Financial Assistance and Reporting of Resources and Changes**

Students receiving federal and institutional assistance are required to sign a statement on the Free Application for Federal Student Aid (FAFSA) which certifies that funds awarded will be used solely for expenses connected with attendance at this institution. The applications also specify that the applicant has given accurate (true) information.

4. **Verification and Updating Procedures and Deadlines**

A student may be selected to verify application data by either the U.S. Department of Education or by the school. If a student is selected for verification, he/she will be informed in writing of the documentation requirements. The Student will be asked to provide the documentation as soon as possible. All requested documentation must be provided before funds can be released to student. Failure to comply with verification requirements may result in forfeiture of aid.

WTC verifies all applications selected for verification (as indicated by comment on the SAR), by the U.S. Department of Education. Students are selected for verification by WTC only when there is a conflict or question indicated by the processor or the Financial Aid Coordinator receives conflicting information.

Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

**Standard Verification Group. Tracking flag V 1.**

Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP) benefits
- Child support paid

Students who are not tax filers must verify the following:

- Income earned from work
- Household size
- Number in college
- SNAP benefits
- Child support paid
- 

**Verification Group. Tracking flag V 2.**

- Disabled and Reserved for FSA Use Only

**Verification Group Tracking flag V 3.**

- Disabled and Reserved for FSA Use Only

**Custom Verification Group. Tracking flag V 4.**

- Students must verify high school completion status
- Identity/statement of educational purpose
- Supplemental Nutrition Assistance Program (SNAP), if included on ISIR
- Child Support Paid, if included on the ISIR

**Aggregate Verification Group. Tracking flag V 5.**

- Students must verify high school completion status
- Identity/statement of educational purpose
- **All items in Standard Verification Group**

**Household Resources Verification Group. Tracking flag V 6**

**TAX FILERS:**

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of Individual Retirement Account (IRA) Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Other Untaxed Income on the 2016-2017 FAFSA-
  - Payments to tax-deferred pension and savings (Questions 45a and 94a)
  - Child Support Received (Questions 45c and 94c)
  - Housing, food and other living allowances paid to members of the military, clergy and others (Questions 45g and 94g)
  - Veterans non-education benefits (Questions 45h and 94h)
  - Other untaxed income (Questions 45i and 94i)
  - Money received or paid on the applicant's behalf (question 45j)
  - Education Credits
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP-FOOD STAMPS) IF INCLUDED ON THE ISIR
- Child Support Paid, if included on the ISIR

**NON TAX FILERS:**

- INCOME EARNED FROM WORK
- OTHER UNTAXED INCOME ON THE 2016-2017 FAFSA-
  - Payments to tax-deferred pension and savings (Questions 45a and 94a)
  - Child Support Received (Questions 45c and 94c)
  - Housing, food and other living allowances paid to members of the military, clergy and others (Questions 45g and 94g)
  - Veterans non-education benefits (Questions 45h and 94h)
  - Other untaxed income (Questions 45i and 94i)
  - Money received or paid on the applicant's behalf (question 45j)
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP-FOOD STAMPS), IF INCLUDED ON THE ISIR
- Child Support Paid, if included on the ISIR

The student will be notified by letter, email, phone call, or in person that their application has been chosen for verification and of the required documents for review and of the student's responsibilities. These documents should be returned within a timely manner. The Financial Aid Administrator collects appropriate documentation from the applicant based on the guidelines published in the Application &

Verification Handbook 2016-2017. Items must be verified by comparing the data items on the SAR/ISIR with identical data items on the IRS tax transcript and/or other documentation.

**The IRS Data Retrieval process is the preferred method for populating tax information for the FAFSA online and for verifying income tax data.**

**Exemptions From Verification**

Under certain circumstances applicants may be exempted from verification.

- Death of Student
- Not an aid recipient
- Applicant verified by another school
- Post enrollment

**Verification Procedures**

When Financial Aid Administrator has received all necessary verification documents, the FAA will use the verification procedures and will review all related documents in the student's financial aid file folder. The appropriate verification status code is updated. If verification information requires a correction to be made FAA will correct the Institutional Student Information Record. No funds are disbursed to student without complete verification so no overpayments will occur.

**PROFESSIONAL JUDGEMENT**

Professional judgment is a discretionary decision or professional opinion reached on the basis of student request and financial aid director's evaluation. The professional judgment decisions of this office will be done on an individual case-by-case basis, and will only be made to data items in the cost of attendance and the need analysis (determination of the Expected Family Contribution). Data used in Professional Judgment decisions will be submitted via FAA Access to CPS On-line. Student will be required to present all supporting documentation corresponding to request.

The student should contact the financial aid office to request a professional judgment be done on the FAFSA. The Financial Aid officer will request documentation before making any decision.

## CRITERIA FOR MEASURING SATISFACTORY PROGRESS

Satisfactory progress means a student must be working in a pace and proceeding in a consistent manner toward fulfilling certificate requirements to ensure that the student will complete the program within the maximum time frame. Students must be in good standing and making satisfactory progress according to the institutional standards before receiving Title IV assistance. Good standing means that the student is capable of enrollment or continued enrollment. Initially this means that the student is admissible to an educational program as demonstrated by high school diploma or equivalency. Later this means that the student is performing well enough in terms of pace of progress, grades, and the institutional attendance policy to continue enrollment. The institutional attendance policy states that the student must attend 90% of the scheduled class time. This policy is distributed to students upon enrollment and is posted on the website at [www.westtech.edu](http://www.westtech.edu) for potential students.

At enrollment and at instructional orientation the student is informed of institutional satisfactory academic progress policy specific to his or her Career Major factoring in both clock hours and calendar time depending on status of enrollment of full time or part time.

### DEFINITION OF ACADEMIC YEAR, PAYMENT PERIODS AND HOW SATISFACTORY PROGRESS WILL BE DETERMINED

For 2016-2017: An academic year for full-time students consists of 900 hours/26 weeks (with a payment period of 450 hours 13 weeks) is applicable to all Career Majors/Programs. For Career Majors less than 900 hours, the payment period is one half of the total hours of the Career Major. WTC accepts full-time (30 clock hours per week) and part-time (15 clock hours per week) enrolled students. Students are given written Plans of Study and informed of maximum time frame in clock hours and calendar time to successfully complete a Career Major.

Students are paid once during each payment period. Progress is checked at the end of each payment period to determine eligibility for the next payment.

**Initial Disbursement:** The first disbursement of Title IV funds for first time entering students at Western Technology Center requires no progress check provided the first disbursement is issued during the first six weeks of training for a new student. At the end of their first payment period students must be making satisfactory progress according to the standards stated below.

There are three components to satisfactory progress: qualitative, quantitative, and attendance.

- 1) **Qualitative:** Cumulative Grade of C or better for previous payment period. A grade of I (incomplete) is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration.
- 2) **Quantitative:** Pace of Progression is the pace at which a student must progress through his or her educational program to ensure that the student will complete the program within the maximum time frame and provides for measurement of the student's progress at each SAP evaluation. Maximum time frame is expressed in both clock hours and calendar time for full-time and part-time students. Students progressing at a normal pace have a maximum time frame of 110% to complete the program. Students requiring longer to complete the program may continue in the program but cannot receive further Title IV aid. Students exceeding the 110% maximum time frame are not considered to be making SAP unless the student has been placed on an ADA 504 plan which would allow for a longer period of time but would not receive aid past the maximum time frame or if the student has encountered mitigating circumstances. An estimated completion date will be set for each student on their plan of study.

Example of Full-Time and Part-Time Maximum Timeframe:

Full-Time student is defined as a student who attends 30.8 hours per week.

Part-Time student is defined as a student who attends 15.4 hours per week.

Executive Administrative Assistant is 960 hours and 36 instructional weeks for a full-time student. The full-time student will be given a maximum time frame of 1,056 hours and 37.5 weeks or approximately 9.5 months to satisfactorily complete. The part-time student will be given a maximum time frame of 1,056 hours and 75 weeks or approximately 19 months to satisfactorily complete.

Pace of Progression is the pace at which a student must progress through his or her educational program to ensure that the student will complete the program within the maximum timeframe and provides for measurement of the student's progress at each SAP evaluation. The formula that an institution must use at each SAP evaluation to calculate pace is as follows: divide the cumulative number of hours the student has successfully completed by the cumulative number of hours the student attempted. This calculation is to be used regardless of the student's enrollment status of full time or part time.

If a student is not progressing at a pace, which will fall within the 110% time frame, the student is NOT considered to be making satisfactory progress.

- 3) Attendance: Students must be in attendance 90% of the payment period.

Withdrawal from a course does not eliminate requirements 1), 2), and 3) above.

- A grade of I is regarded as unsatisfactory academic progress for the purposes of Title IV aid administration.
- The expected time frame for course completion is the clock hour length of the particular career major. Student will not be paid for hours beyond career major length.
- Satisfactory progress is assessed at the end of 450 hours and 13 week intervals for Career Majors 900 clock hours and longer. For Career Majors under 900 hours SAP will be assessed in payment periods corresponding to 1/2 of the program (career major) length. When an interval spans a period of non-enrollment (summer break), then progress will be assessed at the point where one payment period ends and a new one begins.

### **Subsequent Disbursements**

The second disbursement will be issued at the point which half the number of weeks of instructional time in the period have elapsed and or 450 hours and if the student is making satisfactory academic progress at the end of the first payment period. If a student receives a progress report that is not in compliance with the SAP requirements as outlined above, the student will be informed in writing about his/her failure to maintain SAP. The first time a student does not meet SAP requirements he/she will be placed on **financial aid warning status** for the next pay period. **There is no appeal process necessary for the warning status.** The student may continue to receive Title IV aid for one warning period. During the warning period, the student must maintain all SAP requirements. After the disbursement in warning status, students completing career majors in the academic year will receive a certificate and counted as completed.

**Students who fail to maintain SAP during the warning period** will then be placed on **financial aid suspension** and will be denied further Title IV financial aid at WTC.

**Re-Establishing Financial Aid Eligibility after Being Placed on Financial Aid Suspension**

A student who is placed on financial aid suspension and denied further disbursements due to failure to meet SAP during a warning period will be informed in writing of his suspension status and Title IV financial aid for that student will be suspended at WTC. A student who has been placed on financial aid suspension after failing to meet SAP during a warning period may file an appeal to have their Title IV funds reinstated.

**Appeal Process**

Students who are denied aid on the grounds of unsatisfactory progress and not re-establishing eligibility have the right to appeal the aid denial. To appeal, a student must file a written request within 5 days of the date of the receipt of the written notification by the Financial Aid Director of student's failure to meet SAP requirements. The appeal should include a written statement of the student's timetable for completing the program in which he/she is enrolled and an explanation of any mitigating circumstance which contributed to the unsatisfactory progress status. Mitigating circumstances may include but are not limited to serious illness experienced by the student, accident resulting in severe injury to the student, or death in the student's immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by the SAP review committee. (The SAP review committee is made up of three (3) unbiased WTC employees). The written appeal will be reviewed by the SAP committee and a decision made within 30 calendar days. If the committee believes it necessary, they may require the student to provide further documentation (such as a letter from a doctor) to substantiate or explain the mitigating circumstance. The student will then either be denied aid on the grounds of unsatisfactory progress, or aid will be granted. Decisions of the SAP review committee are considered final. Appeals are limited to one appeal per award year.

**E. Description of Pell Grant Program**

The Pell Grant Program is a federally funded grant program which provides up to \$5730.00 to post-secondary students enrolled who are pell eligible and enrolled in a federally approved Career Major.

**Application Procedures**

Students desiring to participate in the grant program should complete the FAFSA (Free Application For Federal Student Aid), sign the application and deliver it to the financial aid office or the student may go online and complete the application electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for Western Technology Center is 010762.

**Eligibility Requirements**

A student will not be entitled to receive Pell Grant payments from more than one institution concurrently. Eligibility is restricted to students who have not earned a Bachelor's degree.

**Criteria for Selecting Recipients from Group of Eligible Applicants**

All students who are eligible will be paid.

**Criteria for Determining Amount of Student's Aid**

Grants amounts are based upon:

- a. Tuition cost for career major plus Pell Grant living allowances.
- b. Enrollment status of student (i.e., full or part time).
- c. Length of Career Major and length of time student is enrolled.
- d. Payment schedule revised annually by the federal government and available for inspection in the Financial Aid Office.

**Method and Frequency of Disbursement**

Aid will be disbursed by check by the Business Office at the Burns Flat campus, Site Director at the Sayre campus, and Director of Student Services or the Assistant BIS Director at the Weatherford campus two times per academic year approximately four to six weeks following their entry date. The remaining disbursement will be made after completion of designated clock hours and weeks. If the student is delayed in applying for aid, the student will receive the first disbursement as soon as all information is provided and the Financial Aid Administrator processes the aid. Each student will receive and award letter with specifics of amounts and dates of payment. Each student is required to sign a Student Contract with the guidelines of satisfactory progress before aid is disbursed.

**F. Description of Oklahoma Tuition Aid Grant (OTAG)**

The Oklahoma Legislature enacted the Oklahoma Higher Education Tuition Aid Grant Act authorizing and directing the Oklahoma State Regents for Higher Education to implement a program of Oklahoma Tuition Aid Grants. The purpose of these grants is to assist Oklahoma post-secondary students with demonstrated financial need to meet the cost of attendance at Oklahoma postsecondary institutions.



## **Application Procedures**

Students desiring to apply for OTAG should follow the application procedures for Title IV funds. The student must complete the Oklahoma residency section on the Free Application for Federal Student Aid (FAFSA) and meet the deadline posted on the cover of the FAFSA. The deadline for 2016-2017 year is March 1, 2016 (date received).

### **Eligibility Requirements**

To be eligible for a grant and to receive payments a student must:

- a. Be enrolled or accepted for enrollment as post-secondary (undergraduate) student.
- b. Have substantial financial need as determined annually in accordance with OTAG criteria.
- c. Be a resident of Oklahoma
- d. Maintain satisfactory progress and attendance in his/her course of study.
- e. Not be in default on any student loan or Parent Loan for undergraduate students.
- f. Not owe a refund on a Title IV grant received from any institution.
- g. Sign the statement on the FAFSA that money received will be used solely for expenses related to attendance or continued attendance at WTC.

### **Criteria for selecting Recipients from Group of Eligible Applicants**

Eligible applicants are funded to the limit of available funds on a first come, first served basis. Deadlines for application are established yearly. The Oklahoma Regents for Higher Education awards the funds.

### **Criteria for Determining Amount of Student's Aid**

Grant amounts are based on:

- a. Financial need.
- b. Costs at the school applicant attends.
- c. Oklahoma Board of Regents makes final decisions.

### **Method and Frequency of Disbursement**

Students are advised of awards by letter from the Oklahoma State Regents of Higher Education. Payment is by check, usually twice during a nine-month enrollment period. Checks are sent to the school and disbursed by the Financial Aid Director.

## **G. 13<sup>th</sup> YEAR SCHOLARSHIPS (Non-Need Based & Institutional Aid)**

WTC provides each student graduating from a WTC partner school up to 1080 hours of tuition-free training during the immediate school year following high school graduation.

### **Application Procedures**

To receive a 13<sup>th</sup> year scholarship, the student must provide to the enrollment official a copy of their high school diploma indicating graduation from a WTC partner school and complete application and submission to the WTC school counselor.

## **H. Other Programs**

### **Oklahoma's Promise**

This is an Oklahoma Scholarship for students that take a required list of academic classes in high school and Meet a GPA of 2.5 and is applied for when the student is in the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade. Eligibility is determined by the Oklahoma State Regents of Higher Education. Students will be required to file FAFSA for the award year of their first year of attending a postsecondary education institution which will provide the required second income verification. Students and schools should refer to the CAP Inventory (available online at <http://www.okhighered.org/alliances/>) to determine what career tech programs are available for students to be eligible to receive the OKPromise award.

### **Workforce Investment Act**

1. Workforce Investment Act is a federal program which provides job search support and training to eligible persons interested in high demand occupations.
2. WTC is on the approved list of training providers in the state of Oklahoma. Visit the Workforce Investment Website at <http://www.swoda.org/workforce> for a current list of demand occupations approved at Western Technology Center.
3. Contact the Financial Aid Office in Student Services, WTC, for further information.

### **Department of Rehabilitative Services**

This is a program of assistance for individuals with documented disabilities. Services include testing, psychological evaluation, medical examination and counseling services. In some cases Vocational Rehabilitation pays tuition, fees, books and supply costs. For more information visit the Department of Rehabilitative Services on the web at <http://www.okrehab.org> or contact the Financial Aid Office at the Burns Flat campus.

### **Tribal Agency Grants/Bureau of Indian Affairs**

The Bureau of Indian Affairs awards educational grants to students who meet their eligibility requirements. Assistance could vary with each student dependent upon his/her needs. Students who are listed on a tribal roll and believe they may qualify should contact their Tribal Agency Educational Office for application information. Criteria for continued eligibility, re-establishing eligibility, method and frequency of benefit, along with satisfactory progress standards for this program are administered by the student's Tribal Agency Educational Office. WTC will provide information requested from student's tribal agency. <http://www.bie.edu/>

### **Oklahoma National Guard Tuition Waiver**

Anyone seeking this tuition waiver must meet the following eligibility requirements:

- a. Be a member of the Oklahoma Army of Air National Guard.
- b. Be enrolled full time in a career major.
- c. Have on file the Oklahoma National Guard Fee Waiver Program form.

Contact: Oklahoma National Guard Education Services Office, (405) 425-8322.  
[https://secure.okcollegestart.org/Financial\\_Aid\\_Planning/Scholarships/Military\\_Scholarships/National\\_Guard\\_Tuition\\_Waiver.aspx](https://secure.okcollegestart.org/Financial_Aid_Planning/Scholarships/Military_Scholarships/National_Guard_Tuition_Waiver.aspx)

## **VETERANS POLICY**

Western Technology Center offers a full tuition waiver to any veteran enrolling in our school in the day time programs that are Pell-eligible. The veteran must produce proof of service and have obtained an honorable discharged by providing the form DD214.

Western Technology Center chooses to honor the Oklahoma National Guard Tuition Waiver Program for Career and Technology Centers. The student must provide the OKARNG/ANG Form 215-5 signed by the Soldier's Unit Representative of the Oklahoma National Guard to the Financial Aid Office.

The student should contact Dana Ellis in the Financial Aid Office at the Burns Flat campus for additional information. (580) 562-3181 x279 or dellis@westtech.edu

## **POLICY ON PREVIOUS EDUCATION AND TRAINING (WTC does not participate in VA benefits programs such as Montgomery GI Bill, Dependent Benefits or Post 911 but we will evaluate and grant advance standing for training.)**

Western Technology Center will award credit (toward completion of a career major) to students honorably discharged from the Armed Forces of the United States within three years of initial enrollment. This credit will be based on educational experiences, training and/or work experience which replace learning/competency attainment that would take place in a recognized course offered by the technology center. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education will be the guide used for comparing experiences to educational requirements.

It is the student's responsibility to provide Western Technology Center with the following documentation:

- DD214
- Final/Current Military Transcript

The student applying for veteran benefits will not be certified until documentation is provided and prior credit is evaluated.

## **ADMISSION OF STUDENTS WITH ADVANCED STANDING**

Students who apply for advanced standing must meet all admission requirements and provide documented proof of participation in an accredited program to include courses taken, grades received, possible clinical experience, and attendance. Students may be asked to meet with program instructor and take a challenge exam. Western Technology Center evaluates military education and training for prior credit. Evaluation of a U.S. Armed Forces veteran's previous education and training will be completed by the program instructor and Student Services Director to ensure appropriate advanced standing. This evaluation will not only include academic transcripts but also military transcripts and military experience. Credit will be granted as appropriate and the credit hours will be shortened accordingly.

## **ADMISSION OF TRANSFER STUDENTS**

Students may be accepted as transfer students from other accredited programs provided their grades are within acceptable limits, they provide a letter from their previous school stating that they left in good standing, they meet all the required enrollment criteria as established by Western Technology Center, and space is available at the time the student wishes to transfer. Space in a program cannot be guaranteed since it is controlled by enrollment capacity for each program and/or clinical site. Please see page 6 of this document for more details.

Evaluation of a U.S. Armed Forces veteran's previous education and training will be completed by the student's instructor to ensure appropriate advanced standing. This evaluation will not only include academic transcripts but also military transcripts and military experience.

Student must provide Western Technology Center with academic transcripts from previous school in addition to the DD214 and the current Military Transcript.

## **I. MISREPRESENTATION REGULATIONS**

A school is deemed to have engaged in substantial misrepresentation when the school itself, one of its representatives, or other related parties (see below), makes a substantial misrepresentation regarding the school, including about the nature of its educational program, its financial charges, or the employability of its graduates.

### **Misrepresentation**

Misrepresentation is defined as a false, erroneous or misleading statement made directly or indirectly to —

- a student, prospective student, or any member of the public, or
- an accrediting agency, a state agency, or the Department

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally or through other means.

This definition applies to statements made by—

- an eligible school
- one of its representatives, or
- any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services

Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the school required the student to make such an endorsement or testimonial to participate in a program.

### **Substantial Misrepresentation**

Substantial misrepresentation is defined as any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

Substantial misrepresentations are prohibited in all forms, including those made in any advertising, promotional materials, or in the marketing or sale of courses or programs of instruction offered by the institution.

### **Misrepresentation Sanctions**

If the Department determines that an eligible institution has engaged in substantial misrepresentation, it may—

- revoke the eligible institution's program participation agreement;
- impose limitations on the institution's participation in the FSA programs;
- deny participation applications made on behalf of the institution; or
- initiate a proceeding against the eligible institution under subpart G of 34 CFR 668.

### **Relationship with the Department of Education 34 CFR 668.75**

An eligible institution, its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement may not describe the eligible institution's participation in the Title IV, HEA programs in a manner that suggests approval or endorsement by the U.S.

Department of Education of the quality of its educational programs.

**J. REFERRAL AGENCIES FOR SERVICES and SUPPORT**

**Great Plains Youth & Family Services, Inc.** [www.gpcrr.org](http://www.gpcrr.org)  
901 S. Broadway Avenue  
Hobart, OK 73651 (580) 726-3383

**Department of Rehabilitation Services** [www.okrehab.org](http://www.okrehab.org)  
1401 Lera Drive, Suite 5  
Weatherford, OK 73096 (580) 816-4100

1220 N. Grady  
Altus, OK 73521 (580) 482-8605

**Department of Human Services** <http://www.okdhs.org>

190 S. 31<sup>st</sup> Street  
Clinton, OK 73601 (580) 331-1900

106 Lowber Lane  
Cordell, OK 73632 (580) 832-3391

312 E. Madden  
Sayre, OK 73662 (580) 928-4000

**Red Rock Behavioral Health Services** [www.red-rock.com](http://www.red-rock.com)

90 N. 31st  
Clinton, Ok 73601 (580) 323-6021

**GED Classes** <http://www.ok.gov/sde/general-educational-development-ged%C2%AE>

Western Technology Center, Adult Education Building  
Burns Flat, OK 73624 (580) 562-3181 Ext. 240

**Southwestern Oklahoma Development Authority**

**Workforce Investment Act** <http://www.swoda.org/workforce>

P.O. Box 569  
Burns Flat, OK 73624 (580) 562-4550

**Legal Aid Services of Oklahoma** [www.legalaidok.org](http://www.legalaidok.org)

109 South Broadway Street  
Weatherford, OK (580) 774-2235 or 1-800-256-1978

**Opportunities, Inc.**

900 Avant  
Clinton, OK 73601 (580) 323-4373

**ORO Development Corporation** <http://www.orodevcorp.org/>

1120 Frisco  
Clinton, OK 73601 (580) 323-3290

**Salvation Army**

Country Club and Randle

Elk City, OK 73644 (580) 225-0067  
**Health Department**  
<https://www.ok.gov/health/>

111 W. Main  
Sayre, OK 73662 (580) 928-5551

400 E. Third  
Elk City, OK 73644 (580) 225-1173

220 N. Bradley  
Weatherford, OK 73096 (580) 772-6417

3030 Custer  
Clinton, OK 73601 (580) 323-2100

1121 N. Market  
Cordell, OK 73632 (580) 832-5062