

## ADMISSION POLICY

The Central Pennsylvania Institute of Science and Technology (CPI) is essentially an “open door” institution serving the educational needs of all who apply for admission. This does not mean, however, that there are no entrance requirements. Certain programs of study make various prerequisites a necessity. Most CPI training programs are credentialed by a nationally accredited organization (such as NLNAC, NCCER, NHA, AAMA, etc...). For programs with specific program accreditation, incoming students will be required to meet enrollment requirements of both the accrediting/credentialing organization as well as CPI’s enrollment requirements.

### General Admissions Requirements

All applicants for admission to career training programs (diploma or certificate programs in excess of 400 clock hours) must meet the following requirements:

- Be at least 18 years of age
- Possess a high school diploma or GED.

Career training programs have program-specific application forms. Students can obtain a program specific application by contacting CPI’s Adult Education Office. Students must provide a non-refundable application fee of seventy five dollars (\$75.00) with their application.

A student’s tuition account must be satisfied and complete prior to the student’s completion of their training program. Failure to pay the tuition by the program’s end date may result in CPI holding the student’s diploma or credential until the tuition account is satisfied. If the student is being sponsored by an agency or funding source, CPI requires that the sponsoring agency or funding source provide Adult Education with verification of sponsorship/funding prior to enrollment in the program.

### Advanced Placement

CPI does not participate in the Advanced Placement Program. This program gives students the opportunity to earn college credit while in high school. There are no comparable courses with those offered at CPI.

Student application fees will be returned to the student if the program is cancelled or if the student is not accepted for enrollment in the program for which they applied.

## SATISFACTORY ACADEMIC PROGRESS POLICY – FINANCIAL AID

### Introduction

Federal and state regulations require that students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate or degree. An eligible program is defined as a one to two year program leading to a vocational certificate or degree; or a specialized program that meets federal criteria. Students are responsible for making satisfactory academic progress toward the completion of their program. The following sections outline the standards by which student progress will be measured. Federal regulations require that this policy apply to all students whether or not financial aid was received.

### Academic/Attendance Requirements

#### Qualitative Standard

Satisfactory academic progress (SAP) must be maintained in order to receive financial aid. SAP is defined as:

- Student competency in 75 percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance

- and/or -

- Student must maintain a 2.0 cumulative GPA (Grade Point Average).

Students who do not meet the above requirements will be placed on financial aid probation. Notification of probationary status will be provided in writing. Student progress will be reviewed by Adult Education during the subsequent grade period. The result of the review will be:

- If the student doesn’t meet SAP requirements, financial aid may be suspended.
- If a student meets SAP requirements, probationary status will be lifted.

The Financial Aid Representative will require an attendance/academic progress report from the instructor every month. Documentation supporting absences may be required and must be given to the Financial Aid Representative immediately upon student returning to school for approval.

#### Quantitative Standard

A student must make a satisfactory progression towards meeting the grades / standards / competencies required for graduation from their program. As such, students are required to complete their program within a timeframe of 150% of the program’s assigned clock hours. For example, if a program is designated as 900 clock hours, a student must complete this program within 1350 hours or they will lose eligibility for financial aid. Students may appeal the loss of aid as described below in the appeal process.

### Considerations – Satisfactory Academic Progress

Financial Aid Satisfactory Academic Progress is not the same as academic progress required for graduation. Being declared ineligible for financial aid does not mean you have been academically dismissed from the university. Any appeal of ineligibility is good for only one grading term or period. SAP must be reviewed each term. Approval of an appeal will place the student on financial aid probation for the next term of enrollment. No private loan funds, federal loans, or grants may be paid to your account for a subsequent term until AFTER grades for the probationary period have been reviewed and your status determined to be satisfactory. Failure to meet the minimum standards again after an appeal was approved will place a student in ineligible status again.

### Review of SAP

At the end of each grading period, student progress will be reviewed to determine if academic requirements have been met.

Below lists codes assigned indicating the technical training programs are not considered completed:

### PROGRAMS ARE NOT CONSIDERED COMPLETED IF ANY OF THE FOLLOWING GRADES OR NOTATIONS ARE RECEIVED

“W” (Withdrawal)    “IP” (In Progress)  
“F” (Failing Grade)    “I” (Incomplete)

### Suspension of Financial Aid

Students will be immediately suspended from financial aid if they withdraw from training and may be required to repay all or part of the funds received.

Students will be immediately suspended from financial aid if they complete all requirements of a grading period with “F”, “I”, and/or “W” grades and may be required to repay all or part of the funds received.

### Reinstatement of Financial Aid

Once suspended from financial aid, students may have their eligibility reinstated by meeting all of the following conditions:

1. Without benefit of aid, students on financial aid suspension must:
  - a) Complete 75% of the required minimum program competencies, and/or
  - b) Achieve a GPA of 2.0 or better (if applicable), and
  - c) Maintain satisfactory attendance.

### Appeal Process

Students may appeal financial aid suspension or denial by submitting their appeal in writing to:

### Central Pennsylvania Institute of Science and Technology

Attn: Executive Director  
540 N. Harrison Road  
Pleasant Gap, PA 16823

Students must clearly explain in the petition the extenuating circumstances that led to financial aid suspension or denial. Documentation may be required to support the student’s petition.

If approved, students will be required to follow an educational plan contract for continuation of aid.

Rev.: 2/2007

### CPI REFUND POLICY - LONG TERM PROGRAMS

Student tuition refunds are based on payment period costs and are calculated based upon a percentage of total training hours received. One hundred percent (100%) of tuition will be refunded if a student withdraws prior to the first day of class. After classes begin, refunds will be prorated in 10% increments (all calculations are rounded up to the nearest 10 percent of completed hours). For example, if a student has attended (or was scheduled to attend) forty two percent (42%) of the program hours, the student is entitled to a 50% refund of tuition. After sixty percent (60%) of the program period is completed, no refund is given. Textbook payments are not subject to a prorated refund policy; textbook costs are due upon receipt of the book from CPI and are not refundable once distributed.

CPI considers a student officially terminated or withdrawn from a program when the school receives notice in writing. Verbal notification of withdrawal is not acceptable for refund purposes. Once CPI receives notice from the student regarding termination or withdrawal from a program, any refund due will be calculated according to the last date of attendance.

**NOTE:** Students who withdraw before program completion may owe tuition or book costs based on the difference between federal aid required to be returned and the school’s refund policy.

## REFUND DISTRIBUTION POLICY

All refunds will be made to lenders and Title IV within thirty (30) days and to students within sixty (60) days of withdrawal or termination. If a refund is due to a student under the institution's refund policy and the student has received any Title IV aid as part of the student's aid package, the refund will be distributed in the following manner:

- Refunds will be first made to the lender of a Title IV Loan to reduce the loan principal.
- Second, (if applicable) the refund will be applied to reduce any Title IV grant amounts received.
- Third, (if applicable) the refund will be made to the sponsoring agency, student, or parent.

All information on program costs and refund policies is made available to all applicants and is distributed prior to enrollment.

## TITLE IV RETURN OF FUNDS POLICY

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal dis-

bursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g. LEAP)

Questions about the Title IV return of fund amounts should be directed to CPI's Adult Education Office, phone: (814) 359-2793.

## Family Education Rights and Privacy Act FERPA Provisions

### Right to Access

With a few exceptions as provided by law, you may see any of your educational records upon request. Access will be granted upon written request to the program office. In some cases, you are also entitled to copies (at your expense) of all records to which you have rightful access. You have the right, under established procedures, to challenge the factual accuracy of the records and to enter your viewpoints in the records.

You may waive your right of access to recommendations and evaluations in the case of applications for employment and applications to other schools and universities which have been placed in your educational records.

### Listing of Educational Records

At the Central Pennsylvania Institute of Science and Technology (CPI), the permanent record and official file for each student is maintained by the specific program area and/or the Adult Education Office. The file contains copies of documents relating to the student. It may also include information supplied to the school, copies of transcripts for academic work completed, and copies of letter related to academic or disciplinary action taken against the student.

Other offices may hold such information as is necessary to provide services or assistance to students or information necessary for the administration of various programs. Incidental and/or official files may also be kept by academic instructors or other staff members

### **Disclosure of Student Records**

With several exceptions, identified in the following paragraph, CPI cannot release information concerning students to prospective employers, government agencies, credit bureaus, or other third parties without the written consent of the eligible student. Students and alumni applying for jobs, credit, graduate school, etc., must provide CPI with signed and dated written consents to release their records, specifying the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made.

CPI has designated the following categories of information as “directory information” which, at CPI’s discretion, may be released without consent of the student: student’s name, degree program and major area of study, dates of attendance, and degrees and awards received.

You may request that directory information not be released without your written consent. Such requests must be submitted in writing to the program Coordinator and must include your name, address, student identification number, date, and signature.

CPI accords to its students all rights under this law. No one outside the institution shall have access to students’ educational records, nor will CPI disclose any information from these records without the written consent of students except, in accordance with the Act, (1) to personnel within the institution or appropriate officials of the school in which the student seeks to enroll, (2) to persons or organizations providing student financial aid, (3) to accrediting agencies carrying out their accreditation function, (4) to persons in compliance with a judicial order or a lawfully issued subpoena (provided that CPI will first make a reasonable attempt to notify the student), (5) to organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, (6) to authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs, and (7) to persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions are permitted under the Act. Information will be released only on the condition that the party to whom the information is released will not disclose it to subsequent parties without the written consent of the student. Furthermore, CPI will maintain records of any access provided without the express consent of the student, and these records will be made available to the student on request.

### **Further Notice**

This notice is not intended to be fully explanatory of students’ rights under the Family Educational Rights and Privacy Act (FERPA). Copies of CPI’s Compliance Policy and Family Educational Rights and Privacy Act are available from the Adult Education Office of CPI.

### **Right to File a Complaint**

Inquiries and complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

## **ACCIDENT REPORT**

In case of an accident or injury, no matter how minor, the student must complete an accident report form with the instructor to record the nature of the injury, equipment in use, and conditions causing the injury. All injuries, no matter how small, must be reported to the teacher immediately. No personal first aid treatment will be performed by the student. An accident report for each occurrence must be completed and signed by the instructor and student.

## **POSSESSION OR USE OF TOBACCO**

The School Tobacco Control Act 145 of 1996 prohibits students from possessing or using tobacco in a school building, or on school property. Any student who commits an offense under this act shall be subjected to prosecution by Central Pennsylvania Institute of Science and Technology.

### **Definition of Terms**

1. Smoking shall include the possession of lighted cigarette, cigar, and pipe or other lighted smoking equipment as well as the actual act of smoking.
2. Tobacco use shall include smoking as defined as above, as well as, the use of smokeless tobacco in any form.
3. Possession shall include having any one or more of the items listed in number 1 and 2 above on one’s person, in any carrying apparatus (book bag, gym bag, etc.), or in one’s school locker.

## SEVERE WEATHER ALERT

The Severe Weather Alert Alarm will be used to warn occupants of the Central Pennsylvania Institute of Science and Technology of approaching tornados, hurricanes or high winds.

When the audio buzzer sounds for one continuous minute, students and their instructors should immediately go to the designated "safe area for the particular class. Students are asked to walk to these areas in an orderly manner and remain alert for the announcement to update them on the emergency situation. When the emergency has passed, an all clear, announcement will be made or four shorts blasts of the audio buzzer will be sounded.

## SCHOOL CANCELLATIONS

On occasion we may be required to cancel classes due to inclement weather. If the school is closed for the day due to weather conditions, the Adult and Continuing Education classes will also be closed for the day. If the school closes early due to the weather, the Adult and Continuing Education classes are canceled. If you are unsure that classes will be running, please call the Adult and Continuing Education office at 814-359-2793 or 1-877- YOUR FUTURE (1-877-968-7388). School closings are available on most local television and radio stations. Listings are also available on [www.3WZ.com](http://www.3WZ.com) and 3WZ's Newschannel 4.

## FIRE DRILL INSTRUCTIONS

1. EVERYONE must leave the building.
2. ABSOLUTE SILENCE is essential so that emergency directions may be heard if given by the instructor or the P.A. System.
3. ALL WINDOWS & DOORS MUST BE CLOSED, lights and machines turned off. Keep all doors closed. Students working near shop windows and outside doors should be instructed to inspect and close. The teacher should check the room or shop and close the fire exit door.
4. MOVE RAPIDLY TO designed exits when the signal sounds. In the event the regular exit is blocked, students will be directed to alternate routes through neighboring shops or laboratory. In case of only one exit do not allow students to crash through obstructions, wait for fire person to create an exit.
5. KEEP ALL ROADS AND DRIVEWAYS CLEAR. Students must cross and be clear of all roadways.
6. TEACHERS MUST take their class roll book or students check list with them and take attendance after assembly outside. In case of a real emergency, this would be the only quick check on students in attendance for the day.
7. FOUR short blasts of the audio buzzer will signal return to the building.

Any signal not heard by the teacher or group in a room/shop should be reported to the office. Teachers should check all fire extinguishers weekly.

Any student who is hearing impaired should notify their teacher immediately. When the fire alarm rings the teacher is responsible to see that hearing impaired students are assisted. Other students will be assigned to notify the hearing impaired student in case of a drill or emergency situation.

*Would you like this catalog mailed to you as soon as it's available?*

Join our mailing list at [www.cpi.edu](http://www.cpi.edu) or call **814-359-2793**