

Ventura Adult and Continuing Education

# Office of Financial Aid

Policies and Procedures Manual and Consumer Information

Myra Nunley, Financial Aid Technician



## **Ventura Adult and Continuing Education Institutional Information**

**OPEID: 03084700**

### **Mission Statement**

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

### **Career Technical Education Vision Statement**

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

### **Philosophy**

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

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

### **Accreditation**

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

### **Enrollment**

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

### **Financial Aid**

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

## CONSUMER INFORMATION

- Cost of Attendance (COA): – This information is located in the Financial Aid Policies and Procedures Manual on pages 27-31. It is updated annually by the financial aid technician. Costs of programs are submitted to the Ventura Unified School Board for annual approval.
- Need –based and non-need-based aid available: – This information is available in the Financial Aid Policies and Procedures Manual on page 26.
- Terms and conditions for receiving loans: This information is available in the Financial Aid Policies and Procedures Manual on pages 9-37. Information regarding how and when aid will be disbursed is also available
- State, local and school aid programs: Ventura Adult and Continuing Education participates in the Federal Pell Grant program, Federal Direct Subsidized and Unsubsidized Loan programs, and Direct PLUS Loans. Scholarships are available on a limited basis. Detailed information regarding the application process and eligibility requirements is provided in the Financial Aid Policies and Procedures Manual on pages 9-39.
- Criteria for measuring Satisfactory Academic Progress: Under the guidelines established by the Department of Education, Ventura Adult and Continuing Education must monitor its FSA recipients to ensure that they are meeting and maintaining satisfactory progress standards. VACE will apply both a qualitative and quantitative measure in determining a student's academic progress. (See Financial Aid Policies and Procedures Manual pages 37-39.)
- Services available for disabled students: Refer to the 2022-2023 VACE Information Catalog for information regarding student support services (pg. 20).
- Policy on transfer students: Ventura Adult and Continuing Education does not accept prior academic credit from other institutions. However, our program is competency-based, thereby, allowing students with academic experience to progress more quickly through the program elements. The transferability and/or acceptance of certificates that you earn at VACE remains at the complete discretion of an institution to which you may seek to transfer. College credit is not awarded for VACE courses. (pg. 17 of the 2022-2023 VACE Information Catalog)
- Policy on Refunds can be found on page 48-50 (pg. 18 of the 2022-2023 VACE Information Catalog)
- Policy on Attendance can be found on page 40.



## Ventura Adult and Continuing Education

Career Technical Education -215

### July 2024 - June 2025

July 2024 (18)						
S	M	T	W	T	F	S
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August 2024 (20)						
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- July**
- 1-3 Summer Break
  - 4 Independence Day
  - 5 Summer Break
- August**
- 2 No Classes
  - 12-13 No Classes – Inservice
  - 30 No Classes
- September**
- 2 Labor Day
  - 17 Constitution Day
- October**
- 3 Non student contact day
  - 28-31 Fall Break
- November**
- 1 Fall Break
  - 11 Veterans Day
  - 27 No Classes
  - 28 Thanksgiving Day
  - 29 No Classes
- December**
- 23-31 Winter Break
- January**
- 1-3 Winter Break
  - 6 No Classes - Inservice
  - 20 M.L. King Day
- February**
- 10 Lincoln’s Birthday
  - 17 Presidents’ Day
- March**
- 24-28 Spring Break
- April**
- 18 Board Holiday
  - 21 No Classes
- May**
- 26 Memorial Day
- June**
- 19 Juneteenth Day
  - 20-30 Summer Break

January 2025 (19)						
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February 2025 (18)						
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May 2025 (21)						
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June 2025 (13)						
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# Office of Financial Aid: Policies & Procedures Manual

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## Introduction

### **Purpose:**

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

### **Policy:**

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

### **Procedure:**

The Office of Financial Aid is responsible for:

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

# Office of Financial Aid: Policies & Procedures Manual

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## Organizational Structure and Staff Duties

### Purpose

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

### Policy

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

### Procedure

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

Other duties include:

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

### Frequent Contact Information

Dr. Scott McNutt, Director/Principal  
Leticia Murillo, Senior Office Assistant/Student Accounts  
Valerie Gaona, Accounting Technician  
Joseph Burnell, Director, Fiscal Services

## Purpose of the Policies & Procedures Manual

### **Purpose:**

The purpose of this policy is to articulate the objectives and application of the Financial Aid Policies and Procedures Manual.

### **Policy Statement:**

Financial Aid Policies and Procedures are designed to adhere to federal, state, and school regulations, policies, and guidelines. These policies serve as an internal reference source, providing a framework for the administration of financial aid processes.

### **Procedures:**

The Financial Aid Technician is entrusted with the responsibility of consistently adhering to and enforcing the policies and procedures outlined in this manual. These procedures are established to ensure compliance with regulatory standards and to maintain transparency and consistency in the administration of financial aid at our institution.

### **Review and Updates:**

This manual will be subject to periodic reviews and updates as necessary to reflect changes in regulations, policies, and institutional practices. Any revisions will be communicated promptly to relevant stakeholders.

### **Communication:**

Any modifications or updates to the Financial Aid Policies and Procedures Manual will be communicated to relevant staff members promptly, ensuring awareness and understanding of any changes.

### **Questions and Clarifications:**

For any questions, clarifications, or concerns regarding the Financial Aid Policies and Procedures Manual, individuals are encouraged to contact the Financial Aid Technician.

## Application and Delivery System

### Purpose

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

### Policy

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

### Procedure

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

The Office of Financial Aid requires a FAFSA be completed for any type of aid to be used for programs at Ventura Adult and Continuing Education. This can be done on the Department of Education's web site – [www.studentaid.gov](http://www.studentaid.gov).

## Verification Process

### **Objective:**

The objective of this policy is to establish clear procedures for the verification of student information at Ventura Adult and Continuing Education to ensure accurate and fair assessment of financial aid eligibility.

### **Scope:**

This policy applies to all students seeking financial aid at Ventura Adult and Continuing Education. Verification procedures are designed to confirm the accuracy of information provided on financial aid applications.

### **Verification of Student Information:**

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## 1. **Mandatory Verification:**

- All students applying for financial aid at Ventura Adult and Continuing Education are subject to mandatory verification prior to enrollment.

## 2. **Data Elements Verification:**

- The institution will verify the following five major data elements:
  - Identity
  - Income information if not transferred from the IRS.
  - Certain untaxed income and benefits (e.g., Social Security benefits, child support, etc.).

## 3. **Eligibility Requirements Verification:**

- Verification will extend to all eligibility requirements, including but not limited to:
  - Academic qualifications-High School Diploma or Equivalent
  - Citizenship requirements
  - Loan history
  - Financial aid need
  - Dependent/independent status

## **Verification Process:**

### 1. **Notification:**

- Students selected for verification will be notified promptly and provided with a list of required documents and information.

### 2. **Submission of Documents:**

- Students must submit the required documents and information within a specified timeframe to the Financial Aid Office.

### 3. **Review and Confirmation:**

- The Financial Aid Office will meet with the student (and parent if student is dependent) to review the submitted documents and information to confirm their accuracy.

### 4. **Resolution of Discrepancies (Conflicting Information):**

- In the case of discrepancies, the student is given an opportunity to provide additional documentation or clarification.

### 5. **Confirmation of Eligibility:**

- Once verification is successfully completed, the Financial Aid Office will confirm the student's eligibility for financial aid.

## **Documentation Retention:**

All documentation related to the verification process will be securely retained in the student's file which is retained for a minimum of five years.

# Office of Financial Aid: Policies & Procedures Manual

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**Communication:**

Clear and timely communication will be maintained with students throughout the verification process, ensuring transparency and understanding.

## Eligibility

### Purpose

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

### Policy

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

### Procedures

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

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

## Eligibility - Academic Qualifications

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

## Eligibility - Citizenship Requirements

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

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

## **Federal Plus Loan**

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

## Eligibility - Citizenship Requirements (continued)

### INS Documentation

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

### INS Match

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

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

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

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

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

## **Changes in Citizenship during the Award Year**

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

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

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

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

## **Eligibility - Valid Social Security Numbers**

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

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

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

Ventura Adult and Continuing Education will determine if a secondary confirmation is needed from the Social Security Administration (SSA) on a case by case basis. Students

may be asked to contact the SSA in person and get written verification that the number they are reporting to be theirs is valid.

## **Invalid Social Security Number**

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

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

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

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

## Eligibility - Financial Aid History

### Policy

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

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

### Procedures

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

1. Use the NSLDS financial aid history page of Part 1 of the SAR
2. Use the NSLDS financial aid history section of the ISIR sent to the school through the Student Aid internet Gateway (SAIG).
3. Log onto the NSLDS directly and access the NSLDS data on-line for an individual student.

## Eligibility – National Student Loan Data System (NSLDS)

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

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

## **Eligibility – Financial Aid History - Bankruptcy**

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

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

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

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

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

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

## **Eligibility - Financial Aid History - Total and Permanent Disability Cancellation**

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

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

## Eligibility – Statement of Educational Purpose

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

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

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Ventura Adult and Continuing Education for 2024–2025.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Financial Aid Technician's Signature Date

## **Eligibility – Enrollment Status**

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

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

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

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

## Eligibility - Incarcerated Students

A student who is incarcerated is ineligible to receive FSA loans.

If you're confined or incarcerated in a federal or state facility, you

- may be eligible for a [Federal Pell Grant](#) if you're enrolled in an approved prison education program, and
- can get a Federal Supplemental Educational Opportunity Grant (FSEOG) and a Federal Work-Study (FWS) job.\*

If you're in a facility other than a federal or state facility, you may qualify for a Pell Grant if you meet all the eligibility requirements.

## **Eligibility - Members of Religious Orders**

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

## Eligibility - Financial Aid Need

### Policy

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

### Procedures

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

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

1. Pell Grant eligibility
2. Subsidized and Unsubsidized Direct Loans
3. Veteran Benefits
4. Grants such as Workforce Investment and Opportunities Act and Department of Rehabilitation

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

## Eligibility - Cost of Attendance (COA)

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

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

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

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

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

## Eligibility - Cost of Attendance (COA) (continued)

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

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

Exceptions to the normal Cost of Attendance allowances:

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

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

# Office of Financial Aid: Policies & Procedures Manual

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<b>COST OF ATTENDANCE 2024-2025 EFFECTIVE 7/1/2024</b>										
<b>Mos</b>	<b>Wks</b>	<b>Hrs</b>	<b>Program</b>	<b>Tuition &amp; Fees</b>	<b>Loan Fee</b>	<b>Room &amp; Board</b>	<b>Books &amp; Supplies</b>	<b>Trans Cost</b>	<b>Misc</b>	<b>Budget Total</b>
			<b>W/Parent</b>		40	1277		199	451	
4.5	18	630	Accounting Clerk w/Parent	3970	28	5747	1202	896	2030	13873
4.5	18	630	Administrative Asst w/Parent	3970	28	5747	877	896	2030	13548
4.5	18	630	Digital Communications w/Parent	3970	28	5747	635	896	2030	13306
5	20	700	Back Office Medical Assistant w/Parent	4410	31	6385	925	995	2255	15001
5.25	21	735	Pharmacy Technician w/Parent	4630	32	3704	754	1045	2368	15533
5.5	22	770	Computer Support Tech w/Parent	4850	34	7024	587	1095	2481	16071
5.5	22	770	Front Office Medical Assistant w/Parent	4850	34	7024	1369	1095	2481	16853
6.5	26	910	Comp Financial Accounting w/Parent	5730	40	8301	1584	1294	2932	19881
7	28	980	DMM w/Parent	6170	43	8939	352	1393	3157	20054
7	28	980	Business Administration w/Parent	6170	43	8939	1629	1393	3157	21331
7.5	30	1050	CAD Drafter w/Parent	6610	46	9578	670	1493	3383	21780
8	32	1120	F/B Office Medical Asst w/Parent	7050	49	10216	1473	1592	3608	23988
8	32	1120	Network Systems Technician w/Parent	7050	49	10216	810	1592	3608	23325
8.5	34	1190	Visual Comm & Digital Mktg w/Parent	7490	52	10855	999	1692	3834	24922
8.75	35	1225	Bus Admin & Mgmt w/Parent	7710	54	11174	1899	1741	3946	26524
9	36	1260	3D Modeling w/Parent	7930	55	11493	910	1791	4059	26238
9.5	38	1330	Network Security Tech w/Parent	8370	58	12132	1261	1891	4285	27997
9.5	38	1330	Studio Production w/Parent	8370	58	12132	352	1891	4285	27088

# Office of Financial Aid: Policies & Procedures Manual

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<b>COST OF ATTENDANCE 2024-2025 EFFECTIVE 7/1/2024</b>										
<b>Mos</b>	<b>Wks</b>	<b>Hrs</b>	<b>Program</b>	<b>Tuition &amp; Fees</b>	<b>Loan Fee</b>	<b>Room &amp; Board</b>	<b>Books &amp; Supplies</b>	<b>Trans Cost</b>	<b>Misc</b>	<b>Budget Total</b>
			<b>Off Campus</b>		40	2454		218	552	
4.5	18	630	Accounting Clerk off campus	3970	28	11043	1202	981	2484	19708
4.5	18	630	Administrative Asst off campus	3970	28	11043	877	981	2484	19383
4.5	18	630	Digital Communications off campus	3970	28	11043	635	981	2484	19141
5	20	700	Back Office Medical Assistant off campus	4410	31	12270	925	1090	2760	21486
5.25	21	735	Pharmacy Technician off campus	4630	32	12884	754	1145	2898	22343
5.5	22	770	Computer Support Tech off campus	4850	34	13497	587	1199	3036	23203
5.5	22	770	Front Office Medical Assistant off campus	4850	34	13497	1369	1199	3036	23985
6.5	26	910	Comp Financial Acctg off campus	5730	40	15951	1584	1417	3588	28310
7	28	980	DMM off campus	6170	43	17178	352	1526	3864	29133
7	28	980	Business Administration off campus	6170	43	17178	1629	1526	3864	30410
7.5	30	1050	CAD Drafter off campus	6610	46	18405	670	1635	4140	31506
8	32	1120	F/B Office Medical Asst off campus	7050	49	19632	1473	1744	4416	34364
8	32	1120	Network Systems Technician off campus	7050	49	19632	810	1744	4416	33701
8.5	34	1190	Visual Comm & Digital Mktg off campus	7490	52	20859	999	1853	4692	35945
8.75	35	1225	Bus Admin & Mgmt off campus	7710	54	21473	1899	1908	4830	37874
9	36	1260	3D Modeling off campus	7930	55	22086	910	1962	4968	37911
9.5	38	1330	Network Security Tech off campus	8370	58	23313	1261	2071	5244	40317
9.5	38	1330	Studio Production off campus	8370	58	23313	352	2071	5244	39408

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

The following are exceptions to the Cost of Attendance:

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

## Eligibility - Expected Family Contribution (EFC)

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

When the EFC is less than the COA (the student's family cannot be expected to contribute the full costs) the student is considered to have financial need. The EFC for a Federal Pell Grant is determined annually. For the 2023-2024 award year the maximum EFC allowed is \$6,656. The student will remain eligible for aid from FSA programs as long as the EFC is below the cost of attendance.

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

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

## Eligibility – Dependent / Independent Status

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

For the 2024-2025 award year, a student is automatically independent if he or she meets one or more of the following criteria.

- \* The student was born before January 1, 2001.
- \* The student is a veteran of the U S armed forces.
- \* The student will be enrolled in a graduate or professional program, beyond a bachelor's degree
- \* The student is a ward of the court, or was a ward of the court until the age of 18, or both parents are deceased and the student has no legal or adoptive guardian. A student is not considered to be a ward of the court based on being incarcerated.
- \* The student is married.
- \* The applicant has a child or children for whom they provide at least 51% of their support.
- \* The applicant supports another individual except a spouse or child at least 51% of their support.

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

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

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

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

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

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

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

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

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

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

A student will be put on academic Financial Aid Suspension when he or she has failed to meet SAP for two consecutive increments.

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

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

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

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

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

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

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

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

For more information regarding the terms of any loan received as part of the student's financial assistance package is located in the "Financial Aid Policies and Procedures Manual and Consumer Information."

## Leave of Absence

### Purpose

This document outlines the policy for students seeking a leave of absence from their studies at Ventura Adult and Continuing Education while receiving financial aid. A leave of absence may be requested for various reasons, including personal, medical, or other circumstances that temporarily prevent a student from attending classes.

### Policy

**1. Types of Leaves:** a. **Medical Leave:** Students facing health-related challenges that significantly impact their ability to attend classes may request a medical leave of absence. b. **Personal Leave:** Students facing personal or family-related issues may request a personal leave of absence. c. **Other Circumstances:** Students may request a leave of absence for other exceptional circumstances on a case-by-case basis.

**2. Leave Duration:** a. A leave of absence may be granted for a minimum of five days and up to a maximum of 180 days. b. Extensions beyond the initially approved leave duration require re-evaluation and approval from the Financial Aid Office.

**3. Application Process:** a. Students must submit a written request for a leave of absence to the Financial Aid Office. b. The request should include the reason for the leave, expected duration. b. The Financial Aid Office will review the request and notify the student of the decision in a timely manner.

**4. Financial Aid Implications:** a. While on an approved leave of absence, a student's financial aid eligibility may be affected. b. Students are responsible for understanding and addressing any consequences on their financial aid award, including potential adjustments or repayments.

**5. Returning from Leave:** a. Students on an approved leave must notify the Financial Aid Office, Counselor, and Instructor of their intention to return to class.

**6. Appeals:** Students who disagree with the decision on their leave of absence request may submit a written appeal to the Financial Aid Appeals Committee.

**7. Confidentiality:** All information related to a student's leave of absence request will be treated with the utmost confidentiality.

## Attendance Policies



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

### Career Technical Education ATTENDANCE POLICIES

— *It is understood that my Financial Aid is based upon full-time enrollment. Any reduction of hours may adversely affect my Financial Aid eligibility and/or scholarship award. Any decision to change my hours of attendance, must be discussed with the Vocational Resource Instructor and Financial Aid Technician in advance.*

— *It is understood that my Financial Aid is based upon program length and number of hours in the course. I understand I must adhere to a strict attendance policy and cannot miss more than 20% of class time in a payment period. For instance, if a course is \_\_\_ clock hours, a student cannot miss more than \_\_\_ hours in the first period of the program, \_\_\_ hours in the second period of the program, and \_\_\_ in the final period. Should a student miss more than 20% of classroom time, financial aid and/or scholarship award will be adversely affected and may be eliminated. If the Financial Aid is withdrawn, I further understand, I will become immediately responsible for cash payments to the school to cover unpaid institutional charges. (see Refund Policy below)*

— *It is understood that after 14 calendar days of non-attendance, the school will determine if the student intends to return to class or to withdraw. Title IV return calculations will determine whether the school must return any unearned funds. The VACE/CTE Refund Policy will determine whether the student must cover unpaid institutional charges.*

— *It is understood that VACE will grant an approved "Leave of Absence" if the student makes the request in writing to the Vocational Resource Instructor. During an "Approved Leave of Absence," Financial Aid will be placed on hold for a minimum of five days and cannot exceed 180 days per program enrollment period. Any student not returning from an "Approved Leave of Absence" will be considered to have withdrawn from their program and refund requirements will apply.*

— *It is understood that I have been advised of the school's refund policy below:*

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness/Title: \_\_\_\_\_

## Attendance Policies – Leave of Absence Request Form

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

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

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

### Leave of Absence Application

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

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

\_\_\_\_\_  
Student Signature                      Date                      Student Phone #  
\_\_\_\_\_  
Student E-mail  
\_\_\_\_\_  
Administrator Approval                      Date

Copy to Instructor                       Copy to Financial Aid Office

## **Correspondence, Telecommunication and Internet Courses**

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

Ventura Adult and Continuing Education offers in-person and hybrid learning. VACE does not offer correspondence courses.

## Professional Judgment

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

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

## **Professional Judgment (continued)**

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

## Cash Management

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

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

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

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

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

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

## Cash Management (continued)

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

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

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

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

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

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

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

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

## Cash Management (continued)

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

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

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

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

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

## Cash Management (continued)

### VENTURA ADULT AND CONTINUING EDUCATION INSTITUTIONAL REFUND POLICY Policy and Procedures

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

#### Refunds for Classes Canceled by the Institution:

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

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

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

#### Refunds for Withdrawal After Classes Commence:

If a student withdraws from a VACE Program:

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

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

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

## Cash Management (continued)

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

#### Policy and Procedures

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

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

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

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

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

# Office of Financial Aid: Policies & Procedures Manual

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

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

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

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

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

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

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

## **Maintenance of Technical Infrastructure and Overall Security**

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

The Financial Aid office door is locked during non-work hours. Student records are kept in fireproof file cabinets that are locked during non-work hours. The computer is password protected and log-in is required after 5 minutes of non-use.

## Cybersecurity

### Purpose

The purpose of this Financial Aid Cybersecurity Policy is to establish guidelines and procedures to safeguard sensitive financial aid information and ensure the confidentiality, integrity, and availability of data within the financial aid department at Ventura Adult and Continuing Education

### Scope:

This policy applies to all employees who have access to financial aid systems, databases, and related information.

### Access Controls:

#### 1. User Authentication:

- All users must authenticate their identity through secure, unique login credentials.
- Passwords must meet minimum complexity requirements and be changed regularly.

#### 2. Authorization:

- Access to financial aid systems and databases will be granted on a need-to-know basis.
- Regular reviews of user permissions will be conducted to ensure appropriateness.

### Data Protection:

#### 1. Encryption:

- Data transmitted over networks and stored in databases must be encrypted using industry-standard encryption protocols.

#### 2. Physical Security:

- Physical access to servers, data centers, and storage facilities housing financial aid information will be restricted to authorized personnel only.

#### 3. Data Backups:

- Regular backups of financial aid data will be conducted, and backup procedures will be tested periodically for effectiveness.

### Security Awareness and Training:

#### 1. Employee Training:

- All employees with access to financial aid information will undergo cybersecurity training on an annual basis.
- Training will cover topics such as phishing awareness, password security, and data handling best practices.

#### 2. Incident Response Training:

- Employees will be trained on the procedures to follow in the event of a cybersecurity incident, including reporting mechanisms.

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## *Monitoring and Auditing:*

### 1. **Regular Audits:**

- Regular audits of financial aid systems and databases will be conducted to identify and address potential vulnerabilities.

### 2. **Logging and Monitoring:**

- Logging mechanisms will be implemented to record activity on financial aid systems, and logs will be regularly monitored for suspicious activities.

## *Incident Response:*

### 1. **Reporting:**

- Any suspected or confirmed cybersecurity incidents must be reported immediately to the designated IT security contact.

### 2. **Investigation:**

- Prompt and thorough investigations will be conducted for all reported incidents to determine the cause, scope, and impact.

### 3. **Communication:**

- Communication protocols will be established to notify affected parties, including students, staff, and relevant authorities, in the event of a data breach.

## *Policy Review and Updates:*

This Financial Aid Cybersecurity Policy will be reviewed annually and updated as necessary to address emerging threats, industry best practices, and changes in institutional operations.

## *Enforcement:*

Violations of this policy may result in disciplinary action, including but not limited to suspension of access privileges, termination of employment, and legal action, as appropriate.

## **Financial Aid Policy: Security of Hard Copy Documents**

### **Objective:**

The objective of this policy is to establish guidelines and procedures to ensure the security and confidentiality of hard copy documents containing sensitive financial aid information.

### **Scope:**

This policy applies to all employees who handle or have access to hard copy financial aid documents.

## **Document Handling:**

### 1. **Storage:**

- Hard copy financial aid documents containing sensitive information must be stored in designated, locked fire proof file cabinets.
- Access to these cabinets are restricted to authorized personnel only.

# Office of Financial Aid: Policies & Procedures Manual

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## 2. **Retention and Disposal:**

- Financial aid documents will be retained for a minimum of five years.
- Disposal of hard copy documents will be conducted securely, using a shredding company.

## **Restricted Access:**

- Access to hard copy financial aid documents will be restricted to employees with a legitimate need for the information in the course of their duties.

## **Investigation:**

- Prompt and thorough investigations will be conducted in the event of a security incident involving hard copy documents.

## Student Population Statistics and Data

Out of a total of 206 students for the 2022-2023 fiscal year, 48% are male and 52% female. The population breakdown by major racial/ethnic group (self-identified) is:

Men	48%
White, non-Hispanic Male	34%
Black, non-Hispanic Male	4%
Hispanic, Male	50%
Asian or Pacific Islander, Male	9%
American Indian or Alaska Native	1%
Unknown	2%
Women	52%
White, non-Hispanic Female	18%
Black, non-Hispanic Female	4%
Hispanic, Female	70%
Asian or Pacific Islander, Female	6%
American Indian or Alaska Native	2%
Unknown	0%

## Completion and Graduation Rates

Graduation rate for cohort year 2022-2023 is 90%. Transfer out rate is 0%. Four-year average Student Right To Know completion, graduation rate calculation is 90% (IPEDS 2022-2023 graduation rates for institution). Based on cohort of full-time, first-time students as defined by IPEDS.

## 2021-2022 Pell Grants

Out of the total 36 full time, first time students, a total of 21 Pell Grants were awarded (77%). Of those awards, they were given to the following populations:

Men	43%
White, non-Hispanic Male	11%
Black, non-Hispanic Male	0%
Hispanic, Male	67%
Asian or Pacific Islander, Male	11%
American Indian or Alaska Native	11%
Unknown	0%
Women	57%
White, non-Hispanic Female	8%
Black, non-Hispanic Female	8%
Hispanic, Female	84%
Asian or Pacific Islander, Female	0%
American Indian or Alaska Native	0%
Unknown	0%

## Board Policy on Drug and Alcohol Abuse

### Ventura USD

#### Board Policy

##### Drug And Alcohol-Free Workplace

BP 4020

##### Personnel

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

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

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

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

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

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

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

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

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

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

## Legal Reference:

### EDUCATION CODE

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

### GOVERNMENT CODE

8350-8357 Drug-free workplace

### UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug Free Schools and Communities Act

### UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

### UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

### CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 Schedule of controlled substances

### COURT DECISIONS

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

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

## Management Resources:

### WEB SITES

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

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

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

Policy VENTURA UNIFIED SCHOOL DISTRICT

adopted: January 11, 2011 Ventura, California

## Ventura USD

### Exhibit

#### Drug And Alcohol-Free Workplace

E 4020

#### Personnel

##### Notice to Employees

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

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

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

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

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

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

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

## Drug and Alcohol Abuse Prevention

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

<p><b>Ventura Adult &amp; Continuing Education DRUG &amp; ALCOHOL PREVENTION POLICIES</b></p> <p><u>Board Policies</u></p> <p>The Federal Government has mandated that as of October 1, 1990, there will be no drug usage by students, staff or faculty on campuses anywhere in the United States.</p> <p><u>Drug-Free Schools</u></p> <p>It is the policy of the VUSD to keep all schools alcohol and drug-free by taking positive action through education, parent involvement, medical and policy referrals, and by handling incidents in the schools involving the possession, sale and/or use of alcohol, other drugs or related paraphernalia.</p> <p><u>Drug-Free Work Place</u></p> <p>It is the policy of the VUSD to provide a drug-free workplace in compliance with the Drug-Free Workplace and Community Act of 1989. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance during, or after school hours at school or in other district workplace.</p> <p><u>Disciplinary Action</u></p> <p>The superintendent and school staff will take appropriate action to eliminate possession, use, and sale of alcohol, tobacco, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students are required to comply with the district policy as a condition of their continued enrollment. Any students violating this policy will be subject to disciplinary action, including suspension and up to expulsion. Employees violating the district policy will be subject to disciplinary action which will be made in accordance with relevant state and federal laws, employment contracts collective bargaining agreements, and district policies and practices.</p>	<p><b>GET THE FACTS ON DRUGS!</b></p> <p>⇒ Addiction can happen at any age. Babies can even be born with a drug addiction due to their mother's drug use.</p> <p>⇒ Any way it is used, smoking, snorting, or injecting, cocaine is quickly addictive.</p> <p>⇒ Pot (marijuana) smoke has more cancer-causing chemicals than tobacco.</p> <p>⇒ Drug use during pregnancy can cause the baby to die in utero or be born prematurely. A mother's drug use can damage the baby's body and mind.</p> <p>⇒ If you smoke pot on the weekend, you may not be ready for school on Monday.</p> <p>⇒ The effects of pot (marijuana) can last up to three days, decreasing memory, reflexes and coordination.</p> <p>⇒ Long after you stop feeling the drug's effects, the drug can still be in your body. For example, cocaine can be found in the body up to one week and marijuana up to four weeks after a single use.</p> <p>⇒ Coffee will not sober you up. Once alcohol is in your bloodstream, only time will make you sober.</p> <p>⇒ Stopping drug use is not easy. Withdrawal sickness, believing that you must have drugs, and being around people who use drugs can make stopping difficult.</p> <p>⇒ Drugs do not relieve stress or help people deal with problems. Drugs only make people forget and not care about their troubles. When the drug wears off, the problems are still there.</p>	<p>Ventura Unified School District Adult and Continuing Education</p> <p>HEALTH RISKS ASSOCIATED WITH</p> <p><b>DRUG AND ALCOHOL ABUSE</b></p> <hr/> <p>Providing a drug-free future for the Adult &amp; Continuing Education community</p>
<p><b>WHERE TO FIND HELP</b></p> <p><u>Toll-Free Information</u></p> <p><b>National Council on Alcoholism and Drug Dependence</b></p> <p><b>Information Line</b></p> <p><b>1-800-NCA-CALL (622-2255)</b></p> <p>The National Center of Alcoholism, Inc., is a national nonprofit organization that combats alcoholism, other drug addictions, and related problems. NCA also provides referral services to families and individuals seeking help with alcohol and other drug problems</p> <p><b>24-Hour Alcohol Abuse Recovery Hotline</b></p> <p><b>1-866-643-6144</b></p> <p>Call a hotline for alcohol addiction help and counseling. Overcoming drug addiction and co-occurring disorders can seem impossible, but it's not. Expert help is available to ensure you or a loved one gain control and does a complete 180 degree turn towards the positive aspects of life.</p> <p><b>National Drug Information Treatment and Referral Hotline</b></p> <p><b>1-800-862-HELP (4357)</b></p> <p>Information, support, treatment options and referrals to local rehab center for any drug or alcohol problems. Operates 24 hours, seven days a week</p> <p><b>Alcohol Hotline Support &amp; Information</b></p> <p><b>1-800-331-2900</b></p>		

## THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

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

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

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

### HEALTH RISKS: WHAT CAN HAPPEN TO YOUR BODY

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

## Board Policy on FERPA

The specific Federal Policy to reference is 34CFR 99.1

### Family Educational Rights and Privacy Act (FERPA) Policy

#### Purpose:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords eligible students certain rights with respect to their education records. The primary purpose of this policy is to outline the procedures and practices adopted by Ventura Adult and Continuing Education to ensure compliance with FERPA and safeguard the privacy of students' education records.

#### Definitions:

1. **Education Records:** Any records maintained by the institution that are directly related to a student, with certain exceptions.
2. **Eligible Student:** A student who has reached 18 years of age or is attending a postsecondary institution, regardless of age.

#### Student Rights under FERPA:

As an eligible student of Ventura Adult and Continuing Education, you have the following rights under FERPA:

1. **Right to Inspect and Review:** You have the right to inspect and review your education records within 45 days of the day the institution receives a request for access.
2. **Right to Request Amendment:** If you believe that information in your education records is inaccurate, misleading, or in violation of your privacy rights, you have the right to request the amendment of such records.
3. **Right to Consent:** Ventura Adult and Continuing Education must obtain your written consent before disclosing personally identifiable information from your education records, except in specific circumstances outlined in FERPA.
4. **Right to File a Complaint:** If you believe Ventura Adult and Continuing Education has failed to comply with FERPA, you have the right to file a complaint with the U.S. Department of Education.

#### Recordkeeping:

VACE will maintain a record of each request for access and disclosure of information from a student's education records, as required by FERPA.

## **Voter Registration**

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

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

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

## Glossary

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

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

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

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

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

## Glossary (continued)

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

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

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

**FAFSA:** Free Application for Federal Student Aid.

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

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

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

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

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

## **Glossary (continued)**

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

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

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

**Independent Student:** One who is financially self-supporting.

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

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

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

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

## **Glossary (continued)**

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

**Student Aid Index:** A formula-based index number to help determine a financial aid award.

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

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

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

## **Appendix 1: Enrollment Form**

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

# Office of Financial Aid: Policies & Procedures Manual



## Ventura Adult and Continuing Education Course Enrollment Record

New Student  
 Re-enrollment

HSD/HSE: 805-289-1749 Ext. \_\_\_\_\_ All Others: 805-289-7925

Please print clearly

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

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

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

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

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

## **Appendix 2: Verification Worksheets**

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

## 2024-2025 Verification Worksheet Dependent Student

### A. Dependent Student's Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	MI	Social Security
<input type="text"/>			<input type="text"/>
Address			Birth Date
<input type="text"/>	<input type="text"/>		
Telephone Number	Email Address		

### B. Dependent Student's Family Information – Household members

Family Size - Includes the following:

- The student.
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student's siblings if the following are true:
  - They live with the student's parents (or live apart because of college enrollment),
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.
- Other persons if the following are true:
  - They live with the student's parents,
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size.

Full Name	Age	Relationship
		Self

### C. Dependent Student's Income Information to Be Verified

#### Tax Return Filers

Important Note: The instructions below apply to the student.

Instructions: Complete this section if the student filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students will be required to consent to and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective

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Name \_\_\_\_\_

In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS. If 2022 income tax return information for the student was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.

- The student was able to have the IRS import their tax data into the FAFSA
- The student was not able to have the IRS import their tax data into the FAFSA
  - A signed 2022 IRS Tax Return Transcript or signed 1040 is provided
  - A signed 2022 IRS Tax Return Transcript or signed 1040 will be provided

## Non-Tax Return Filers

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2022 income tax return with the IRS.

- The student was not employed and had no income earned from work in 2022.
- The student was employed in 2022 and has listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Name of Business	IRS Form W-2 Provided	Amount Earned in 2022
<b>Total Amount Earned from Work in 2022</b>		

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

- Check here if non-filing statement is signed and dated.
- Check here if non-filing statement will be provided later.

## D. Dependent Student's Parent Income Information to Be Verified

### Tax Return Filers

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

Instructions: Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS. If 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.

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Name:

- The parent was able to have the IRS import their tax data into the FAFSA
- The parent was not able to have the IRS import their tax data into the FAFSA
  - A signed 2022 IRS Tax Return Transcript or signed 1040 is provided
  - A signed 2022 IRS Tax Return Transcript or signed 1040 will be provided

## Non-Tax Return Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2022 income tax return with the IRS. Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2022.
- One or both parents were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Name of Business	IRS Form W-2 Provided	Amount Earned in 2022
<b>Total Amount Earned from Work in 2022</b>		

Provide a signed and dated statement certifying that the parent(S) has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

- Check here if non-filing statement is signed and dated.
- Check here if non-filing statement will be provided later.

## E. High School Completion Status

- A copy of the student's high school diploma.
- A copy of the student's official high school transcript that shows graduation date.
- A state certificate or transcript showing the student passed a State-authorized examination that the State recognizes as the equivalent of a High School diploma.
- For students who completed secondary education in a foreign country, a copy of a transcript evaluated by an authorized company.

## F. Identity and Statement of Educational Purpose

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

Identity and Statement of Educational Purpose (To Be Signed at the Institution) The student must appear in person at Ventura Adult and Continuing Education to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and

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Name \_\_\_\_\_

reviewed, and the name of the official at the institution authorized to receive and review the student's ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary) If the student is unable to appear in person at Ventura Adult and Continuing Education to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the Notary

Statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

(b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**The following statement of Educational Purpose is to be completed ONLY in the presence of a designated school official or notary.**

## Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Ventura Adult and Continuing Education for 2024–2025.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Technician's Signature

\_\_\_\_\_  
Date

## Notary's Certificate of Knowledge

State of California, City/County of \_\_\_\_\_ on \_\_\_\_\_

before me, \_\_\_\_\_ personally appeared \_\_\_\_\_  
Notary's Name Printed Name of Signer

and proved to me on basis of satisfactory evidence of identification \_\_\_\_\_  
Type of government issued photo ID provided

to be the above named person who signed the foregoing instrument.

WITNESS my hand and official seal \_\_\_\_\_  
Notary Signature Date Commission Expires

(Seal)

# Office of Financial Aid: Policies & Procedures Manual

---

Name \_\_\_\_\_

## F. Certification and Signatures

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## 2024-2025 Verification Worksheet Independent Student

### A. Independent Student's Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	MI	Social Security
<input type="text"/>			<input type="text"/>
Address			Birth Date
<input type="text"/>	<input type="text"/>		
Telephone Number	Email Address		

### B. Independent Student's Family Information – Household members

- The student
- The student's spouse, if applicable
- The student's dependent children if the following are true:
  - They live with the student (or live apart because of college enrollment);
  - They receive more than half of their support from the student; and
  - They will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true:
  - They live with the student;
  - They receive more than half of their support from the student; and
  - They will continue to receive more than half their support from the student during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

Full Name	Age	Relationship
		Self

### C. Independent Student's Income Information to Be Verified

#### Tax Return Filers

Important Note: The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

Instructions: Complete this section if the student and spouse filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent to and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2022 IRS income tax returns, both must provide

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Name

consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS. If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.

- The student was able to have the IRS import their tax data into the FAFSA
- The student was not able to have the IRS import their tax data into the FAFSA  
     A signed 2022 IRS Tax Return Transcript or signed 1040 is provided  
     A signed 2022 IRS Tax Return Transcript or signed 1040 will be provided

## Non-Tax Return Filers

The instructions and certifications below apply to the student and spouse (if the student is married.) Complete this section if the student and spouse will not file and are not required to file a 2022 income tax return with the IRS.

- The student and spouse were not employed and had no income earned from work in 2022.
- The student and/or spouse were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Name of Business	IRS Form W-2 Provided	Amount Earned in 2022
<b>Total Amount Earned from Work in 2022</b>		

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

- Check here if non-filing statement is signed and dated.
- Check here if non-filing statement will be provided later.

## D. High School Completion Status

- A copy of the student's high school diploma.
- A copy of the student's official high school transcript that shows graduation date.
- A state certificate or transcript showing the student passed a State-authorized examination that the State recognizes as the equivalent of a High School diploma.
- For students who completed secondary education in a foreign country, a copy of a transcript evaluated by an authorized company.

## E. Identity and Statement of Educational Purpose

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

# Office of Financial Aid: Policies & Procedures Manual

Name \_\_\_\_\_

**Identity and Statement of Educational Purpose (To Be Signed at the Institution)** The student must appear in person at Ventura Adult and Continuing Education to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)** If the student is unable to appear in person at Ventura Adult and Continuing Education to verify his or her identity, the student must provide to the institution:

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the Notary Statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

(b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**The following statement of Educational Purpose is to be completed ONLY in the presence of a designated school official or notary.**

## Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Ventura Adult and Continuing Education for 2024–2025.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Technician's Signature

\_\_\_\_\_  
Date

## Notary's Certificate of Knowledge

State of California, City/County of \_\_\_\_\_ on \_\_\_\_\_

before me, \_\_\_\_\_ personally appeared \_\_\_\_\_  
Notary's Name Printed Name of Signer

and proved to me on basis of satisfactory evidence of identification \_\_\_\_\_  
Type of government issued photo ID provided

to be the above named person who signed the foregoing instrument.

WITNESS my hand and official seal \_\_\_\_\_  
Notary Signature Date Commission Expires

(Seal)

# Office of Financial Aid: Policies & Procedures Manual

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Name \_\_\_\_\_

### F. Certification and Signatures

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## **Appendix 3: Financial Aid Entrance Handout Packet**

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

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

## Anti-Drug Statement

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Technician

\_\_\_\_\_  
Witness Signature/Title

---

## College Financing Plan

I, \_\_\_\_\_, have received the College Financing Plan.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Technician

\_\_\_\_\_  
Witness Signature

---

## Pell Grant Repayment Authorization

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness Signature/Class

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## **Consumer Information**

### **Treatment of Title IV Aid When a Student Withdraws**

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

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

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

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

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

# Office of Financial Aid: Policies & Procedures Manual

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

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

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

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

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

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

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



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

## REFERENCE SHEET

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

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

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Ph (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Ph (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Ph (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Ph (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

# Office of Financial Aid: Policies & Procedures Manual

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

## **Career Technical Education ATTENDANCE POLICIES**

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

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness/Title:** \_\_\_\_\_

# Office of Financial Aid: Policies & Procedures Manual

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## VENTURA UNIFIED SCHOOL DISTRICT Adult and Continuing Education

### STUDENT RIGHTS AND RESPONSIBILITIES

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

#### YOU HAVE THE RIGHT TO:

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

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

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

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

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

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

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

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

#### IT IS YOUR RESPONSIBILITY TO:

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

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

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

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

\*Accept responsibility for all agreements you sign.

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

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

Signature\_\_\_\_\_

Date\_\_\_\_\_

Print Name\_\_\_\_\_

## BORROWER'S RIGHTS AND RESPONSIBILITIES

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

I understand I have the right to:

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

I understand I am responsible for:

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

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

---

Student's Signature

Date

---

Student's Name (Please Print)

# Office of Financial Aid: Policies & Procedures Manual



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

## Ventura Adult and Continuing Education - Financial Aid Office

### Student Consent for Sharing FAFSA Information

I, \_\_\_\_\_, hereby provide my consent for Ventura Adult and Continuing Education to share my Free Application for Federal Student Aid (FAFSA) information with the following entities for the purpose of facilitating financial aid processing and related services:

#### Institution

- Administration Office Staff
- Counselors

#### External Entities

- \_\_\_ WIOA \_\_\_\_\_
- \_\_\_ Department of Rehab \_\_\_\_\_
- \_\_\_ CalWorks \_\_\_\_\_

#### Purpose of Information Sharing:

I understand that the information shared will be used solely for the purpose of assessing my eligibility for financial aid, determining the types and amounts of aid for which I qualify, discussing student success to support persistence, and related administrative and reporting functions.

#### Types of Information to be Shared:

The information to be shared may include, but is not limited to:

- FAFSA data
- Financial need calculations
- Award amounts and types
- Enrollment status

#### Duration of Consent:

This consent is effective for the duration of my enrollment at [Institution Name] unless revoked in writing. I understand that I may withdraw this consent at any time by submitting a written request to the Financial Aid Office.

#### Student's Signature:

# Office of Financial Aid: Policies & Procedures Manual

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By signing below, I acknowledge that I have read and understood the terms outlined in this consent form. I willingly provide my consent for the sharing of FAFSA information as specified.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 4: Financial Aid Exit Process**

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

If a student does not complete online Exit Counseling, they are sent the Direct Loan Exit Counseling Guide by postal mail.

# Office of Financial Aid: Policies & Procedures Manual

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## Myra Nunley

Financial Aid Technician



Ventura Adult and Continuing Education (VACE)

5200 Valentine Road

Ventura, CA 93003

805 289-1744, ext. 1102

Email: myra.nunley@adulthoodventura.edu

### ENHANCED EXIT COUNSELING

Student Borrower \_\_\_\_\_ Date: \_\_\_\_\_

Department of Education Loan Servicer: \_\_\_\_\_

Loan Servicer Website: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Your Total Loan Debt for Ventura Adult and Continuing Education: \_\_\_\_\_

To determine your estimated monthly payment, visit [www.studentaid.gov](http://www.studentaid.gov) and select “Loan Simulator” under Loan Repayment. \$\_\_\_\_\_ month

Estimated date to start repayment: \_\_\_\_\_

Visit [www.studentaid.gov](http://www.studentaid.gov) for more information on:

### **Repaying the Student Loan**

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

- Deferment and Forbearance
  - Deferment and forbearance offer a way for you to temporarily postpone or lower your loan payments while you're back in school, in the military, experiencing financial hardship, or in certain other situations. [Find out more about deferment and forbearance \(website\)](#).
- Forgiveness, Cancellation, and Discharge
  - In circumstances such as certain kinds of teaching service, total and permanent disability, or the closure of the school where you were studying, your obligation to repay your **federal student loan** may be removed. [Learn about forgiveness, cancellation, or discharge \(website\)](#) of federal student loans due to these and other situations.
- Resolving Disputes
  - If you have a [dispute about your loan \(website\)](#), you may be able to resolve it by simply contacting your loan servicer and discussing the issue. If you need additional help, find out what you can do to be better prepared before you seek help to resolve a dispute.
- “Learn about how, when, and to who you make your federal loan payments”.
  - Specifically, refer to the student borrower website [www.studentaid.gov](http://www.studentaid.gov) for more information on:
    - When do I begin repaying my federal student loan?
      - What's a grace period?
      - Can my grace period change?
    - How much will I need to pay?
    - How do I make my payments?
    - Can I pay more than my required monthly payment?
    - What happens if I don't make my student loan payment?
    - Can I cancel my loan?

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

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

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

# Office of Financial Aid: Policies & Procedures Manual

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## Accounting Programs Book Information

### Accounting Clerk (18 weeks/630 hours)

Class	Book	Amount	ISBN #
Accounting 1, 2	Accounting Book 1-17 (11th Ed.)	121.31	978-1-337-62312-4
	Accounting Book Workbook1-17 (11th Ed.)	42.81	978-1-337-62323-0
	Red Carpet Events-Simulation	43.81	978-0-8400-6822-4
	Accounting Ruler (wood)	0.31	
Accounting 2	Unique Global Imports plus Accounting 1 Text & Workbook	47.31	978-0-538-44739-3
Business English Basics	The Blue Book	15.29	978-1-118-78556-0
Business Math Applications	Basic College Mathematics: Books a la Carte Loose Leaf Edition MyLab Math w/Pearson eText-24 mo. Digital Access Card Package 6th Ed.	165.57	978-0-1348-4497-8
Computer Database Fundamentals	Microsoft Access 2019 & 365: Comprehensive w/eLab & ebook)	150.72	978-1-64061-066-8
Computer and Internet Fundamentals	Your Digital Foundation, 2nd Ed.	65.94	978-1-64061-256-3
Computer Spreadsheet/Graphics 1 & 2	Microsoft Excel 2019 & 365: Comprehensive w/eLab & ebook)	150.72	978-1-64061-402-4
Electronic Calculator	Class Copy		978-1-64061-064-5
Keyboarding 1	Class Copy	-	978-1-64061-064-6
Payroll Accounting	Payroll Accounting	135.12	987-1-64061-200-6
QuickBooks Basics	QuickBooks Desktop 2019	112.60	978-1-64061-042-2
Word Processing 1	Microsoft Word 2019 & 365: Comprehensive w/eLab & ebook)	150.72	978-1-64061-423-9
<b>Total</b>		<b>1,202.23</b>	

# Office of Financial Aid: Policies & Procedures Manual

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## Computerized Financial Accounting (26 weeks/910 hours)

Class	Book	Amount	ISBN #
Accounting 1, 2, 3	Accounting Book 1-24 (11th Ed.)	121.31	978-1-337-62312-4
	Accounting Book Workbook 1-17 (11th Ed.)	42.81	978-1-337-62323-0
	Accounting Book Workbook 18-24 (11th Ed.)	42.81	978-1-337-62324-7
	Red Carpet Events-Simulation	43.81	978-0-8400-6822-4
	Accounting Ruler	0.31	
Accounting 2	Unique Global Imports	47.31	978-0-538-44739-3
Accounting 3	Authentic Threads Simulation	47.31	978-1-111-57966-1
Cost and Managerial Accounting	Century 21 Accounting Advanced (10e Ed.)	119.31	978-1-111-99064-0
	Century 21 Accounting Advanced working papers (10eEd.)	37.39	978-1-133-10368-4
Computer Accounting SAGE 50	Computer Accounting SAGE 50 2019	135.15	978-1-259-91701-1
Business English Basics	The Blue Book	15.29	978-1-118-78556-0
Business Math Applications	Basic College Mathematics: Books a la Carte Loose Leaf Edition + MyLab Math w/Pearson eText-24 mo. Digital Access Card	165.57	978-0-1348-4497-8
	Package 6th Ed.		
Computer Database Fundamentals	Microsoft Access 2019 & 365: Comprehensive w/eLab & cBook)	150.72	978-1-64061-066-8
Computer and Internet Fundamentals	Your Digital Foundation, 2nd Ed.	65.94	978-1-64061-256-3
Computer Spreadsheet/Graphics 1 & 2	Microsoft Excel 2019 & 365: Comprehensive w/eLab & cBook)	150.72	978-1-64061-064-4
Electronic Calculator	Class Copy	0.00	
Keyboarding 1	Class Copy	0.00	
Payroll Accounting / Simulation	Payroll Accounting and Simulation, 7th Ed.	135.12	987-1-64061-200-6
QuickBooks Basics	QuickBooks Desktop 2019	112.60	978-1-64061-042-2
QuickBooks Advanced			
Word Processing Fundamentals	Microsoft Word 2019 & 365: Comprehensive w/eLab & cBook)	150.72	978-1-64061-423-9
<b>Total</b>		<b>1,584.20</b>	

# Office of Financial Aid: Policies & Procedures Manual

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## Business Programs Book Information

### Administrative Assistant (18 weeks/630 hours)

Class	Book	Amount	ISBN #
Alphabetic Indexing	Alphabetic Indexing Rules	10.00	0-538970804
Business English	K12 Bundle: Business English, 13th Student Edition + MindTap (1 yr. access) Guffey/Seefer 13th Ed. (SSBH, 2020/0357578961/textbook and 1 yr. MindTap	173.39	978-1-305-49986-7
Computer Database Fundamentals	Microsoft Access 2021 & 365: Comprehensive (printed text w/eLab & ebook) Your Digital Foundation, 2nd Edition (Printed textbook w/elab & ebook)	150.72	978-1-64061-066-8
Computer and Internet Fundamentals	Microsoft Excel 2021 & 365: Comprehensive (printed text w/eLab & ebook)	65.94	978-1-64061-256-3
Computer Spreadsheet/Graphics	Using Electronic Calculator	150.72	978-1-64061-402-4
Electronic Calculator	Keyboarding & Word Processing	0.00	25-5
Keyboarding 1	Sidewalk Surfin, A Keyboarding Simulation	0.00	
Office Procedure 1	Microsoft PowerPoint 2021 & 365: Comprehensive (printed text w/eLab & ebook)	150.72	978-1-64061-065-1
Presentation Graphics	FastCourse Microsoft Outlook 2021 & 365 (printed text only)	24.83	978-1-64061-187-0
Microsoft Outlook Fundamentals	Microsoft Word 2021 & 365: Comprehensive (printed text w/eLab & ebook)	150.72	978-1-64061-423-9
Word Processing 1 & 2			
<b>Total</b>		<b>877.04</b>	

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## Business Administration (28 weeks/980 hours)

Class	Book	Amount	ISBN #
Accounting 1, 2	Accounting Book 1-24 (11th Ed.)	121.31	978-1-337-62312-4
	Accounting Book Workbook 1-17 (11th Ed.)	42.81	978-1-337-62323-0
	Red Carpet Events-Simulation	43.81	978-0-8400-6822-4
	Accounting Ruler	0.31	
Accounting 2	Unique Global Imports	47.31	978-0-538-44739-3
QuickBooks Basics & Advanced	QuickBooks Desktop 2019	112.60	978-1-64061-042-2
Alphabetic Indexing	Alphabetic Indexing Rules	10.00	0-538970804
	K12 Bundle: Business English, 13th Student Edition + MindTap (1 yr. access)	173.39	978-1-305-9987-4
Business English	Guffey/Seefer 13th Ed. (SSBH, 2020/0357578961/textbook and 1 yr. MindTap	165.57	978-0-1348-4497-8
	Basic College Mathematics: Books a la Carte Ed. Loose-Leaf Edition Plus MyLab Math with Pearson eText - 24 month Access Card Package, 6th Ed.	-	10-0-13-5999415-2
Business Math Applications	Using Electronic Calculator	-	25-5
Electronic Calculator	Keyboarding & Word Processing	-	
Keyboarding 1	FastCourse Microsoft Outlook 2021 & 365: Comprehensive (printed text w/eLab & ebook)	24.83	978-1-64061-187-0
MS Outlook Fundamentals	Microsoft Access 2021 & 365: Comprehensive (printed text w/eLab & ebook)	150.72	978-1-64061-066-8
Computer Database	Your Digital Foundation, 2nd Edition (Printed textbook w/elab & ebook)	65.94	978-1-64061-256-3
Computer and Internet Fundamentals	Microsoft Excel 2021 & 365: Comprehensive (printed text w/eLab & ebook)	150.72	978-1-64061-402-4
Computer SS/Graphics 1 & 2	Supervision: Concepts and Skill-Building, 11th Ed. Loose leaf + CONNECT Access Card bundle	218.10	978-1-264-47543-8
Office Proc 1 - Elements of Supervision	Microsoft PowerPoint 2021 & 365: Comprehensive (printed text w/eLab & ebook)	150.72	978-1-64061-065-1
Presentation Graphics	Microsoft Word 2021 & 365: Comprehensive (printed text w/eLab & ebook)	150.72	978-1-64061-423-9
Word Processing			
<b>Total</b>		<b>1,628.86</b>	

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## Business Administration and Management (35 weeks/1225 hours)

Class	Book	Amount	ISBN #
Accounting 1, 2	Accounting Book 1-24 (11th Ed.)	121.31	978-1-337-62312-4
	Accounting Book Workbook 1-17 (11th Ed.)	42.81	978-1-337-62323-0
Accounting 2	Red Carpet Events-Simulation	43.81	978-0-8400-6822-4
	Unique Global Imports +Ruler	47.31	978-0-538-44739-3
	Ruler	0.31	
Computer Accounting Sage 50	Computer Accounting Sage 50 2019	135.15	978-1-259-91701-1
Payroll Accounting/Simulation	Payroll Accounting and Simulation, 7th Ed.	135.12	987-1-64061-200-6
QuickBooks Basics & Advanced	QuickBooks Desktop 2019	112.60	978-1-64061-042-2
Alpha Indexing/Rec Mgmt	Alphabetic Indexing Rules	10.00	0-538970804
Business English	K12 Bundle: Business English, 13th Student Edition + MindTap (1 yr. access)	173.39	978-1-305-49986-7
	Guffey/Seefer 13th Ed. (SSBH, 2020/0357578961/textbook and 1 yr. MindTap		
Business Math Applications	Basic College Mathematics: Books a la Carte Ed. Loose-Leaf Edition Plus MyLab Math with Pearson eText - 24 month Access Card Package, 6th Ed.	165.57	978-0-1348-4497-8
MS Outlook Fundamentals	FastCourse MS Outlook 2021 & 365 (printed text w/eLab & ebook)	24.83	10-0-13-5999415-2
Computer Database	MS Access 2021 & 365: Comprehensive (printed text w/eLab & ebook)	150.72	978-1-64061-187-0
	Your Digital Foundation, 2nd Edition (Printed textbook w/elab & ebook)		
Computer and Internet Fundamentals	MS Excel 2021 & 365: Comprehensive (printed text w/eLab & ebook)	65.94	978-1-64061-066-8
Computer SS/Graphics 1 & 2	MS Excel 2021 & 365: Comprehensive (printed text w/eLab & ebook)	150.72	978-1-64061-256-3
Electronic Calculator	Using Electronic Calculator	0	978-1-64061-402-4
Keyboarding 1	no charge	0	25-5
Office Proc 1 - Elements of Supervision	Supervision: Concepts and Skill-Building, 11th Ed. Loose leaf + CONNECT Access Card bundle	218.10	978-1-264-47543-8
Office Proc 2 - Communication Skills			
Presentation Graphics	MS PowerPoint 2021 & 365: Comprehensive (printed text w/eLab & ebook)	150.72	978-1-64061-065-1
Word Processing 1 & 2	MS Word 2021 & 365: Comprehensive (printed text w/eLab & ebook)	150.72	978-1-64061-423-9
		<b>Total</b>	<b>1899.13</b>

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## CAD Programs Book Information

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

Class	Book	Amount	ISBN #
Manual Drafting Fundamentals	AutoCAD 2022 Instructor Textbook	50.00	978-1-63057-420-8
Manual Drafting Projections and Views	Geometric Dimensioning and Tolerancing, 10 <sup>th</sup> Ed.	107.92	978-1-64564-643-3
Manual Drafting Applications	Your Digital Foundation, 2 <sup>nd</sup> Ed.	62.28	978-1-64061-256-3
Word Processing Fundamentals	Microsoft Word 2019 & 365 Level 1 (printed & eLab access)	64.65	978-1-64061-092-7
Computer Spreadsheet/Graphics Fundamental	Microsoft Excel 2019 & 365 Level 1 (printed & eLab access)	64.65	978-1-64061-114-6
CAD 2-D Fundamentals 1	AutoCAD Certified User Study Guide	36.00	978-1-63057-274-7
CAD 2-D Fundamentals 2			
CAD 2-D Applications 1			
CAD 2-D Applications 2			
CAD 2-D Industrial Applications 1			
CAD 2-D Industrial Applications 2			
CAD 3-D Fundamentals			
CAD 3-D Industrial Applications			
CAD 3-D Solids Modeling			
Rapid Prototyping			
AutoCAD Certified Professional (ACP) Exam			
Portfolio Development			
	<b>Sub Total Books</b>	<b>385.50</b>	
	Kit	196.44	
	Flash Drive	7.80	
	AutoCAD Professional Exam (ACP Exam)	80.00	
	<b>Total</b>	<b>669.74</b>	

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

Class	Book	Amount	ISBN #
Manual Drafting Fundamentals	AutoCAD 2022 Instructor Textbook	50.00	978-1-63057-420-8
Manual Drafting Projections and Views	Geometric Dimensioning and Tolerancing, 10 <sup>th</sup> Ed.	107.92	978-1-64564-643-3
Manual Drafting Applications	Your Digital Foundation, 2 <sup>nd</sup> Ed.	62.28	978-1-64061-256-3
Computer and Internet Fundamentals	Microsoft Word 2019 & 365 Level 1 (printed & eLab access)	64.65	978-1-64061-092-7
Word Processing Fundamentals	Microsoft Excel 2019 & 365 Level 1 (printed & eLab access)	64.65	978-1-64061-114-6
	AutoCAD Certified User Study Guide	36.00	978-1-63057-454-3
Computer Spreadsheet/Graphics Fundamental	Beginner's Guide to SolidWorks 2023 – Level 1	48.40	978-1-63057-547-2
CAD 2-D Fundamentals 1	Beginner's Guide to SolidWorks 2023 – Level 2	48.40	978-1-63057-558-8
CAD 2-D Fundamentals 2	Official Guide to Certified SolidWorks Associates Exam	44.20	978-1-63057-567-0
CAD 2-D Applications 1			
CAD 2-D Applications 2			
CAD 2-D Industrial Applications 1			
CAD 2-D Industrial Applications 2			
CAD 3-D Fundamentals			
CAD 3-D Industrial Applications			
CAD 3-D Solids Modeling			
AutoCAD Certified Professional (ACP) Exam			
SolidWorks Fundamentals			
SolidWorks 3-D Solids Modeling			
SolidWorks Assemblies			
SolidWorks Production Drawings			
SolidWorks Sheet Metal Design			
SolidWorks Industrial Applications			
Geometric Dimensioning and Tolerancing			
Rapid Prototyping			
Certified SolidWorks Associates (CSWA Exam)			
Portfolio Development			
	<b>Sub Total Books</b>	<b>526.50</b>	
	Kit	196.44	
	Flash Drive	7.80	
	AutoCAD Professional Exam (ACP Exam)	80.00	
	Certified SolidWorks Associates Exam (CSWA Exam)	99.00	
	<b>Total</b>	<b>909.74</b>	

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## Computer Applications/Graphics Programs Book Information

### Digital Communications (18 weeks/630 hours)

Class	Book	Cost	ISBN
Business English	Blue Book of Grammar and Punctuation	19.06	978-1-11878-556-0
Computer and Internet Fundamentals	Your Digital Foundation	65.94	978-1-64061-256-3
Content Management Systems	no book required	0	
Data Analytics	no book required	0	
Desktop Publishing 2	Photoshop CC 2021 Classroom in a Book	64.64	978-0-13-690473-1
Digital Marketing and Digital Asset Management	no book required	0	
E Commerce Fundamentals and SEO Basics	no book required	0	
Elements of Design for Web and Print	Non-Designer's Design Book, 4th Edition	32.96	978-0-13-396615-2
Presentation Graphics	Microsoft PowerPoint 2021 & 365: Comprehensive w/eLab & ebook	150.72	978-1-64061-444-4
Spreadsheets and Graphics Fundamentals	Microsoft Excel 2021 & 365: Comprehensive w/eLab & ebook	150.72	978-1-64064-402-4
Word Processing Fundamentals	Microsoft Word 2021 & 365: Comprehensive w/eLab & ebook	150.72	978-1-64061-423-9
<b>Total</b>		<b>634.76</b>	

### Visual Communications and Digital Marketing (34 weeks/1190 hours)

Class	Book	Cost	ISBN
Business English	Blue Book of Grammar and Punctuation	19.06	978-1-11878-556-0
Computer and Internet Fundamentals	Your Digital Foundation, 2nd Ed.	65.94	978-1-64061-256-3
Content Management Systems	no book required	-	
Data Analytics	no book required	-	
Desktop Publishing 1	InDesign 2021: Professional Portfolio	70.44	978-1-946396-56-3
Desktop Publishing 2	Photoshop CC 2021 Classroom in a Book	64.64	978-0-13-690473-1
Digital Marketing	no book required	-	
E-Commerce Fundamentals and SEO Basics	no book required	-	
Elements of Design for Web and Print	Non-Designer's Design Book, 4th Edition	32.96	978-0-13-396615-2
Graphics 1	Illustrator CC 2021 Classroom in a Book	70.44	978-0-13-680553-3
HTML/XHTML/CSS	Basics of Web Design: HTML5 & CSS, 5th Ed.	100.08	978-0-135-22548-6
Presentation Graphics	Microsoft PowerPoint 2021 & 365: Comprehensive w/eLab & ebook	150.72	978-1-64061-444-4
Print Production Concepts	From Design into Print	52.76	978-0-321-49220-3
Spreadsheets/Graphics 1	Microsoft Excel 2021 & 365: Comprehensive w/eLab & ebook	150.72	978-1-64064-402-4
Web Page Design 1	Dreamweaver CC 2021: Professional Portfolio	70.44	978-1-936201-93-8
Web/Digital Marketing Project Applications	no book required	-	
Word Processing Fundamentals	Microsoft Word 2021 & 365: Comprehensive w/eLab & ebook	150.72	978-164061-423-9
<b>Total</b>		<b>998.92</b>	

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## Computer Systems Repair Programs Book Information

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

Class	Book	Cost	ISBN
Command Line Interface (CLI)	CompTIA A+ Core 1 and Core 2 Exam Cram 1 <sup>st</sup> Ed.	49.99	9780137637546
Windows Fundamentals	Network+ Guide to Networks, 9 <sup>th</sup> ed.	132.47	9780357508138
Computer Repair 1			
Computer Repair 2			
Network Fundamentals 1			
Network Fundamentals 2			
Network Fundamentals 3			
A+ Exam Preparation 1			
A+ Exam Preparation 2			
<b>Sub Total Books</b>		<b>182.46</b>	
	TestOut Pro7	129.00	
	Tool Kit	30.00	
	Flash Drive	16.00	
	A+ Voucher (2 @ \$115.00)	230.00	
<b>Total</b>		<b>587.46</b>	

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

Class	Book	Cost	ISBN
Command Line Interface (CLI)	CompTIA A+ Core 1 and Core 2 Exam Cram 1 <sup>st</sup> Ed.	49.99	9780137637546
Windows Fundamentals	Network+ Guide to Networks, 9 <sup>th</sup> ed.	132.47	9780357508138
Computer Repair 1	CompTIA Network+ Exam Cram	44.99	9780137375769
Computer Repair 2	CompTIA Security+ Exam Cram	49.99	9780138225575
Network Fundamentals 1			
Network Fundamentals 2			
Network Fundamentals 3			
Network Fundamentals 4			
Network Fundamentals 5			
A+ Exam Preparation 1			
A+ Exam Preparation 2			
Network+ Exam Preparation			
Security+ Exam Preparation			
<b>Sub Total Books</b>		<b>277.44</b>	
	TestOut Pro 7	129.00	
	TestOut Security Pro 7	139.00	
	Tool Kit	30.00	
	Flash Drive	16.00	
	A+ Voucher (2 @ \$115.00)	230.00	
	Network+ Voucher	178.00	
	Security+ Voucher	262.00	
<b>Total</b>		<b>1,251.14</b>	

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

Class	Book	Cost	ISBN
Command Line Interface	CompTIA A+ Core 1 and Core 2 Exam Cram 1 <sup>st</sup> Ed.	49.99	9780137637546
Windows Fundamentals	Network+ Guide to Networks, 9 <sup>th</sup> ed.	132.47	9780357508138
Computer Repair 1	CompTIA Network+ Exam Cram	44.99	9780137375769
Computer Repair 2			
Network Fundamentals 1			
Network Fundamentals 2			
Network Fundamentals 3			
Network Fundamentals 4			
Network Fundamentals 5			
A+ Exam Preparation 1			
A+ Exam Preparation 2			
Network+ Exam Preparation			
	<b>Sub Total Books</b>	<b>227.45</b>	
	TestOut Pro 7	129.00	
	Tool Kit	30.00	
	Flash Drive	16.00	
	A+ Voucher (2 @ \$115.00)	230.00	
	Network+ Voucher	178.00	
	<b>Total</b>	<b>810.45</b>	

## Digital Multimedia Programs Book Information

### Digital Multimedia Technician (28 weeks/980 hours)

Class	Book	Cost	ISBN
Apple Computer Fundamentals	Classroom Copy	0.00	
Adobe Photoshop	Adobe Photoshop 2024: Classroom in a Book	44.17	9780138262525
Adobe Illustrator	Adobe Illustrator 2024: Classroom in a Book	44.17	9780138263829
Adobe After Effects	Adobe After Effects 2024: Classroom in a Book	56.56	9780138316488
Adobe Premiere Pro	Adobe Premiere Pro 2022	44.17	9780137625123
Adobe Audition	Adobe Audition CC Classroom in a Book	40.39	9780135228326
Zettl's Video Basics	Zettl's Video Basics 8	122.51	9781305950863
Portfolio Development			
	<b>Total</b>	<b>351.97</b>	

### Studio Production Technician (38 weeks/1330 hours)

Class	Book	Cost	ISBN #
Apple Computer Fundamentals	Classroom Copy	0.00	
Adobe Photoshop	Adobe Photoshop 2024: Classroom in a Book	44.17	9780138262525
Adobe Illustrator	Adobe Illustrator 2024: Classroom in a Book	44.17	9780138263829
Adobe After Effects	Adobe After Effects 2024: Classroom in a Book	56.56	9780138316488
Adobe Premier Pro	Adobe Premiere Pro 2022	44.17	9780137625123
Adobe Audition	Adobe Audition CC Classroom in a Book	40.39	9780135228326
Zettl's Video Basics	Zettl's Video Basics 8	122.51	9781305950863
Video Camera, Audio & Lighting			
Advanced Editing Skills			
Live TV Studio Production			
Post-Production Skills			
Portfolio Development			
<b>Total</b>	<b>Total</b>	<b>351.97</b>	

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## Medical Programs Book Information

### Back Office Medical Assistant (20 weeks/700 hours)

Class	Book	Cost	ISBN #
Anatomy & Physiology	MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL PROCEDURES Anatomy and Physiology, 8th Ed. - Textbook/Workbook/Connect Bundle	377.39	978-1-26-655852-8
Computer and Internet Fundamentals	Your Digital Foundation, Windows 11 Edition	66.00	978-1-26-509602-1
HIPAA/EMR Lab	part of A&P	0.00	978-1-64061-508-3
Keyboarding Basics	no charge	0.00	
Medical Assistant Skills 1	part of A&P	0.00	
Medical Assistant Skills 2 / CPR & SFA	First Aid/CPR BLS Provider Manual, Rev. 2020 American Heart Association BLS Provider Card Processing Fee	19.50 7.00	978-1-61669-768-6
MA Theory / Law & Ethics	part of A&P	0.00	
Medical Filing Fundamentals	part of A&P	0.00	
Medical Terminology	Medical Terminology for Health Professions	192.75	978-0-35751-369-9
Pharmacology 1	part of A&P	0.00	
Venipuncture and Skin Puncture	part of A&P	0.00	
Word Processing for Medical	Microsoft Word 2021 & 365: Level 1	33.00	978-1-64061-483-3
	<b>Sub Total</b>	695.64	
Scrubs	Voucher redeemable at On-Duty Uniforms scrubs and sweatshirt	151.00	
Materials		77.86	
	<b>Total</b>	924.50	

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

Class	Book	Cost	ISBN #
Anatomy & Physiology	Medical Assisting: Administrative and Clinical Procedures		978-1-26-655852-8
	Anatomy and Physiology, 8 <sup>th</sup> Ed.-Textbook/Workbook Bundle	377.39	978-1-26-509602-1
Business English	Grammar and Writing Skills for the Health Professional, 3 <sup>rd</sup> Ed.	157.29	978-1-305-94542-5
Computer and Internet Fundamentals	Your Digital Foundation, Windows 11	66.00	978-1-64061-508-3
Computer Spreadsheet / Graphics 1	Microsoft Excel 2021 & 265: Level 1 (printed text w/eLab access	33.00	978-1-64061-474-1
Computers in the Medical Office/EMR	Part of Anatomy & Physiology	0.00	
HIPAA/Electronic Medical Records Lab	Part of Anatomy & Physiology	0.00	
Health Care Communication Skills	Part of Anatomy & Physiology	0.00	
Keyboarding 1	no charge	0.00	
Medical Assistant Skills 1	Part of Anatomy & Physiology	0.00	
Medical Assistant Skills 2 / CPR & SFA	First Aid/CPR BLS Provider Manual, Rev. 2020	19.50	978-1-61669-768-6
	American Red Cross Card Processing Fee	7.00	
Medical Assistant Theory / Law & Ethics	Part of Anatomy & Physiology	0.00	
Medical Coding	Step-by-Step Medical Coding, 2023 Ed.	104.87	978-0-32387-412-0
Medical Insurance Billing	Understanding Health Insurance, A guide to billing & Reimbursement, 2023	253.50	978-0-35777-551-6
Medical Records Management	Part of Anatomy & Physiology	0.00	
Medical Terminology	Medical Terminology for Health Professionals	192.75	978-1-285-17442-6
Pharmacology 1	Part of Anatomy & Physiology	0.00	
Venipuncture & Skin Puncture Fundamentals.	Part of Anatomy & Physiology	0.00	
Word Processing 1	Microsoft Word 2021 & 265: Level 1 (printed text w/eLab access	33.00	978-1-64061-483-3
	<b>Sub Total Books</b>	<b>1,244.30</b>	
	Scrubs & Sweatshirt - Voucher redeemable at On-Duty Uniforms	151.00	
	Materials	77.86	
	<b>Total</b>	<b>1,473.16</b>	

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## Front Office Medical Assistant (22 weeks/770 hours)

Class	Book	Cost	ISBN #
Business English	Grammar and Writing Skills for the Health Professional, 3 <sup>rd</sup> Ed	157.29	978-1-305-94542-5
Business Math Intermediate, Intro	Part of Medical Office Assistant Theory/Law & Ethics	0.00	
Computer and Internet Fundamentals	Your Digital Foundation, Windows 11	66.00	978-1-64061-508-3
Computer Spreadsheet/Graphics 1	Microsoft Excel 2021 & 265: Level 1 (printed text w/eLab access)	33.00	978-1-64061-474-1
Computers in the Medical Office/EMR	Part of Medical Office Assistant Theory/Law & Ethics	0.00	
HIPAA/Electronic Medical Records Lab	Part of Medical Office Assistant Theory/Law & Ethics	0.00	978-1-25929-370-2
Health Care Communication Skills	Part of Medical Office Assistant Theory/Law & Ethics	0.00	
Keyboarding Basics	No charge	0.00	
Medical Coding	Step-by-Step Medical Coding, 2023 Edition	104.87	978-0-323-87412-0
Medical Insurance Billing	Understanding Health Insurance, A Guide to Billing & Reimbursement, 2023	253.50	978-0-357-77551-6
Medical Office Assistant Theory / Law & Ethics	Administrative and Clinical Procedures with Anatomy and Physiology, 7 <sup>th</sup> Ed. – Textbook/Workbook Bundle/Connect Access Bundle	377.39	978-1-26-509602-1
Medical Records Management	Part of Medical Office Assistant Theory/Law & Ethics	0.00	
Medical Terminology	Medical Terminology for Health Professionals	192.75	978-0-35751-369-3
Word Processing 1	Microsoft Word 2021 & 265:Level 1 (printed text w/eLab access)	33.00	978-1-64061-483-3
<b>Sub Total Books</b>		<b>1,217.80</b>	
Scrubs & Sweatshirt - Voucher redeemable at On-Duty Uniforms		151.00	
<b>Total</b>		<b>1,368.80</b>	

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## Pharmacy Technician (21 weeks/735 hours)

Class	Book	Cost	ISBN #
Calculations	Mosby's Pharmacy Technician	181.75	978-1-30578-703-2
	Workbook and Lab Manual for Mosby's Pharmacy Technician	54.39	978-0-323-73408-0
Computer Spreadsheet/Graphics 1	Microsoft Excel 2019 & 265: Level 1 (printed text w/eLab access	64.65	978-1-64061-114-6
Federal Law, Aseptic Techniques and Pharmacy Operations	Part of Calculations course charge	0.00	
Health Care Communication Skills	Part of Calculations course charge	0.00	
Keyboarding Fundamentals	no charge	0.00	
Pharmacy Technician Billing	Part of Calculations course charge	0.00	
Medical Filing Fundamentals	Class Copy – Medical Assisting: Administrative and Clinical Procedures	0.00	
Medication Review	Part of Calculations course charge	0.00	
Pharmacy Clinical Skills 1	Mosby's Pharmacy Technician Lab Manual, Rev. 1E – class copy	0.00	
	Virtual Pharmacy Externship for Technicians		
Pharmacy Clinical Skills 2	Pharm Mgmt. Software for Pharm Techs: A Work text, 2E (Class Copy)	0.00	
Pharmacy Medical Terms, Abbreviations, Symbols	No charge	0.00	
Pharmacy Technician Theory	Part of Calculations Course	0.00	
Word Processing 1	Microsoft Word 2019 & 265: Level 1 (printed text w/eLab access	64.65	978-1-64061-092-7
	<b>Sub Total Books</b>	<b>365.44</b>	
	Pharmacy Technician License Fee	195.00	
	PTCB National Certification Fee	129.00	
	Smock & Sweatshirt - Voucher redeemable at On-Duty Uniforms	65.00	
	<b>Total</b>	<b>671.01</b>	