

# **EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER**

## **SPRING 2019 EMT BASIC AND ADVANCED EMT APPLICATION PACKET**

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***NOTICE OF NON-DISCRIMINATION***

*Eastern Oklahoma County Technology Center does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs, or activities. For inquiries concerning this policy, contact Brent Casey or Pat Jordan, at Eastern Oklahoma County Technology Center, 4601 N. Choctaw Road, Choctaw, OK 73020. Tele: (405) 390-9591*

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# EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER BASIC EMT and ADVANCED EMT PROGRAMS

## SPRING 2019 APPLICATION PACKET

### SCHEDULE and COST INFORMATION

#### **Basic EMT v.7 (standalone):**

- This program includes Basic EMT curriculum
- Schedule: **Thursday, January 24, 2019 to Wednesday, May 15, 2019**
- No classes scheduled for March 21<sup>st</sup>. **Additional class required on Monday, February 11<sup>th</sup>**
- Tuesday/Wednesday/Thursday – 8:30 a.m.–4:30 p.m. for Basic EMT courses
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- Enrollment limit is 10
- 366 clock hours
- Not eligible for Federal Pell Grant (FAFSA), Student Loans, or OKPromise
- Estimated Total Program Costs: **\$2,826** (see following for more information)

***“School Charges” are for Tuition and some Fees that are paid directly to EOC Tech. Both Pre-Admission and Post-Admission Costs are to be paid directly to outside vendors/agencies and are the responsibility of the student.***

#### **Total School Charges (paid to EOC) - \$1,472:**

- Tuition - \$1,464
- EMT CPR Fee - \$8
- Tablets/laptops are permitted for use in the classroom by the students. It isn't a requirement for the students to purchase one.

#### **Estimated Pre-Admission, Out-of-Pocket Costs – \$494:**

- OSBI Background Check original form - \$19
- Group One Federal Background Check Printed Receipt - \$45
- Vaccinations - \$10-\$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40 - [SurScan.com](http://SurScan.com) – Enter client code: EOKC

#### **Estimated Post-Admission, Out-of-Pocket Costs - \$860**

- **EMT BASIC TEXTBOOK (Recommendation - \$324):**
  - “Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition”, No Workbook {ISBN 978-1284110524}
  - This ISBN is good only if package deal is purchased from <http://www2.jblearning.com>.
  - **With Discount Code = \$324; Without Discount Code = \$431**
  - Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program.
  - This package deal also includes the FISDAP fee! No need to purchase it separately.
  - Workbook is not required.
- **EMT UNIFORMS (\$372):**
  - EMT Clinical Polo Shirt - \$30
  - EMT Job Shirt - \$52
  - EMT Pants – navy blue (black not accepted) - \$60 (Top Tier Tactical)
  - Belt – plain black belt with plain silver buckle - \$30
  - Boots – solid black tactical-style boots with black laces (any brand) – \$60-\$200
  - *Detailed uniform information will be given during the orientation.*

- **EMT SUPPLIES (\$164):**
    - Stethoscope - \$110 -- Suggestion: Littman Classic II SE from [allheart.com](http://allheart.com) (free name engraving)
    - Trauma Shears - \$8
    - Pen Light - \$6
    - Wrist Watch - \$20
    - Clear Safety Glasses - \$3-\$20
    - Suggestion: Top Tier Tactical, [www.toptiertac.com](http://www.toptiertac.com); Nate Nugent, 2412 S. Douglas Blvd., MWC 73110 (10% discount if mention EOC Tech)
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### **ADVANCED EMT v.6 (standalone):**

- This program includes Advanced EMT curriculum
- Schedule: **Thursday, January 24, 2019 to Wednesday, May 1, 2019**
- No classes scheduled for March 21<sup>st</sup>
- Tuesday/Wednesday/Thursday – 8:30 a.m.– 4:30 p.m. for Advanced EMT courses
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- Enrollment limit is 10
- Basic EMT License required
- 409 clock hours
- Not eligible for Federal Pell Grant (FAFSA), Student Loans, or OKPromise
- Estimated Total Program Costs: **\$3,046** (see following for more information)

***“School Charges” are for Tuition and some Fees that are paid directly to EOC Tech. Both Pre-Admission and Post-Admission Costs are to be paid directly to outside vendors/agencies and are the responsibility of the student.***

#### **Total School Charges (paid to EOC Tech) - \$1,636:**

- Tuition - \$1,636
- Tablets/laptops are permitted for use in the classroom by the students. It isn't a requirement for the students to purchase one.

#### **Estimated Pre-Admission, Out-of-Pocket Costs – \$494:**

- OSBI Background Check original form - \$19
- Group One Federal Background Check Printed Receipt - \$45
- Vaccinations - \$10-\$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40 - [SurScan.com](http://SurScan.com) – Enter client code: EOKC

#### **Estimated Post-Admission, Out-of-Pocket Costs - \$916:**

- **ADVANCED EMT TEXTBOOK (Recommendation):**
  - “Navigate 2 Premier Access for Advanced Emergency Care and Transportation of the Sick and Injured, Third Edition”, No Workbook {ISBN 9781284123012}
  - This ISBN is good only if package deal is purchased from <http://www2.jblearning.com>.
  - **With Discount Code = \$348; Without Discount Code = \$464**
  - Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program.
  - This package deal also includes the FSDAP fee for Advanced EMT.
- **ADVANCED EMT FEES:**
  - Clinical Hub Fee - \$32 – [www.myclinicaexchange.com](http://www.myclinicaexchange.com)

- **ADVANCED EMT UNIFORMS:**
    - AEMT Clinical Polo Shirt - \$30
    - AEMT Job Shirt - \$52
    - EMT Pants – navy blue (black not accepted) - \$60 (Top Tier Tactical)
    - Belt – plain black belt with plain silver buckle - \$30
    - Boots – solid black tactical-style boots with black laces (any brand) – \$60-\$200
    - *Detailed uniform information will be given during the orientation.*
  
  - **ADVANCED EMT SUPPLIES:**
    - Stethoscope - \$110
    - Trauma Shears - \$8
    - Pen Light - \$6
    - Wrist Watch - \$20
    - Clear Safety Glasses - \$3-\$20
    - Suggestion: Top Tier Tactical [www.toptiertac.com](http://www.toptiertac.com); Nate Nugent, 2412 S. Douglas Blvd., MWC 73110 (10% discount if mention EOC Tech)
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## **ADDITIONAL INFORMATION FOR ALL FIRE ACADEMY PROGRAMS**

**Housing and Transportation** - EOC Tech does not offer any on-campus housing. Living arrangements are the responsibility of the applicant. Transportation costs can be estimated by determining the daily, round-trip mileage between your home and EOC Tech, multiplying the daily mileage by 5, multiplying the weekly mileage by 24, and multiplying the program mileage by \$.53/mile, which is the IRS reimbursement rate for 2017. Example: 15 miles daily round-trip (15 x 5 = 75 miles per week; 75 x 24 = 1,800 miles per program; 1,800 x \$.53/mile = \$972.00. The IRS reimbursement rate includes the total cost to operate a vehicle including gas, insurance, and maintenance, and is subject to change.

**For Students Who Purchase Textbooks from Other Sources** – Students may acquire the textbooks from other than the package deal list above. However, it is not recommended because the overall cost will be more in most cases. It is the student's responsibility to acquire the exact textbook using the ISBN numbers, and to purchase their own access codes.

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## APPLICATION PROCESS FOR BASIC EMT AND ADVANCED EMT PROGRAMS

**STEP 1:** Application Packet Requirements are turned in and reviewed in Public Services by Dana Robertson, EMT/Fire Secretary, at (405) 390-5315. You may submit your packet for review before this date. The deadline for turning in all of your required EMTB/AEMT paperwork is **Friday, December 7, 2018**.

**STEP 2:** Orientation will be held on **Monday, December 17, 2018**.

- Students should be in Public Services by 9:00 a.m.
- Orientation is designed to inform students of all requirements and expectations of the programs, and to allow for any questions to be answered before students begin the program enrollment and payment process.
- Students will complete the Program Enrollment Application and any other documents before being dismissed for the day. The school charges will be applied to the student's account.

**STEP 3:** Payment arrangements other than paying the full amount of School Charges must be approved in advance by the Financial Aid Coordinator. Otherwise, full payment of School Charges is due **no later than Friday, January 18, 2019**.

Students who want the EOC Student Payment Plan must have a signed contract on file with the Bursar. The first payment of 50% is due **no later than Friday, January 18, 2019**. See the ***EOC Payment Plan*** section of this packet for more information.

Students who want VA Education Benefits, Tribal Assistance, or any other funding source to pay all or part of their School Charges must have all required paperwork approved by the Financial Aid Coordinator. **It is strongly recommended that you begin the financial aid paperwork process as soon as you receive this application packet.** See the ***Financial Aid Information*** section of the packet for more information.

**STEP 4:** Payments must be paid to Kelly Myrick, Bursar, located across from Student Services in the Main Building **no later than Friday, January 18, 2019**.

**STEP 5:** Uniforms will be ordered at Orientation in order to have them by the first day of class. Textbooks should be ordered as soon as the student receives the link/links by email in order to complete assignments due on the first day of class.

**STEP 6:** **Thursday, January 24, 2019** – Programs begin at 8:30 a.m. BE EARLY!

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## APPLICATION PACKET CHECKLIST FOR BASIC AND ADVANCED EMT PROGRAMS

All of the following documents must be completed and reviewed by Dana Robertson, EMT/Fire Secretary, in Public Services **no later than Friday, December 7, 2018**. You may submit your packet for review before this date. If your packet is missing ANY of the required paperwork when it is turned in, you will not be considered in this admission process. Please follow all instructions carefully.

- \_\_\_ Packet Application Form – complete and submit this form to Dana Robertson as soon as possible
  - \_\_\_ Academic Eligibility Documentation:
    - Copy of your high school diploma, high school transcript, or GED;
  - And one of the following:
    - ACT (Math score of 16 or higher and a Reading score of 19 or higher)
    - College Transcript
    - ACCUPLACER test – Reading score of 11<sup>th</sup> grade or higher, a combined Math score of 9<sup>th</sup> grade or higher, and a Language score 9<sup>th</sup> grade or higher (on file at EOC Tech.)
  - \_\_\_ Group One Federal Background Check
    - Printed Receipt from online payment
  - \_\_\_ Oklahoma State Bureau of Investigation (OSBI) Background Check
    - Criminal History Record Information Request original form
  - \_\_\_ Copy of National Registry for EMT Basic (NREMTB) certification – for Advanced EMT only.
  - \_\_\_ SurScan Random Drug Testing Fee Receipt
  - \_\_\_ Substance Abuse Policy Statement
  - \_\_\_ Copies (No Originals) of Required Vaccination Records
  - \_\_\_ Hepatitis B Vaccination Declination Form
  - \_\_\_ Payment arrangements other than paying the full amount of School Charges must be approved in advance by the Financial Aid Coordinator. Otherwise, full payment of School Charges is due **no later than Friday, January 18, 2019**. See the ***EOC Payment Plan*** and ***Financial Aid Information*** sections in this packet for more information.
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## ACADEMIC ELIGIBILITY

The following is a description of the accepted documentation for academic eligibility for all EMT programs:

1. A copy of your high school diploma, high school transcript, or GED; and one of the following: ACT, College Transcript or an ACCUPLACER assessment test.
2. The **ACCUPLACER** assessment test is a measuring instrument for academic eligibility along with a high school credential.
  - **You must achieve a score of 11<sup>th</sup> grade or higher on the Reading assessment, 9<sup>th</sup> grade or higher on the Math assessment, and 9<sup>th</sup> grade or higher on the Language assessment.**
  - There is no charge for this test. Please call Dana Robertson, EMT/Fire Secretary, in the Public Services building at (405) 390-5315, and schedule to take the ACCUPLACER assessment test as soon as possible.
  - There are a limited number of testers allowed in each testing session.
  - Choose from one of the following dates to take the ACCUPLACER assessment test at EOC Tech:
    - Wed., Oct 17, 2018
    - Fri., Oct 26, 2018 (am only)
    - Mon., Oct 29, 2018
    - Thurs., Nov 1, 2018
    - Fri., Nov 9, 2018
    - Tues., Nov 13, 2018
    - Thurs., Nov 15, 2018
    - Mon., Nov 26, 2018
    - Tues., Nov 27, 2018
  - Test times are 8:30 a.m. or 12:15 p.m. on the dates listed above. Report to the Academic Center located in the Main Building on the date and time you were scheduled.
  - The AM Test arrival time is 8:15 a.m. and the PM Test arrival time is 12:00 p.m. **DON'T BE LATE. If you are late for the ACCUPLACER test, your test time and date will be re-scheduled. No exceptions.**
  - Please call Dana Robertson, EMT/Fire Secretary, at (405) 390-5315 if you are not going to be able to attend on your scheduled date and time.
  - If you miss your EOC Tech test date, the ACCUPLACER may also be taken at another technology center or community college, but there is usually a charge.
  - Your ACCUPLACER test results will be kept on file at EOC Tech and added to your packet.
  - You may submit a copy of your ACCUPLACER test results taken at another school if taken within the year before the Fire Academy class start date (sent directly to EOC Tech).

## GROUP ONE FEDERAL BACKGROUND CHECK

Go to the following link and follow the instructions: [https://gp1.acciodata.com/cgi-bin/pub/unsolicited\\_portal?guid=yUYGgc4VK8g13Aj6MTKBv5f2F6nfxo8H](https://gp1.acciodata.com/cgi-bin/pub/unsolicited_portal?guid=yUYGgc4VK8g13Aj6MTKBv5f2F6nfxo8H)

Continue through the prompts until request is complete. You will pay by credit card online. **Print your receipt and turn it in with your packet!!!!** You **MUST** include a copy of your receipt in your packet!!!! You will NOT receive the results of this background check. They will be sent directly to EOC Technology Center.

If you have not completed this process by the packet deadline, your packet will be **considered incomplete and you will be removed from the admission process.** If this background check reflects a felony, you will no longer be considered in this admission process.

## OKLAHOMA STATE BUREAU OF INVESTIGATION (OSBI) BACKGROUND CHECK

Go to <http://www.ok.gov/osbi/documents/RecordCheckForm.pdf> and complete the form online and print it. Either mail or fax it to the OSBI for processing following the instructions on the form.

**ALL THREE BOXES** must be checked (Name Based search, Mary Rippy Violent Offender, and Sex Offender). If done correctly, this background check will cost \$19.00.

Enclose the **original** form in your packet. If the form is not the original, the paperwork in your packet will be considered incomplete and you will **NOT** be considered in this admission process.

If this background check reflects a felony, you will no longer be considered in this admission process.

## NATIONAL REGISTRY FOR EMT BASIC LICENSE

If you are a certified EMT Basic and provide us a copy of your certification, you will be eligible to enroll in Advanced EMT and be eligible to begin clinicals at the designated time.

- Please include a **COPY** of your National Registry for EMT Basic certification as part of your admission packet. **DO NOT SEND ORIGINALS!!!**

## SURSCAN RANDOM DRUG TESTING FEE

This is a CUSTOM website that has been created for [EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER](#) for prepayment of your drug screen testing. **The fee is \$40.00.** This step has to be completed before the first day of class so that you will be in their system as PAID. Go to [SurScan.com](http://SurScan.com) – Enter client code: EOKC

Follow the directions carefully. You must only input the STUDENT'S information in the Billing Information. It must be the student's NAME, CURRENT ADDRESS, PHONE # AND EMAIL ADDRESS even if someone else's credit card is being used to pay. The student's information is how the drug testing will be tracked. Program Selection is [EMS](#).

## VACCINATION RECORDS

**COPIES (NO ORIGINALS!)** of all required vaccination records must be included in packet to be returned to EOC Tech. We are not responsible for any original vaccination records you include in this packet.

- If any required vaccination record is not included, the paperwork in your packet **will be considered incomplete and you will be removed from the admission process.**

### Required Vaccinations:

- **TWO (2) TB tests** within one year of the EMT Class start date and not to expire during the course. If you test positive for TB, you must have a chest X-Ray and you must bring a letter from your county health department clearing you for public contact.
- **MMR vaccine or Titer** (2 vaccines if administered under age 18; only 1 vaccine or Titer if over age 18)
- **Flu shot** – must be current year vaccine (spring enrollment must provide documentation of having had the current fall/winter season flu vaccine; fall enrollment will be required to receive and provide documentation once current season flu vaccine become available in the fall.)
- Must have the **Varicella Vaccine** or **Varicella Titer**. (1 vaccine if administered under age 18; or 1 Titer if over age 18). A history alone of Varicella (Chicken Pox) is **NOT** acceptable.
- Must have **Tetanus booster** within the last 5 years.
- Must provide a record of **THREE (3) Hepatitis B shot series OR Titer OR sign a Hepatitis B Waiver. NOTE: Sign the following waiver ONLY if you are unable to provide proof of having Hepatitis B Vaccinations or a Titer.**

Contact Dana Robertson, EMT/Fire Secretary, in Public Services at (405) 390-5315, if you have any questions about the vaccination requirements listed above.

## EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER HEPATITIS VACCINATION DECLINATION FORM

**Sign this waiver only if you have not completed the three shot series or do not desire to take the Hepatitis B vaccine.**

The Hepatitis B Virus (HBV) is a serious and dangerous disease and may be contracted through the contact of blood, blood products, and other potentially infectious material.

EOCTC strongly encourages me to take the three shot series or the titer for the Hepatitis B virus. However, I **DECLINE** to be vaccinated at this time. I understand that by declining to be vaccinated I am at risk of acquiring the Hepatitis B virus.

EOCTC strongly suggests that if I going to have occupational exposure to blood, blood products, and other potentially infectious material in the future, that I should consider being vaccinated with the Hepatitis B vaccine.

Student Name (Print) \_\_\_\_\_

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

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

## **EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER SUBSTANCE ABUSE POLICY**

***READ THE SUBSTANCE ABUSE POLICY ON THE NEXT TWO PAGES. SIGN & DATE IT. TURN IT IN WITH YOUR ADMISSION PACKET.***

All **FAC/EMT** students will have at least **one (1) “no-notice” drug screen** conducted during the class. Any student absent for drug screen will have twenty-four (24) hours to appear and submit for testing. Any deviation from this policy must be approved by the Public Services Coordinator and Director of Business and Industry Services. Any evidence of illegal or illicit drug use will result in immediate dismissal from the program. Please see Drug Policy (below) for further information.

### **SUBSTANCE ABUSE POLICY**

The safety of participants in the **FAC/EMT** programs is of paramount concern to Eastern Oklahoma County Technology Center (EOCTC). Students who use drugs or alcohol pose serious safety risks to patients, as well as other students and employees of EOCTC and the clinical facilities at which the students engage in clinical practice rotations. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual’s ability to perform beyond the time period of immediate consumption or use.

Due to the devastating impact that the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, and employees of Eastern Oklahoma County Technology Center (EOCTC) and various clinical facilities at which **FAC/EMT** students may perform clinical practice rotations, EOCTC will not tolerate students who use, possess, distribute, purchase, sell or are under the influence of alcohol and/or illegal chemical substances.

All students will be tested for drugs and alcohol, at the school’s expense, prior to their participation in clinical rotations. Additionally, students may be tested for drugs and alcohol, at the school’s expense, at any time on a random selection basis while enrolled in the **FAC/EMT** program. Finally, reasonable suspicion testing will be performed as needed, in the judgment of the Public Services Coordinator, at the student’s expense. All drug and alcohol testing will be conducted in compliance with applicable law.

Testing positive for the presence of drugs and/or alcohol, or refusing or failing to participate in, or cooperate with any part of the testing process is a direct violation of EOCTC policy. This violation is taken very seriously.

**Any student who tests positive for the presence of drugs and/or alcohol, or refuses or fails to participate in, or cooperate with any part of the testing process will be immediately dismissed from the FAC/EMT Program with no refund of any monies paid.**

All **FAC/EMT** students must present themselves for drug testing upon receiving notification from the staff of EOCTC. Any student who tests positive for drugs and/or alcohol may ask for a review by scheduling a one-on-one appointment with the Public Services Coordinator.

On a case-by-case basis, after conferring with the Medical Review Officer (MRO) of the Drug Testing Company and the **FAC/EMT** student, the Public Services Coordinator may allow the **FAC/EMT** student to take another drug test at the student’s expense.

**DEFINITIONS:**

**Alcohol** means ethyl alcohol or ethanol.

**Drug or alcohol test** means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substance or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair.

**Drug or illegal chemical substance** means any substance, which an individual may not sell, possess, use, distribute, or purchase under either Federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By the way of example only, the drugs which can be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

**Positive, when referring to an alcohol or drug test**, means a toxicological test result which is considered to indicate the presence of alcohol or an illegal chemical substance or the metabolites thereof, using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol/drug test.

**Random Selection Basis** means a mechanism for selecting students for alcohol and drug testing that:

- Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected; and
- Does not give EOCTC the discretion to waive any student selected under the mechanism.

**Reasonable Suspicion** means a belief that a student is using or has used alcohol or drugs, drawn from a specific objective and articulate facts, and reasonable inferences are drawn from those facts in light of experience, and may be based upon, among other things:

- Observable phenomena, such as the physical symptoms or manifestations of being under the influence of alcohol or a drug; or the direct observation of alcohol or drug use;
- A report of drug or alcohol use, provided by reliable and credible sources, and which has been independently corroborated; or
- Evidence that a student has tampered with an alcohol or drug test; or
- Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on EOCTC's premises participating in or representing any EOCTC program.

By signing below, I certify that I have read and understand the **FAC/EMT** program Substance Abuse Policy.

Student Name (Print) \_\_\_\_\_

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

## PAYMENT INFORMATION

Full payment of School Charges is due **no later than Friday, January 18, 2019**, unless you make other payment arrangements in advance with Janie Prior, Financial Aid Coordinator including a payment plan.

Payment arrangements include the EOC Student Payment Plan. Students must have a completed payment plan application and a signed contract on file with the Bursar in the Business Office and the first payment of 50% is due **no later than Friday, January 18, 2019**. See the **EOC Payment Plan** section of this packet for more information.

Students who want VA Education Benefits, tribal assistance, or any other funding source to pay their School Charges, must have all required paperwork finalized with the Financial Aid Coordinator. This paperwork requires time to be processed so do not wait until you know you've been selected to start applying for VA, tribal assistance, etc. **These programs are not eligible for the Federal Pell Grant (FAFSA), any loans, or OKPromise.** See the **Financial Aid Information** section of this packet for more information.

Students paying in full or making the first payment on the EOC Payment plan may pay by cash, check or credit card by doing any of the following:

- **In Person:** Go to the Bursar's window across from Student Services
- **By Mail:** Send check or money order made payable to "EOC TECH" to:  
EOC Tech  
Attn: Kelly Myrick, Bursar  
4601 N. Choctaw Rd.  
Choctaw, OK, 73020
- **By Phone:** Call Kelly Myrick, Bursar, at (405) 390-6641 to pay by credit card

**IMPORTANT CREDIT CARD PAYMENT INFORMATION:** Students who plan to use a credit card should contact the bank or credit card company before contacting the Bursar to make sure that any daily credit card transaction limits are high enough to allow for your credit card payment to be processed. Otherwise, your credit card payment will be denied.

**FINANCIAL AID STUDENTS:** See the *Financial Aid Information* section of this packet for more information about the VA Education Benefits and Tribal Assistance.

**EOC PAYMENT PLAN:** Students must complete an application online, and then meet with the Financial Aid Coordinator to review and sign the EOC Student Payment Plan Contract. See the *EOC Payment Plan* section of this packet for more information about applying for the EOC Payment Plan.

## EOC PAYMENT PLAN

This payment plan is available to assist students and parents by spreading the School Charges over 3 payments. The steps to apply are as follows:

1. Students should contact Janie Prior, Financial Aid Coordinator, in Student Services, to request the EOC Payment Plan. The Financial Aid Coordinator will set up the contract, which will be available for the student to review before signing.
2. If approved, the following is an **example** of the EOC Payment Plan Contract schedule for the EMT Basic program with **\$1,472** in **school charges**:
  - a. \$736 (50%) would be due by January 14, 2019
  - b. \$368 (25%) would be due by February 11, 2019
  - c. \$368 (25%) would be due by March 11, 2019
3. You will need to make your first payment **no later than Friday, January 18, 2019**. Payments are received by the Bursar, Kelly Myrick, who is located across from Student Services in the Main Building.

4. The Bursar will keep the original contract and a copy of it will be given to the student. The student is responsible for making the payments by the deadlines given in the Contract. As a courtesy, the student will also be invoiced approximately one week before the 2<sup>nd</sup> and 3<sup>rd</sup> payments are due.
5. If circumstances occur which may cause you to be unable to comply with the terms of the EOC Payment Plan Contract, you may appeal **before breaking the terms of the contract**. Failure to pay your account balance by the due date according to the EOC Payment Contract will result in disciplinary action and may result in immediate withdrawal from your program. No certificates or transcripts will be issued as long as there is an outstanding obligation.

For more about financial aid or setting up a payment plan, please contact Janie Prior, Financial Aid Coordinator, at (405) 390-5344, or at [jprior@eoctech.edu](mailto:jprior@eoctech.edu). Please leave a message if you call and get voicemail.

For more information about making payments on your account balance, please contact Kelly Myrick, Bursar, at (405) 390-6641, or at [kmyrick@eoctech.edu](mailto:kmyrick@eoctech.edu).

## **FINANCIAL AID INFORMATION**

If your financial aid eligibility hasn't been finalized with the Financial Aid Coordinator by **the January 18, 2019 payment deadline**, you will have to complete and sign an EOC Payment Plan and pay 50% of the School Charges in order to be enrolled in the EMT program. You will be required to continue paying according to the payment plan until your financial aid paperwork has been completed by the Financial Aid Coordinator.

**THESE PROGRAMS ARE NOT ELIGIBLE FOR THE FEDERAL PELL GRANT (FAFSA) OR STUDENT LOANS. THERE ARE NO LOANS OF ANY KIND THAT A STUDENT CAN APPLY FOR THAT WILL PAY FOR ANY PROGRAM OFFERED AT EOC TECH.** EOC Tech does not participate in the federal loan programs, direct loans or alternative loans. You cannot go to any lender and receive a "direct loan" through them for any program taken at EOC Tech because that is still considered a federal student loan.

**EFFECTIVE JULY 1, 2017, THESE PROGRAMS ARE NOT ELIGIBLE FOR OKPROMISE.**

You will have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.

For more information, please email [jprior@eoctech.edu](mailto:jprior@eoctech.edu), or call Janie Prior, Financial Aid Coordinator, at (405) 390-5344. Please leave a message if you call and get voicemail.

### **Montgomery GI Bill® (Chapter 30/35), Ch. 1607 or Ch. 1606**

1. If you have never used your Montgomery GI Bill® benefits, you will need to go to [www.ebenefits.va.gov](http://www.ebenefits.va.gov) and complete the online application at <https://www.vets.gov/education/apply/>. VA and DoD will determine your eligibility for VA Education Benefits. Completing paperwork online with the VA is strongly recommended.
2. You will receive a letter from the VA known as the **Certificate of Eligibility**. It will verify the benefits you are eligible for, how many months of benefits you have, and when they will expire.
3. If you have used your benefits previously, then you need to complete the **Request for Change of Place of Training or Program** online at <http://www.vba.va.gov/pubs/forms/VBA-22-1995ARE.pdf> and give a copy of it to the Financial Aid Coordinator.
4. In lieu of the **Certificate of Eligibility** letter, you may print off your benefit information letters by go to <https://www.vets.gov/download-va-letters/>. If you have set up an account at [www.E-Benefits.va.gov](http://www.E-Benefits.va.gov), you may access eligibility information there also.
5. Provide official copies of all **college transcripts**.

6. Provide a copy of your **Joint Services Transcript (JST)**. Request a **JST** at <https://jst.doded.mil/official.html>. The only exception is if you were in the Air Force. Go to <http://www.au.af.mil/au/ccaf/transcripts.asp> to request a CCAF.
7. Payments from the VA will be sent directly to you. The Financial Aid Office receives a notice of these payments. Thus, you must request and sign a payment plan in order to spread payments over 4 months. Otherwise, you must pay the school charges no later than the payment deadline of **January 18, 2019**.
8. Contact the Financial Aid Coordinator to set up a payment plan contract for the school charges. A **VA Student Payment Contract** will be prepared for you to review and sign.
9. The following is an **example** of the **VA Student Payment Plan Contract** for the EMT Basic program with **\$1,472** in **School Charges**:
  - a) \$368 (25%) due by February 15, 2019
  - b) \$368 (25%) due by March 15, 2019
  - c) \$368 (25%) due by April 15, 2019
  - d) \$368 (25%) due by May 15, 2019
10. Failure to pay your account balance according to the **VA Student Payment Plan** will result in the student not being allowed to return to class until the account has been paid according to the payment plan, and may result in the student being withdrawn from the program. No certificates or transcripts will be issued as long as there is an outstanding obligation.
11. The student will have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.
12. **To maintain eligibility for VA benefits, the student will be expected to maintain at least a 73%/2.0 GPA, be on target with scheduled curriculum completion, and be within the attendance policy.**
13. If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal.
14. You will be held responsible for any account balance remaining on your EOC account, and beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal.
15. You will not be able to enroll in future programs or classes at EOC Tech until the obligation is taken care of. No certificates or transcripts will be issued as long as there is an outstanding obligation.

#### **Post 9/11 GI Bill® (Ch. 33/TOE)**

1. If you have never used your Montgomery GI Bill® benefits, you will need to go to [www.ebenefits.va.gov](http://www.ebenefits.va.gov) and complete the online application at <https://www.vets.gov/education/apply/>. VA and DoD will determine your eligibility for VA Education Benefits. Completing paperwork online with the VA is strongly recommended.
2. You will receive a letter from the VA known as the **Certificate of Eligibility**. It will verify the benefits you are eligible for, how many months of benefits you have, when they will expire and your eligibility percentage.
3. If you have used your benefits previously, then you need to complete the **Request for Change of Place of Training or Program** online at <http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf>. Please give a copy of this form to the Financial Aid Coordinator.
4. In lieu of the **Certificate of Eligibility** letter, you may print off your benefit information letters by go to <https://www.vets.gov/download-va-letters/>. If you have set up an account at [www.E-Benefits.va.gov](http://www.E-Benefits.va.gov), you may access eligibility information there also.
5. Provide official copies of all **college transcripts**.



6. Provide a copy of your **Joint Services Transcript (JST)**. Request a **JST** at <https://jst.doded.mil/official.html>. The only exception is if you were in the Air Force. Go to <http://www.au.af.mil/au/ccaf/transcripts.asp> to request a CCAF.
7. Payments from the VA for **School Charges** will be paid directly to EOC Tech if you have earned **100% eligibility percentage**. Otherwise, you will have to **self-pay the unearned percentage**. For example, if you have an eligibility percentage of 70%, you will have to self-pay the remaining 30% of **School Charges**. Your book stipend and your Basic Allowance for Housing (BAH) will be paid directly to you.
8. **School Charges** covered by VA will be deferred as a courtesy to you based on your verified Eligibility Percentage. If your Eligibility Percentage is less than 100%, the amount of **School Charges** not covered by VA must be paid by **Friday, January 18, 2019**.
9. You may request a **VA Student Payment Plan** if you are not at 100% eligibility. The payment plan contract must be signed and on file with the Financial Aid Coordinator and Bursar. Please see the **EOC Payment Plan** section above for more information.
10. The following is an **example** of the **VA Student Payment Plan Contract** for the EMT Basic program with **\$1,472** in **School Charges**:
  - a) \$368 (25%) due by February 15, 2019
  - b) \$368 (25%) due by March 15, 2019
  - c) \$368 (25%) due by April 15, 2019
  - d) \$368 (25%) due by May 15, 2019
11. Failure to pay your account balance according to the **VA Student Payment Plan** will result in the student not being allowed to return to class until the account has been paid according to the payment plan, and may result in the student being withdrawn from the program. No certificates or transcripts will be issued as long as there is an outstanding obligation.
12. You will have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.
13. **To maintain eligibility for VA benefits, the student will be expected to maintain at least a 73%/2.0 GPA, be on target with scheduled curriculum completion, and be within the attendance policy.**
14. If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal.
15. You will be held responsible for any account balance remaining on your EOC account, and beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal.
16. You will not be able to enroll in future programs or classes at EOC Tech until the obligation is taken care of. No certificates or transcripts will be issued as long as there is an outstanding obligation.

### **Tribal Assistance**

1. Students should contact their own respective tribal organization to apply for benefits. There is usually an application packet which includes a **tribal financial aid form** that has to be completed by the Financial Aid Coordinator and sent to them directly.
2. Complete the top section of that form, sign and date it and bring it to the Financial Aid Office located in Student Services in the Main Building.
3. You must provide an Award Letter from your tribal organization stating that they will cover your tuition, fees and books for the school charges to the Financial Aid Coordinator no later than the payment deadline on **Friday, January 18, 2019**. Otherwise, you may have to sign a payment plan contract and pay 50% of school charges by the payment deadline in order to begin on the first day of class.

4. You may have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet. You need to ask how your tribal organization handles reimbursement for out-of-pocket costs that do not go through the school.

## **EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER WITHDRAWAL POLICY**

*NOTE: Students who received the VA benefits should contact the Financial Aid Coordinator before withdrawing from EOC Tech to discuss the ramifications of an early withdrawal from the program.*

### **CANCELLATION OF ENROLLMENT**

**Cancellation** of enrollment occurs when a student officially withdraws **on or before the Pre-Academy Orientation date** of the current term. Students must submit a completed Official Withdrawal Form to a Student Services Advisor on or before Day 1 of Instruction. Students who officially withdraw on or before the Pre-Academy Orientation date will receive a full (100%) refund of tuition paid. Tuition charges will be voided from the student's account.

### **OFFICIAL WITHDRAWAL**

An **Official Withdrawal** is defined as the action taken by a student who submits a completed Official Withdrawal Form to Student Services **on or after Day 2 of Instruction** of the school year. The date the completed form is submitted will be the date used in the calculation of any possible refund according to the "REFUND POLICY" (see below). The date of an official notice of withdrawal does not occur on weekends or holidays.

To officially withdraw, the student should inform the instructor and a Student Services Advisor. An **Official Withdrawal Form** will be available for the student to complete in order to begin the withdrawal process. An Information Update Form will be completed by the instructor to record effective date of withdrawal, reason for withdrawal and establish if there are any outstanding obligations.

### **UNOFFICIAL WITHDRAWAL**

An **Unofficial Withdrawal** is defined when a student fails to attend, ceases to attend, or is dismissed from EOC Tech. If a student just stops attending without notifying the school, the absences may be counted against the student which may result in suspension. There are no refunds for Unofficial Withdrawals.

If a student fails to attend, ceases to attend, or is dismissed from EOC Tech, the student may be suspended for the remainder of the school year, or one semester, whichever is greater. Examples of when a student may be dismissed include, but are not limited to, not maintaining satisfactory academic progress, attendance policy violation, failing a drug test, cheating or any violation of the Student Behavior Code. Students should refer to the Secondary Student Behavior Code and the Adult Student Behavior Code sections located in this Handbook for a detailed list.

### **APPEAL PROCESS**

In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written appeal to the Director of Student Services. The form may be requested from Student Services in the Main building. Appeal requests will be handled on a case-by-case basis to determine if the situation warrants an exception to the Withdrawal Date and Refund Policy.

## **EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER REFUND POLICY**

*NOTE: Students should contact Janie Prior, Financial Aid Coordinator, before withdrawing from EOC Tech to discuss the financial ramifications of an early withdrawal from the program.*

### **EMT STANDALONE TUITION REFUND POLICY (EMT Programs Only)**

The official withdrawal date, in which the student submits the completed Official Withdrawal Form to Student Services, will be the date used to calculate a **Tuition** refund according to the following Refund Policy:

- Students, who officially withdraw on or before December 17, 2018, will be eligible for school charges to be cancelled on their account and will be eligible for a full refund.
- Students, who officially withdraw after December 17, 2018 and before Day 2 of Instruction will receive a full refund of Tuition only. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw on Day 2 through Day 4 (2 weeks) of instruction, will owe 25% of Tuition charged; any amount paid for Tuition above 25% will be refunded to the student. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw after Day 4 through Day 8 (4 weeks) of instruction, will owe 50% of Tuition charged; any amount paid for Tuition above 50% will be refunded to the student. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw after Day 8 through Day 12 (6 weeks) of instruction, will owe 75% of Tuition charged; any amount paid for Tuition above 75% will be refunded to the student. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw on or after Day 13 of instruction, will owe 100% of Tuition charged and no refund of Tuition will be processed. There will be no refunds for fees charged to student's account.

**The date of an official notice of withdrawal does not include weekends or holidays.**

Students who received VA Education Benefits or other financial assistance, should contact the Financial Aid Coordinator before withdrawing from EOC Tech.

If a veteran withdraws before successfully completing the career major, the outstanding tuition charge will be the responsibility of the veteran. **Beneficiaries could be in debt to the VA for funds returned by the school due to withdrawal or early dismissal.**

#### **OUTSTANDING OBLIGATIONS**

Students will be held responsible for any remaining amount of unpaid charges on their account. The Bursar will send an invoice to the student showing the outstanding obligation and a HOLD will be placed on the student's enrollment record until that amount has been paid.

Students will not be eligible to receive any completions certificates or transcripts from EOC Tech until outstanding obligations have been paid. Students will not be allowed to enroll at EOC Tech until outstanding obligations have been paid.

#### **APPEAL FOR OFFICIAL WITHDRAWAL DATE**

In extraordinary circumstances, e.g. hospitalization for an accident or illness, etc., a student may submit a written request to the appropriate Director to request an adjustment to the Withdrawal Date and Refund Policy. These requests will be handled on a case-by-case basis.

**I'm active military and/or a reservist. What is the policy if I'm called up for active duty during an EMT program?**

- **Active Military and/or Reservists (EMT Programs):**  
If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for CPR and Anatomy & Physiology, if completed successfully with at least a 73%/"C" at time of withdrawal. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.