EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

SPRING 2020 FIRE ACADEMY BASIC PROGRAM APPLICATION PACKET

Eastern Oklahoma County Technology Center
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<h1 style="text-align:center;color:red">SCHEDULE AND COST INFORMATION</h1>

Master Firefighter - Basic v.4

- This program includes Fire curriculum and Basic EMT curriculum
- Class Schedule: **Thursday, January 16, 2020 to Thursday, June 10, 2020**
- Breakfast with the Chiefs & Graduation preparation is the morning of June 11th
- **Graduation** to be held at 6 p.m. Thursday, June 11, 2020.
- No classes scheduled for January 20th, March 19th–20th, May 25th
- Monday / Friday – 7:00 a.m.–4:30 p.m. for Fire courses
- Tuesday/Wednesday/Thursday – 7:00 a.m. – 4:30 p.m. for EMT Basic courses
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- 818 clock hours
- Eligible for Federal Pell Grant and OKPromise
- Estimated Total Program Costs: **$6,121** (see following for more information)
- Gainful Employment Disclosure: http://www.eoctech.edu/files/gainfulemployment_1617/MasterFirefighter-Basic/43.0203-Gedt.html

"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.

Fire Academy Registration Fee (non-refundable): $100 - Due on December 17, 2019

Total School Charges (paid to EOC) - $4,377:
- FACB Tuition - $3,886
- EMT CPR Fee - $8
- Fire Cert Fees: ($483):
    - Fire Cert Fee (HMA) - $44
    - Fire Cert Fee (HMO/WMD) - $44
    - Fire Cert Fee (FF1) - $44
    - Fire Cert Fee (FF2) - $44
    - Fire Cert Fee (Live Burn) - $44
    - Fire Cert Fee (Basic Auto X) - $44
    - Fire Cert Fee (FLAG) - $44
    - Fire Cert Fee (CPAT) - $175
- Note: 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 - $498
- OSBI Background Check <u>original</u> form - $19
- Group One Federal Background Check printed receipt - $49
- Vaccinations - $10-$390 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - $40 - SurScan.com – Enter client code: EOKC

Estimated Post-Admission, Out-of-Pocket Costs - $1,146
- **EMT BASIC TEXTBOOK (Recommendation - $324)**:
    - "Navigate 2 <u>Premier</u> Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition", No Workbook {ISBN 9781284110524}
    - 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 **and paid the Fire Academy Registration Fee**.
    - This package deal also includes the FISDAP fee for Basic EMT.
    - 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 (free name engraving)
    - Trauma Shears - $8
    - Pen Light - $6
    - Wrist Watch - $20
    - Clear Safety Glasses - $3-$20
    - Suggestion: Top Tier Tactical, www.toptiertac.com; Nate Nugent, 2412 S. Douglas Blvd., MWC 73110 (10% discount if mention EOC Tech)

- **FIRE TEXTBOOKS (Recommendation - $131)**:
    - "Navigate 2 Premier Access for Fundamentals of Fire Fighter Skills and Hazardous Materials Response 4th Edition", {ISBN 9781284151428}
    - This ISBN is good only if package deal is purchased from http://www2.jblearning.com.
    - **With Discount Code = $124; Without Discount Code = $165.** Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program and **paid the Fire Academy Registration Fee**.
    - "2016 Emergency Response Guide" available from multiple sources – student should be able to perform an internet search to purchase. Avg. price is **$7**

- **FIRE UNIFORMS ($155)**:
    - Fire Class T-shirts (and physical training) - $33 (3 t-shirts recommended @ $11 each)
    - Fire Pants: Navy blue "Dickies" (black not accepted) - $60
    - Fire Shorts (optional) - $18
    - Fire Sweats (optional) - $16
    - Fire Hoodies (optional) - $28
    - Belt – plain black belt with plain silver buckle – see above for estimate
    - Boots – solid black tactical-style boots with black laces (any brand) – see above for estimate
    - *Detailed uniform information will be given during the orientation.*

_____

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 $.54.5/mile, which is the IRS reimbursement rate for 2018. 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.

APPLICATION AND SELECTION PROCESS FOR FIRE ACADEMY PROGRAMS

STEP 1: Application Packet documents are turned in and reviewed in Public Services prior to **December 2, 2019**. Call Dana Robertson, EMT/Fire Secretary, at (405) 390-5315, to schedule a date and time to bring in your packet for review. Once your packet has been reviewed and is complete you will be scheduled for your Physical Fitness Evaluation (PFE).

Physical Fitness Evaluations are scheduled for:
- **Monday, December 16, 2019**
- Selections will be made on December 16, 2019 and student will be notified that day.

STEP 2: Pre-Academy Orientation will be held on the morning of **Tuesday, December 17, 2019:**
- Students should be in Public Services by 9:00 a.m.
- The Pre-Academy 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 2 other documents before being dismissed for the day.
- Payment of the **$100 Fire Academy Registration Fee** is due on or before **Tuesday, December 17, 2019.** A few exceptions apply, which include VA and Pell Grant students who have verified their eligibility with the Financial Aid Coordinator before Tuesday, December 17th.
- The Bursar receipts all payments and is located across from Student Services in the Main Building. See the *Payment Information* section in the back of this packet for more information.

STEP 3: **Payment of School Charges in Full or at least 50% of School Charges is required no later than Wednesday, January 8, 2020, unless previously approved for financial aid. You must have completed eligibility for financial aid with the Financial Aid Coordinator. Financial aid includes, but is not limited to, the EOC Payment Plan, Federal Pell Grant, VA Education Benefits, Tribal Assistance, and OKPromise. The EOC Payment Plan Contract must be signed in order to be eligible for the 50% first payment.**

STEP 4: **Financial aid paperwork** should be started when you start working on this packet in order to have enough time to complete the approval process with the Financial Aid Coordinator. **Waiting until you've been selected may not be enough time, which means that Payment in Full would be expected by Wednesday, January 8, 2020.** Students who want a Payment Plan must have a signed contract on file with the Financial Aid Coordinator and Bursar, or Payment in Full is required. The first payment of 50% of School Charges is due **no later than Wednesday, January 8, 2020.**

See the *Payment Information* and *Financial Aid Information* sections in the back of this packet for more information.

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

STEP 6: **Thursday, January 16, 2020 -** Programs begin at 7:00 a.m. BE EARLY AND READY FOR PT!

SPRING 2020 PACKET APPLICATION FOR FIRE ACADEMY PROGRAMS

Instructions: Complete the information form below with current and correct information and include it in your packet. Please print.

Name: _____
First   Middle   Last

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone Number:(   ) _____ **Date of Birth*:** _____
*Required for fire certifications.

Email Address: _____ **SSN:** _____

Gender (optional): _____ Male _____ Female

Race/Ethnicity (optional) - Answer either (A) or (B):

     ____ **(A)** Hispanic/Latino/Spanish of <u>Any</u> Race   **OR**

     ____ **(B) Check All That Apply:**
       _____ White   _____ Black/African-Amer.;   _____ Amer. Indian/Alaskan Native;   _____ Asian;
       _____ Native Hawaiian/Other Pacific Islander;   _____ Unknown;   _____ Nonresident Alien

Highest Education Level you have completed (check one):
       _____ H.S. Diploma/GED   _____ Some College   _____ Associate's Degree
       _____ Bachelor's Degree   _____ Master's Degree   _____ Doctorate

Which program are you planning to enroll in? (check one)
     ____ Master Firefighter/Basic EMT – Spring 2020

How do you plan to pay for your program? Check all that apply. Refer to the Financial Aid section in this packet for more information if you are choosing any option except for Personal Payment in Full:

     _____ Personal Payment in Full (cash, check, charge)   _____ VA Education Benefits (see VA Section)
     _____ EOC Payment Plan (50%; 25%; 25%)   _____ Tribal Assistance (need Award Letter)
     _____ Federal Pell Grant (19-20 FAFSA)   _____ Volunteer Firefighter Grant (Letter required)
     _____ OKPromise (OHLAP)   _____ Employer (Purchase Order required)
     _____ Other (please specify): _____

BE SURE TO READ ALL ENCLOSED PAPERWORK!!! See the FIRE ACADEMY APPLICATION PACKET CHECKLIST for details on each requirement that follows. Requirements will be at the applicant's expense. Turn in documents altogether in this packet by the deadline!

If this packet is missing ANY of the required paperwork when it is turned in, you will NOT be admitted. Please follow all instructions – VERY IMPORTANT!

FIRE ACADEMY PROGRAMS PACKET CHECKLIST

All of the following documents must be completed and reviewed by Dana Robertson, EMT/Fire Secretary, in Public Services **before** the date listed in the *Application and Selection Process* section of this packet. 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

___ 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 11th grade or higher, a combined Math score of 9th grade or higher, and a Language score 9th 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 <u>original</u> form

___ SurScan Random Drug Testing Fee Receipt

___ Substance Abuse Policy Statement

___ Department of Public Safety (DPS)
  - Motor Vehicle Report (MVR) <u>original</u> form

___ "Sports Physical" from Family Physician

___ Copies (No Originals) of Required Vaccination Records

___ Hepatitis B Vaccination Declination Form (only if you do not have the Hep B vaccinations)

___ Flu Vaccination Declination Form

___ Physical Fitness Evaluation (PFE) Affidavit

___ Payment arrangements other than paying the full amount of School Charges must be approved in advance by the Financial Aid Coordinator. Otherwise, Payment in Full of School Charges is due **no later than Wednesday, January 8, 2020.**

ACADEMIC ELIGIBILITY

The following is a description of the accepted documentation for academic eligibility for all Fire Academy 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 11th grade or higher on the Reading assessment, 9th grade or higher on the Math assessment, and 9th 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:

     - Thurs., Oct 10, 2019
     - Wed., Oct 16, 2019
     - Tues., Oct 22, 2019
     - Mon., Oct 28, 2019
     - Fri., Nov 1, 2019
     - Tues., Nov 5, 2019 – AM Only
     - Fri., Nov 15, 2019
     - Wed., Nov 20, 2019

   - 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

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.

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 – 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.

"SPORTS PHYSICAL" BY FAMILY PHYSICIAN

Schedule a physical with your family physician. This physical must be a **MINIMUM** of a "Sports Physical".
Include this form in your packet to be returned to EOC Tech. This form **MUST** be the original (NO COPIES!!!).

MOTOR VEHICLE REPORT (MVR)

Go to https://www.ok.gov/dps/mvr/app/index.php complete the form online. After payment has been submitted you will have the option to print your MVR and also have it emailed to you if needed. You may also go to any local tag agency or present the completed form and fees at the Department of Public Safety, 3600 North Martin Luther King Avenue (southeast corner of Northeast 36th and Martin Luther King Avenue), in Oklahoma City.

To obtain a regular driving record summary (Motor Vehicle Report, or MVR), you may present the completed form and the $25 fee at any motor license agency in the state.

The Department of Public Safety does not issue National Driving Records. The Department of Public Safety is not affiliated with DocViews.

- Enclose the **ORIGINAL** record in your packet.
- If the form enclosed in the packet is not the original, or if the MVR shows a bad driving record, the paperwork in your packet **will be considered incomplete and you will be removed from the admission process.**

What Constitutes a Bad Driving Record:
- 2 or more moving violations within the last 2 years
- ANY DUI or DWI within the last 5 years
- More than 3 points on record (related to tags, insurance, etc.)

If your application process is disqualified because of the content in your driving record, please be aware there is NOTHING we can do to make it qualify. We are happy to answer questions about the application process. However, you will need to visit with an attorney or an official from the DPS for matters concerning your driving record.

To preserve your rights and privacy under the **Driver's Privacy Protection Act, 18 U.S.C., Sections 2721 through 2725**:
- Requests for records cannot be made by telephone or e-mail
- Records cannot be faxed or e-mailed

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER
PHYSICAL FITNESS EVALUATION (PFE)

Applicants choosing to participate in the Physical Fitness Evaluations (PFE) must sign this Affidavit before being allowed to test. **Suitable clothing should be selected in regards to the time of year as well as the weather conditions and the activities expected.**

Applicants will be required to pass the mandatory 1-mile run within 10 minutes, and at least two of the following strength components:

- Applicants shall perform a minimum of 25 push-ups within 1½ minutes.
- Applicants shall perform a minimum of 25 bent-knee sit-ups within 1½ minutes.
- Applicants shall perform a minimum of 5 full extensions, chin above the bar pull-ups (palms away) within 1½ minutes.

Rest periods will be allowed between each station. In the event an applicant is unable to complete the 1-mile run and at least 2 of the 3 strength components, a "**Did Not Pass"** of the PFE will be noted.

Applicants are encouraged to better their PT scores by running a faster mile time and by performing as many qualified push-ups, sit-ups and/or pull-ups as possible.

EASTERN OKLAHOMA COUNTY TECHNOLOGY
PHYSICAL FITNESS EVALUATION (PFE) AFFIDAVIT

I understand, in making my application to enroll in the Eastern Oklahoma County Technology Fire Academy program, that it is a very intense physical program that will require me to be in good physical condition.

I attest, by my signature below, that I currently have a workout regimen that will enable me to safely participate in the program without danger to myself or others. I further state my understanding that I must pass a basic physical fitness examination in order to be considered for the Fire Academy program.

_____
Print Student Name

_____ Date _____
Student Signature

_____ Date _____
Witness Signature

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:

- **ONE (1) TB test** that cannot expire during the duration of the class (TB's tests are valid for one year). 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 or sign a **FLU Shot Waiver**
- Must have two (2) **Varicella Vaccinations** or **Varicella Titer.** 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 B 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 _____

FLU VACCINATION DECLINATION FORM

Sign this waiver only if you have not received the Flu vaccine or do not desire to take the Flu vaccine.
The Flu is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and sometimes the lungs. It can cause mild to severe illness, and at times can lead to death. The best way to prevent **flu** is by getting a flu vaccine each year.

I understand that EOCTC strongly encourages me to take the flu vaccine, however, I DECLINE to be vaccinated at this time. I understand that by declining to be vaccinated I am at a higher risk of acquiring the flu virus.

Student Name (Print) _____

Student Signature _____ Date _____

Witness Signature _____ Date _____

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 Pubic 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 indicates 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 student's 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

Payment of the $100 Fire Academy Registration Fee is due on the day of the Pre-Academy Orientation, Tuesday, December 17, 2019, except for VA and Pell Grant students who have verified their eligibility with the Financial Aid Coordinator. The Fire Academy Registration Fee is non-refundable.

All payment arrangements including the EOC Payment Plan, Federal Pell Grant (FAFSA), VA Education Benefits, OK Promise, Tribal Assistance, and private scholarships must be completed by the Wednesday, January 8, 2020.

If paperwork cannot be finalized by that date, the student will have to sign an EOC Payment Plan and will pay 50% of the School Charges in order to begin the program. Once paperwork has been finalized, the student will receive a refund of any overpayment on their account.

Payment for School Charges is due no later than the due **Wednesday, January 8, 2020,** unless other arrangements have been completed with the Financial Aid Coordinator, e.g. EOC Payment Plan Contract, Federal Pell Grant (FAFSA), VA Education Benefits, Tribal Assistance, OK Promise, etc.

Students 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 Hodge, Bursar
  4601 N. Choctaw Rd.
  Choctaw, OK, 73020
- **By Phone:**   Call Kelly Hodge, 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 <u>before</u> 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.

All students 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.

Students must have a signed EOC Payment Plan Contract on file with the Financial Aid Coordinator and Bursar to be eligible for the first payment to be reduced to 50% of School Charges. If the student has a signed Student Payment Plan Contract set up with the Bursar, the first payment of 50% is due **Wednesday, January 8, 2020.** See the *EOC Payment Plan* section below for more information.

Students who want the Federal Pell Grant (FAFSA), Tribal Assistance, OKPromise, VA Education Benefits, or any other funding source to pay their School Charges, must have all required paperwork <u>finalized</u> with the Financial Aid Coordinator by the payment deadline. Otherwise, the student may have to sign an EOC Payment Plan Contract and pay 50% of School Charges in order to begin on the first day of class.

It is strongly recommended that you have this paperwork finalized at the time you submit your Application Packet to Public Services to allow enough time to complete all processing. See the *Financial Aid Information* section of this packet for more information. There are no student loans available.

EOC PAYMENT PLAN

Students who want the EOC Payment Plan must request one by contacting Janie Prior, Financial Aid Coordinator, at (405) 390-5344, or jprior@eoctech.edu. **The $100 Fire Academy Registration Fee is not eligible to be included in the payment plan since it is due by Tuesday, December 17th.** 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.

2. The Financial Aid Coordinator will set up the contract, which will be available for the student to review before signing.

3. The following is an **example** of the EOC Payment Plan Contract schedule for the Master Firefighter Basic program with **$4,377** in **School Charges**:

    a) $2,189 (50%) due **Wednesday, January 8, 2020**
    b) $1,094 (25%) due by February 28, 2020;
    c) $1,094 (25%) due by March 31, 2020

4. Payments are receipted by the Bursar, Ms. Kelly Hodge, who is located across from Student Services in the Main Building. See the *Payment Information* section above for accepted forms of payment.

5. The Bursar will be given the original Payment Plan 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.**

6. If circumstances occur which may cause you to be unable to comply with the terms of the EOC Payment Plan Contract, you should contact the Bursar before missing the deadline. Failure to pay your account balance by the due date according to the EOC Payment Contract 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.

7. For more about setting up a payment plan, please contact Janie Prior, Financial Aid Coordinator, at (405) 390-5344, or at 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 Hodge, Bursar, at (405) 390-6641, or at khodge@eoctech.edu.

FINANCIAL AID INFORMATION

Students should complete financial assistance applications and turn in required documentation early to allow time for processing. Otherwise, students may have to sign an EOC Payment Plan Contract and pay 50% of the School Charges in order to begin on the first day of class. The student will be required to continue paying according to the payment plan until eligibility and all paperwork has been completed with the Financial Aid Coordinator.

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 as a federal student loan.

All students will have to self-pay 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, or call Janie Prior, Financial Aid Coordinator, at (405) 390-5344. Please leave a message if you call and get voicemail.

Federal Pell Grant (2019-2020 FAFSA for the 2019-2020 School Year)
1. Go to www.fafsa.gov. This is the website to apply for financial aid. You will be asked for income information from **2017**. The Data Retrieval Tool is strongly recommended for the 2019-2020 FAFSA.

2. Use http://www.fafsa.ed.gov/help.htm to get answers to general questions to completing the FAFSA online. If you have any technical issues while completing the FAFSA online, call 1-800-4-FED-AID.

3. Go to https://fsaid.ed.gov/npas/index.htm to request an FSA USER ID which will be used as your electronic signature. If you answer "No" to every question in Step 3 of the FAFSA, you are considered to be "Dependent" for financial aid purposes and your Parent will need an FSA USER ID to sign the FAFSA also.

4. If you have any technical issues with the online FAFSA application or User ID, please call 1-8004FED-AID for assistance.

5. Once you (and a Parent if applicable) have your FSA USER ID, complete the FAFSA online at www.fafsa.gov. Once you click on "Submit", print the confirmation page and keep it for your records.

6. The federal school ID for EOC Tech is **015861.**

7. You will receive an email from the federal processors when your FAFSA has been processed. The Financial Aid Coordinator will receive your FAFSA electronically. Please contact Janie Prior, Financial Aid Coordinator, at (405) 390-5344, or at jprior@eoctech.edu once you have received your email notification from the FAFSA processors.

8. If your FAFSA is chosen for Verification, the Financial Aid Coordinator will need the following information to complete the Verification process:

    a. **Data Retrieval Tool used to download IRS income tax return**; and/or
    b. **Tax Return Transcript:** If you do not use the Data Retrieval Tool, then go to www.irs.gov and click on "Get a Tax Transcript by Mail" and submit the request for a paper copy of your tax return transcript. This transcript is required for both the student and parents if a federal income tax return was filed. **This may take up to 10 business days**. This must be submitted to the Financial Aid Coordinator.
    c. **Verification Worksheet** - You may request this form from jprior@eoctech.edu. The Financial Aid Coordinator will indicate which section(s) of this worksheet you are required to complete.
    d. **IRS Form 4506T** – Parents of Dependent students, and Independent students, will have to complete IRS Form 4506T and request a letter from the IRS that confirms that a 1040 tax form was not filed with the IRS for 2017.

9. Bring a copy of <u>one</u> of the following to document your High School credential:
    - **High School Diploma or High School Transcript**
    - **GED**
    - **Home School Certificate or Letter**

10. The maximum amount of the Federal Pell Grant that can be paid to any student for the EOC Tech Fire Academy Basic program in 2019-2020 is **$5,241.92** based on an EFC of "0". You may be eligible for a smaller amount of the Pell Grant, i.e. it's not all or nothing. The confirmation may show a higher amount, but $5,241.92 is the maximum Pell Grant that can be paid for the Fire Academy Basic program at EOC Tech.

    a. If the amount of Pell you qualify for doesn't cover the **school charges** of the FAC program, you will be required self-pay for any remaining **school charges** by the payment deadline. You may apply for the payment plan for the portion not covered by the Pell Grant.

    b. Your Pell Grant will be applied to your student account in 2 equal disbursements. The first disbursement will be processed no later than end of February.

    c. The second disbursement will depend upon if you have maintained "satisfactory academic progress" according to federal regulations and usually occurs no later than the end of April.

    d. A progress report will be completed by your instructors and returned to the Financial Aid Office around the midway point of the program. You must be maintaining at least a cumulative 73%/GPA of 2.0, and have completed the curriculum satisfactorily up to the midway point of the program. If all of these SAP requirements have been met, the second disbursement will be processed.

11. If you need to withdraw, please contact Janie Prior, Financial Aid Coordinator, first in an effort to let you know the possible financial ramifications of an early withdrawal.

12. You do not have to repay the Pell Grant unless you withdraw from the Fire Academy before a certain completion point. A calculation will be done to determine how much of the Pell Grant has been "earned" up to the withdrawal date.

13. You will be held liable for any unpaid balance on your account plus any amount that has to be returned to the Federal Pell Grant program by EOC Tech due to early withdrawal.

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 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 going to https://www.vets.gov/download-va-letters/. If you have set up an account at 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 once the Financial Aid Coordinator (aka School Certifying Official) has submitted your Enrollment Certification to the Muskogee Regional Office. The Financial Aid Office receives a notice of these payments. Payments to EOC are deferred until you have received each month's stipend. You will need to sign a **VA Payment Plan** that will allow you to spread your payments over 4 months.

8. Contact the Financial Aid Coordinator to set up a **VA Payment Plan** contract for the school charges. A **VA Student Payment Contract** will be prepared for you to review and sign. Please note that you will be exempt from paying the **Fire Academy Registration Fee of $100** early on Tuesday, December 17th.

9. The following is an <u>**example**</u> of the **VA Student Payment Plan Contract** for the Fire Academy Basic program with **$4,477** in **School Charges**:

    a) $1,120 (25%) due by February 28, 2020
    b) $1,119 (25%) due by March 31, 2020
    c) $1,119 (25%) due by April 30, 2020
    d) $1,119 (25%) due by May 29, 2020

10. Failure to pay your account balance according to the **VA Student Payment Plan** may 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. **Please note that you will be required to log in at https://www.gibill.va.gov/wave/index.do, and verify your enrollment at the end of each month in order to receive your payment.**

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.

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 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,, 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 htps://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 (Tuition and Fees)** 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 Wednesday, January 8, 2020.** Please note that you will be exempt from paying the **Fire Academy Registration Fee of $100** early on Tuesday, December 17th.

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 <u>**example**</u> of the **VA Student Payment Plan** for the Fire Academy Basic program with **$4,477** in **School Charges** for a VA Student who has earned 70% eligibility**:**

    a) $335.10 (25%) due by February 28, 2020
    b) $336.00 (25%) due by March 31, 2020
    c) $336.00 (25%) due by April 30, 2020
    d) $336.00 (25%) due by May 29, 2020

11. Failure to pay your account balance according to the **VA Student Payment Plan** may 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 the Friday before the first day of class. Otherwise, you may have to sign a payment plan contract and pay 50% of school charges by the **by Wednesday, January 8, 2020.**

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.

5. Please note that the **Fire Academy Registration Fee of $100** is **due on the day of the Pre-Academy Orientation, Tuesday, December 17, 2020.**

OKPromise (OHLAP)
1. Students should have a letter from OKPromise confirming their eligibility dated July following their year of graduation from high school.

2. Give a copy of his letter to the Financial Aid Coordinator. If you cannot locate your letter, the Financial Aid Coordinator will need your Social Security Number in order to verify the status of your eligibility. **Students must now complete a 2019-2020 FAFSA in order to be eligible for OK Promise** during the 2019-2020 school year.

3. OKPromise will pay a set amount for each eligible program, as approved by the Oklahoma State Regents for Higher Education for 2019-2020. Currently, that amount is $3.06 per clock hour for the 2019-2020 school year. For Fire Academy Basic, the amount is $2,503.08.

4. **Note: The OKPromise does not cover all of the School Charges.** Thus, the student will have to self-pay the difference in full **by Wednesday, January 8, 2020.**

5. The student may make other payment arrangements for payment of School Charges, including the EOC Payment Plan. Please note that the **Fire Academy Registration Fee of $100** is **due on the day of the Pre-Academy Orientation, Tuesday, December 17, 2020.**

6. See the *EOC Payment Plan* and the *Financial Aid Information* sections above for more information.

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER
WITHDRAWAL POLICY

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.

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

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 is 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 who received the Federal Pell Grant or VA benefits should contact the Financial Aid Coordinator before withdrawing from EOC Tech to discuss the ramifications of an early withdrawal from the program.

FIRE ACADEMY TUITION REFUND POLICY (FAC 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 the Pre-Academy Orientation date, will eligible for school charges to be cancelled on their account **except for the $100 Fire Academy Registration Fee which is non-refundable**.
- Students, who officially withdraw after the Pre-Academy Orientation date and <u>before</u> Day 2 of Instruction, will receive a full refund of Tuition only. There will be no refunds for fees charged to student's account, including the **$100 Fire Academy Registration Fee, which is non-refundable.**
- Students, who officially withdraw on Day 2 through Day 10 (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, including the **$100 Fire Academy Registration Fee which is non-refundable.**
- Students, who officially withdraw on Day 11 through Day 20 (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, including the **$100 Fire Academy Registration Fee, which is non-refundable.**
- Students, who officially withdraw on Day 21 through Day 30 (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, including the **$100 Fire Academy Registration Fee, which is non-refundable.**
- Students, who officially withdraw on or after Day 31 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, including the **$100 Fire Academy Registration Fee, which is non-refundable.**

Students who received the Federal Pell Grant, VA Education Benefits, or other financial assistance, should contact the Financial Aid Coordinator <u>before</u> withdrawing from EOC Tech. Federal Pell Grant recipients who withdraw will be subject to the "Return of Title IV Funds" (R2T4) or "Post-Withdrawal Disbursement" regulations. An example of how it's calculated is located in the Financial Aid Information section of the Student Handbook.

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.

Revised 9/30/2019 1:57 PM

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

- **Active Military and/or Reservists (Fire Academy 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 any fire certifications earned in the previous fire academy, if the student returns to attend a fire academy program in the future. 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.

- **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.

FIRE ACADEMY PROGRAMS FAQ

Who should attend the Fire Academy? Anyone at least 18 years old wishing to obtain the basic skills and abilities to seek employment as a career firefighter, or serve as a volunteer firefighter.

How do I apply for the Fire Academy? Applicants should contact Eastern Oklahoma County Technology Center at (405) 390-5315 and have their names placed on the mailing list to receive an admission packet. The candidate will submit all of the required documentation to Public Services by the date given. The candidate will go through an Interview and then take the Physical Fitness Evaluation test on the date he/she turns in their packet. After successful completion of the physical evaluation, the candidate will be placed on a scoring list. All candidates will be ranked according to their ACCUPLACER, interview and PT scores. Thirty seats will be filled according to the highest scores and fastest times. Five remaining applicants will be placed on a Stand-By Call List in case a seat becomes available.

What financial aid and payment plan options are available? A link to the most current financial aid information and payment information will be posted within the packet application link on the website at www.eoctech.edu. A PDF may also be requested from Student Services or Public Services.

When is the Fire Academy offered? The Fire Academy currently has a Spring session from January to mid-June and a Fall session from July to mid-December. The Fire Academy is approximately 22 weeks long and is conducted from 7 a.m.-4:30 p.m., Monday through Friday. Times may be subject to change. Some occasional Saturday classes may be required. While EOC will attempt to honor the published class times, it is often necessary to stay longer or come early.

Where are classes located? The Fire Academy is located at Eastern Oklahoma County Technology Center (EOC Tech), 4601 N. Choctaw Rd., Choctaw, OK 73020, and is held in the Public Services building. Enter through Gate 3.

What is expected of me as a Fire Academy Cadet? All cadets who are accepted into the Fire Academy will be expected to participate and conform to the paramilitary process. Cadets will also be expected to represent EOC Tech and the Fire Academy while participating in clinicals and internships. A 2.0 GPA (73%) must also be maintained to continue in the academy.

Am I required to have a H.S. Diploma to attend the Fire Academy? Yes. You do not have to be 18 with a H.S. Diploma/GED to apply, but you must be 18 years of age and have a High School Diploma or GED by the time you

begin the Fire Academy. You will also need a H.S. Diploma, H.S. transcript, GED, or Home School Certificate in order to receive federal financial assistance.

Can I take individual classes through the Fire Academy instead of taking the whole program? Yes, but only if you are currently employed by a Fire Department or applicable industry that is called upon for emergency response. All others must attend the entire Fire Academy. Request for scheduling for a portion of the Fire Academy needs to be submitted to Dana Robertson, EMT/Fire Secretary.

Is the Fire Academy program offered in the evenings or part-time? No. The Fire Academy is offered as a full-time time program during the day. Fire Portion is delivered on Monday/Friday all day, and EMT is delivered on Tuesday/Wednesday/Thursday all day. These EMT and Fire Academy programs are offered twice a year, generally from July to December (Fall program) and from January to June (Spring program).

What training will I receive upon graduating the program? If the cadet is successful in completing the Fire Academy, he or she will have received training in firefighting, hazardous materials, vehicle extrication, EMT Basic or EMT Advanced, Flammable Liquids and Gases (FLAG), Nat'l Incident Mgmt. System (NIMS), Traffic Incident Mgmt. System (TIMS), Pump Operations, Emergency Vehicle Operation, CPAT, Physical Fitness, Flashover, and a fire department practicum.

Does the Fire Academy offer job placement when I graduate? Am I guaranteed a job? No. EOC Tech makes no promise or assurance of job placement for cadets. EOC Tech does, however, keep a CPAT database from which a growing number of fire departments scan for potential firefighters. Fire Academy graduates are placed on a list that 23 metro area fire departments often hire from. Graduates of the Fire Academy are very highly trained and are very "marketable" to any department they wish to apply. Also, some opportunities will be made available to graduates to apply for seasonal wildland firefighting jobs.

Do I earn college credit through the Fire Academy? Currently, you may earn college credit by giving 2-year colleges copies of your IFSAC certifications. Each school will evaluate those certifications and will equate them to their own courses which you may receive advanced standing for. Transcripts may no longer be recognized for advanced standing purposes. Check with Kristy Johnson in Student Services at (405) 390-5314, or at kjohnson@eoctech.edu for the latest information on earning college credit.

Will my certifications transfer out of state? Possibly. Many of the certifications you are offered are national certifications, e.g. International Fire Service Accreditation Congress (IFSAC), and may transfer to other states in the USA (some states may have additional requirements) and to several other nations. Please visit www.ifsac.org for more info on national certifications. The non-IFSAC certifications from EOC Tech may or may not transfer. Each fire department has a different process when hiring, and it is the cadet's responsibility to check with the specific agency to which he/she is applying to ensure the EOC Tech course completion certificates will meet their requirements.

Will my certifications transfer nationwide? All cadets that meet the required grade and skill prerequisites will be afforded the opportunity to challenge the IFSAC certifications where applicable. The local authority having jurisdiction (AHJ), where certifications are presented, will make final decisions regarding the allowances or acceptance of submitted certifications.

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

- **Active Military and/or Reservists (Fire Academy 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 any fire certifications earned in the previous fire academy, if the student returns to attend a fire academy program in the future. 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.