

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

FALL 2020 FIREFIGHTER/EMT ACADEMY APPLICATION PACKET

**Eastern Oklahoma County Technology Center
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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 Chris Helling, at Eastern Oklahoma County Technology Center, 4601 N. Choctaw Road, Choctaw, OK 73020. Tele: (405) 390-9591

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SCHEDULE AND COST INFORMATION

Firefighter/EMT Academy - 21

- This program includes Fire curriculum and Basic EMT curriculum
- Class Schedule: **Thursday, July 16, 2020 to Friday, December 11, 2020**
- Breakfast with the Chiefs & Graduation preparation is the morning of December 14th
- **Graduation** to be held at 6 p.m. Monday, December 14, 2020.
- No classes scheduled for September 7, October 15-16, November 25, 26, 27
- 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 (no student loans available)
- Estimated Total Program Costs: **\$5,914** (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) - \$4,581:

- FACB Tuition - \$4,090
- 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 - \$414

- Group One Federal Background Check printed receipt - \$49
- Vaccinations - \$0-\$300 (from one TB test up to complete immunizations)
- SurScan Random Drug Testing Fee - \$40
- Sports Physical - \$10-\$25

Estimated Post-Admission, Out-of-Pocket Costs - \$919

- **EMT BASIC TEXTBOOK (Recommendation - \$324):**
 - “Navigate 2 Premier 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.**
 - This package deal also includes the Fisdap fee for Basic EMT.

- **FIRE TEXTBOOKS (Recommendation - \$209):**
 - “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.**
 - Hazardous Materials for First Responders, 5th Edition, {ISBN 978-0-87939-613-8} This book can be purchased from anywhere that is the cheapest which is usually www.amazon.com . Avg price is **\$78**
 - “2016 Emergency Response Guide” available from multiple sources – student should be able to perform an internet search to purchase. Avg. price is **\$7**

- **FIRE/EMT UNIFORMS (\$345):**
 - EMT Clinical Polo Shirt - \$29 (recommend 1)
 - EMT Job Shirt - \$50 (optional)
 - Academy Class T-shirts (and physical training) - \$60 (4 t-shirts recommended @ \$15 each)
 - Navy blue “Dickies” (black not accepted) - \$17 or EMT Tactical Pants
 - Shorts (for physical training) - \$34 (recommend 2 @ \$17)
 - Sweats - \$20 (recommend 1)
 - Hoodie/Sweatshirt - \$25-\$30 (optional)
 - Approved black belt - \$5
 - Boots – solid black tactical-style boots with black laces (any brand) – \$50-\$100
 - *Detailed uniform information will be given during the orientation.*

- **EMT SUPPLIES (\$41):**
 - Stethoscope - \$30 - Suggestion: Littman Lightweight II SE from www.amazon.com
 - Pen Light - \$6
 - Wrist Watch - \$5 (analog style – needs second hand for EMS skills)

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 “Pre-Admission” documents must be completed and turned in for review to Dana Robertson, EMT/Fire Administrative Assistant, in Public Services no later than **Friday, June 12, 2020**. Once your packet has been reviewed and is complete you will be scheduled for your Physical Fitness Evaluation (PFE).

Physical Fitness Evaluations will be scheduled for:

- **Tuesday, June 16, 2020**
- Selections will be made on June 16, 2020 and student will be notified that day.

STEP 2: Pre-Academy Orientation will be held on the morning of **Thursday, June 18, 2020:**

- Orientation begins at 9:00 a.m. in Public Service building. Be Early!
- 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. Orientation is mandatory.
- Students will complete the Program Enrollment Application documents.
- Uniform information will be discussed during Orientation. Be prepared to purchase/order your EOC attire on this day in order to receive items before 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 3: Payment of School Charges in Full or at least 25% of School Charges is required no later than **Wednesday, July 8, 2020**, unless previously approved for Financial Aid. You must have completed eligibility for Financial Aid with the Financial Aid Coordinator, all required 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. Financial Aid includes EOC Payment Plan, Federal Pell Grant, VA Education Benefits, Tribal Assistance, and OKPromise. Students who want a Payment Plan must have a signed contract on file with the Financial Aid Coordinator, or Payment in Full is required.

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

STEP 4: **Thursday, July 16, 2020** - Programs begin at 7:00 a.m. BE EARLY AND READY FOR PT!

FIREFIGHTER/EMT ACADEMY PACKET CHECKLIST

All of the following documents must be completed and reviewed by Dana Robertson, EMT/Fire Administrative Assistant, 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

- ___ SurScan Random Drug Testing Fee Receipt

- ___ Department of Public Safety (DPS)
 - Motor Vehicle Report (MVR) original form

- ___ Sports Physical

- ___ Copies (No Originals) of Required Vaccination Records

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

- ___ 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, July 8, 2020.**

ACADEMIC ELIGIBILITY

The following is a description of the accepted documentation for academic eligibility for all Fire Academy programs: 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. 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. **Due to the recent campus closure, testing dates will be available at a later date.**

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. 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.

SURSCAN RANDOM DRUG TESTING FEE

Go to www.SurScan.com . Click on **REGISTER** and 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**. **The fee is \$40.00**, you will need to provide a copy of your receipt with your enrollment packet.

SPORTS PHYSICAL

You will need a "Sports Physical" from a Physician. This is a pre-participation physical examination to determine whether or not you are physically able to participate in Fire Service Training.

You can obtain the form for your Physician to fill out at the link listed here:

http://www.ossaa.net/docs/2016-17/SportsMedicine/MF_2016-17_PhysicalForm.pdf

Page one is for you to fill out page 2 is for the Physician.

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 have it emailed to you if needed. You may also present the completed form and the \$25 fee at any motor license agency in the state or the Department of Public Safety, 3600 North Martin Luther King Avenue (southeast corner of Northeast 36th and Martin Luther King Avenue), in Oklahoma City. Enclose the **ORIGINAL** record in your packet. Please Note: Your application process can be disqualified because of a Bad Driving Record.

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

Contact Dana Robertson, EMT/Fire Administrative Assistant, in Public Services at (405) 390-5315, if you have any questions about your driving record.

**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 (for Fall class you will need to provide proof you have received the vaccination when it becomes available)
- 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 10 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 _____

PAYMENT INFORMATION

Payment for School Charges is due no later than **Wednesday, July 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 must have a signed EOC Payment Plan Contract on file with the Financial Aid Coordinator to be eligible for the first payment to be reduced to 25% of School Charges. If the student has a signed Student Payment Plan Contract, the first payment of 25% is due **Wednesday, July 8, 2020**. See the **EOC Payment Plan** section below for more information. There are no student loans available.

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 finalized with the Financial Aid Coordinator by the payment deadline. 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. Otherwise, the student may have to sign an EOC Payment Plan Contract and pay 25% of School Charges in order to begin on the first day of class. Once all paperwork has been finalized, the student will receive a refund of any overpayment on their account.

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 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.

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@eocotech.edu. This payment plan is available to assist students and parents by spreading the School Charges over 4 payments.

The following is an example of the EOC Payment Plan Contract schedule for the Firefighter/EMT Academy with **\$4,581.00** in **School Charges**:

- a) \$1,145.25 (25%) due **Wednesday, July 8, 2020**;
- b) \$1,145.25 (25%) due by August 31, 2020;
- c) \$1,145.25 (25%) due by September 30, 2020;
- d) \$1,145.25 (25%) due by October 30, 2020

The Financial Aid Coordinator will set up the contract, which will be available for the student to review before signing. See the **Payment Information** section above for where and how to make payments and accepted forms of payment. For more about setting up a payment plan, please contact Janie Prior, Financial Aid Coordinator, at (405) 390-5344, or at jprior@eocotech.edu. Please leave a message if you call and get voicemail.

*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.

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 25% of the School Charges by **Wednesday, July 8, 2020**, 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@eocotech.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 (2020-2021 FAFSA for the 2020-2021 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 **2018**. The Data Retrieval Tool is strongly recommended for the 2020-2021 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@eocotech.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@eocotech.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 2018.

9. Bring a copy of one 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 Firefighter/EMT Academy in 2020-2021 is **\$5,368.85** 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 \$5,368.85 is the maximum Pell Grant that can be paid for the Firefighter/EMT Academy 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 August.
 - 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 November.
 - 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 Firefighter/EMT 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.
9. The following is an **example** of the **VA Student Payment Plan Contract** for the Firefighter/EMT Academy with **\$4,581.00** in **School Charges**:
 - a) \$1,145.25 (25%) due by August 31, 2020
 - b) \$1,145.25 (25%) due by September 30, 2020
 - c) \$1,145.25 (25%) due by October 30, 2020
 - d) \$1,145.25 (25%) due by November 30, 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 <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 (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, July 8, 2020**.
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. Please see the **EOC Payment Plan** section above for more information.
10. The following is an **example** of the **VA Student Payment Plan** for the Firefighter/EMT Academy with **\$4,581.00** in **School Charges** for a VA Student who has earned 70% eligibility:
 - a) \$343.58 (25%) due by August 31, 2020
 - b) \$343.58 (25%) due by September 30, 2020
 - c) \$343.57 (25%) due by October 30, 2020
 - d) \$343.57 (25%) due by November 30, 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 25% of school charges by the **by Wednesday, July 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.

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 complete a 2020-2021 FAFSA in order to be eligible for OK Promise** during the 2020-2021 school year.
3. OKPromise will pay a set amount for each eligible program, as approved by the Oklahoma State Regents for Higher Education for 2020-2021. Currently, that amount is \$3.06 per clock hour for the 2019-2020 school year. The 2020-2021 hourly rate will be announced in July 2020. Based on the 2019-2020 rate, the estimated amount is \$2,503.08 (818 hours x \$3.06/hr).
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, July 8, 2020**, or sign a Payment Plan Contract with the Financial Aid Coordinator.
5. 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 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 for FIREFIGHTER/EMT ACADEMY

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.

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 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.
- Students, who officially withdraw after the Pre-Academy Orientation date and before Day 2 of instruction, will receive a full refund of Tuition and Fees paid.
- Students, who officially withdraw on Day 2 through Day 10 (2 weeks) of instruction, will owe 25% of Tuition and Fees charged. Any amount paid for Tuition and Fees above 25% will be refunded to the student.

- Students, who officially withdraw on Day 11 through Day 20 (4 weeks) of instruction, will owe 50% of Tuition and Fees charged. Any amount paid for Tuition and Fees above 50% will be refunded to the student.
- Students, who officially withdraw on Day 21 through Day 30 (6 weeks) of instruction, will owe 75% of Tuition and Fees charged. Any amount paid for Tuition and Fees above 75% will be refunded to the student.
- Students, who officially withdraw on or after Day 31 of instruction, will owe 100% of Tuition and Fees charged and no refund will be processed.

Students who received the Federal Pell Grant, VA Education Benefits, or other financial assistance, should contact the Financial Aid Coordinator before 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.

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 (FAC):**
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):**
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.