

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

SPRING 2021 EMT ACADEMY AND AEMT ACADEMY APPLICATION PACKET

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NOTICE OF NON-DISCRIMINATION

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SCHEDULE and COST INFORMATION

EMT Academy-21 (standalone):

- This program includes Basic EMT curriculum
- Schedule: **Friday, January 15, 2021 to Wednesday March 31, 2021**
- Breakfast with the Chiefs & Graduation preparation is the morning of Thursday, June 17th
- Graduation to be held at 6 p.m. on Thursday, June 17th
- No classes scheduled for January 18, March 18-19
- Monday - Friday – 8:30 a.m.–4:30 p.m. for Basic EMT course
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- Enrollment limit is 10
- 366 clock hours
- Not eligible for Federal Pell Grant (FAFSA), Student Loans, or OKPromise
- Eligible for VA Education Benefits (Ch. 30, Ch. 33, Ch. 35, Ch. 1606)
- Estimated Total Program Costs: **\$2,578.50** (see following for more information)

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

Total School Charges (paid to EOC) - \$1,563.50:

- Tuition - \$1,555.50
- EMT CPR Fee - \$8
- Tablets/laptops are permitted for use in the classroom by the students. It isn't a requirement for the students to purchase one.

Estimated Pre-Admission, Out-of-Pocket Costs – \$389:

- 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

Estimated Post-Admission, Out-of-Pocket Costs - \$626

- **EMT BASIC TEXTBOOK (Recommendation - \$324):**
 - “Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition”, No Workbook {ISBN 978-1284110524}
 - This ISBN is good only if package deal is purchased from <http://www2.jblearning.com>.
 - **With Discount Code = \$324; Without Discount Code = \$431. *Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program.***
 - This package deal also includes the FISDAP fee! No need to purchase it separately.
- **EMT UNIFORMS (\$261):**
 - EMT Clinical Polo Shirt - \$29 (recommend 1)
 - Academy Class T-shirts – \$30 (2 recommended at \$15 each)
 - EMT Job Shirt - \$50 (optional)
 - Hoodie/Sweatshirt - \$25-\$30 (optional)
 - Navy blue “Dickies” (black not accepted) - \$17 or EMT Tactical Pants
 - 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)

AEMT Academy-21 (standalone):

- This program includes Advanced EMT curriculum
- Prerequisites: EMT Basic License (NREMTB) Prior to Orientation December 11th
- Schedule: **Friday, January 15, 2021 to Tuesday, March 16, 2021**
- Breakfast with the Chiefs & Graduation preparation is the morning of Thursday, June 17th
- Graduation to be held at 6 p.m. on Thursday, June 17th
- No classes scheduled for January 18, January 25
- Monday - Friday – 8:30 a.m.–4:30 p.m. for Advanced EMT course
- Lunch is 1 hour and generally from 11:00 a.m. to 12:00 p.m.
- Enrollment limit is 10
- 409 clock hours
- Not eligible for Federal Pell Grant (FAFSA), Student Loans, or OKPromise
- Eligible for VA Education Benefits (Ch. 30, Ch. 33, Ch. 35, Ch. 1606)
- Estimated Total Program Costs: **\$3,068** (see following for more information)

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

Total School Charges (paid to EOC Tech) - \$1,738.25:

- Tuition - \$1,738.25
- 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 – \$389:

- 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

Estimated Post-Admission, Out-of-Pocket Costs - \$670:

- **ADVANCED EMT TEXTBOOK (Recommendation):**
 - “Navigate 2 Premier Access for Advanced Emergency Care and Transportation of the Sick and Injured, Third Edition”, No Workbook {ISBN 9781284123012}
 - This ISBN is good only if package deal is purchased from <http://www2.jblearning.com>.
 - **With Discount Code = \$348; Without Discount Code = \$464. *Discount Code will be emailed to you once you have completed your Application Packet and have been accepted into the program.***
 - This package deal also includes the FISDAP fee for Advanced EMT.
- **ADVANCED EMT FEES – (\$20):**
 - Clinical Exchange Fee - \$20 – Directions given in class before clinicals begin.
- **ADVANCED EMT UNIFORMS – (\$261):**
 - AEMT Clinical Polo Shirt - \$29 (recommend 1)
 - Academy Class T-shirt - \$30 (2 recommended at \$15 each)
 - Hoodie/Sweatshirt - \$25-\$30 (optional)
 - AEMT Job Shirt - \$50 (optional)
 - Navy blue “Dickies” (black not accepted) - \$17 or EMT Tactical Pants
 - 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.*
- **ADVANCED 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 \$.53/mile, which is the IRS reimbursement rate for 2017. Example: 15 miles daily round-trip (15 x 5 = 75 miles per week; 75 x 24 = 1,800 miles per program; 1,800 x \$.53/mile = \$972.00. The IRS reimbursement rate includes the total cost to operate a vehicle including gas, insurance, and maintenance, and is subject to change.

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

APPLICATION PROCESS FOR EMT ACADEMY AND AEMT ACADEMY

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 **Wednesday, December 9, 2020**.

STEP 2: Orientation will be held on **Wednesday, December 9, 2020:**

- Orientation begins at 11:00 a.m. in Public Services building. Be Early!
- 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 student 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, January 6, 2021**, unless previously approved for Financial Aid. You must have completed eligibility for Financial Aid with the Financial Aid Coordinator, and 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. 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: **Friday, January 15, 2021** - Programs begin at 8:30 a.m. BE EARLY!

APPLICATION PACKET CHECKLIST FOR EMT ACADEMY AND AEMT ACADEMY

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 Process* 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 for **EMT Basic**:

- Copy of your high school diploma, high school transcript, or GED;

___ Academic Eligibility Documentation for **Advanced EMT**:

- Copy of your high school diploma, high school transcript or GED;
- Copy of National Registry for EMT Basic (NREMTB) Certification (prior to Orientation if enrolling in Advanced EMT)

___ Group One Federal Background Check

- Printed Receipt from online payment

___ SurScan Random Drug Testing Fee Receipt

___ Copies (No Originals) of Required Vaccination Records

___ Hepatitis B Vaccination Declination Form

___ Payment arrangements other than paying the full amount of School Charges must be approved in advance by the Financial Aid Coordinator. Otherwise, full payment of School Charges is due **no later than Wednesday, January 6, 2021.**

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.

NATIONAL REGISTRY FOR EMT BASIC LICENSE (for AEMT)

If you are a certified EMT Basic and provide us a **copy** of your certification (NREMT) prior to Orientation, you will be eligible to enroll in Advanced EMT Academy.

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.

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 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 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 _____

PAYMENT INFORMATION

Payment for School Charges is due no later than **Wednesday, January 6, 2021**, unless other arrangements have been completed with the Financial Aid Coordinator. 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, January 6, 2021**. See the **EOC Payment Plan** section below for more information. There are no student loans available.

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

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

- **In Person:** Go to the Bursar's window across from Student Services
- **By Mail:** Send check or money order made payable to "EOC TECH" to:
EOC Tech
Attn: Kelly 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 3 payments.

The following is an example of the EOC Payment Plan Contract schedule for the EMT Academy with **\$1,563.50** in school charges:

- a. \$390.88 (25%) would be due **by Wednesday, January 6, 2021**
- b. \$390.88 (25%) would be due by January 29, 2021
- c. \$390.87 (25%) would be due by February 16, 2021
- d. \$398.87 (25%) would be due by March 1, 2021

The following is an example of the EOC Payment Plan Contract schedule for the Advanced EMT Academy with **\$1,738.25** in school charges:

- a. \$434.57 (25%) would be due **by Wednesday, January 6, 2021**
- b. \$434.56 (25%) would be due by January 29, 2021
- c. \$434.56 (25%) would be due by February 16, 2021
- d. \$434.56 (25%) would be due by March 1, 2021

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

If your financial aid eligibility hasn't been finalized with the Financial Aid Coordinator **by Wednesday, January 6, 2021**, you will have to complete and sign an EOC Payment Plan and pay 25% of the School Charges in order to be enrolled in the EMT Academy or AEMT Academy. You will be required to continue paying according to the payment plan until your financial aid paperwork has been completed by the Financial Aid Coordinator.

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

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

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

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

1. If you have never used your Montgomery GI Bill® benefits, you will need to go to www.ebenefits.va.gov and complete the online application at <https://www.vets.gov/education/apply/>. VA and DoD will determine your eligibility for VA Education Benefits. Completing paperwork online with the VA is strongly recommended.
2. You will receive a letter from the VA known as the **Certificate of Eligibility**. It will verify the benefits you are eligible for, how many months of benefits you have, and when they will expire.
3. If you have used your benefits previously, then you need to complete the **Request for Change of Place of Training or Program** online at <http://www.vba.va.gov/pubs/forms/VBA-22-1995ARE.pdf> and give a copy of it to the Financial Aid Coordinator.
4. In lieu of the **Certificate of Eligibility** letter, you may print off your benefit information letters by go to <https://www.vets.gov/download-va-letters/>. If you have set up an account at www.E-Benefits.va.gov, you may access eligibility information there also.
5. Provide official copies of all **college transcripts**.
6. Provide a copy of your **Joint Services Transcript (JST)**. Request a **JST** at <https://jst.doded.mil/official.html>. The only exception is if you were in the Air Force. Go to <http://www.au.af.mil/au/ccaf/transcripts.asp> to request a CCAF.
7. Payments from the VA will be sent directly to you. The Financial Aid Office receives a notice of these payments. Thus, you must request and sign a payment plan in order to spread payments over 4 months. Otherwise, you must pay the school charges **by Wednesday, January 6, 2021**.
8. Contact the Financial Aid Coordinator to set up a payment plan contract for the school charges. A **VA Student Payment Contract** will be prepared for you to review and sign.
9. The following is an **example** of the **VA Student Payment Plan Contract** for the EMT Academy with **\$1,563.50** in **School Charges**:

- a. \$390.88 (25%) would be due by January 29, 2021
- b. \$390.88 (25%) would be due by February 16, 2021
- c. \$390.87 (25%) would be due by March 1, 2021
- d. \$398.87 (25%) would be due by March 12, 2021

The following is an **example** of the **VA Student Payment Plan Contract** for the Advanced EMT Academy with \$1,738.25 in **School Charges**:

- a. \$434.57 (25%) would be due by January 29, 2021
 - b. \$434.56 (25%) would be due by February 16, 2021
 - c. \$434.56 (25%) would be due by March 1, 2021
 - d. \$434.56 (25%) would be due by March 12, 2021
10. Failure to pay your account balance according to the **VA Student Payment Plan** will result in the student not being allowed to return to class until the account has been paid according to the payment plan, and may result in the student being withdrawn from the program. No certificates or transcripts will be issued as long as there is an outstanding obligation.
 11. The student will have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.
 12. **Please note that you will be required to log in at <https://www.qibill.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** 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 6, 2021**.
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.
10. The following is an **example** of the **VA Student Payment Plan** for the EMT Academy with **\$1,563.50** in **School Charges** for a VA Student who has earned 70% eligibility:
 - a) \$117.27 (25%) due by January 29, 2021
 - b) \$117.26 (25%) due by February 16, 2021
 - c) \$117.26 (25%) due by March 1, 2021
 - d) \$117.26 (25%) due by March 12, 2021

The following is an **example** of the **VA Student Payment Plan** for the Advanced EMT Academy with **\$1,738.25** in **School Charges** for a VA Student who has earned 70% eligibility:

- a) \$130.37 (25%) due by January 29, 2021
 - b) \$130.37 (25%) due by February 16, 2021
 - c) \$130.37 (25%) due by March 1, 2021
 - d) \$130.37 (25%) due by March 12, 2021
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 **by Wednesday, January 6, 2021**. Otherwise, you may have to sign a payment plan contract and pay 25% of school charges by the payment deadline in order to begin on the first day of class.
4. You may have to self-pay all Pre-Admission and Post-Admission Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet. You need to ask how your tribal organization handles reimbursement for out-of-pocket costs that do not go through the school.

EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER WITHDRAWAL POLICY

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

CANCELLATION OF ENROLLMENT

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

OFFICIAL WITHDRAWAL

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

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

UNOFFICIAL WITHDRAWAL

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

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

APPEAL PROCESS

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