

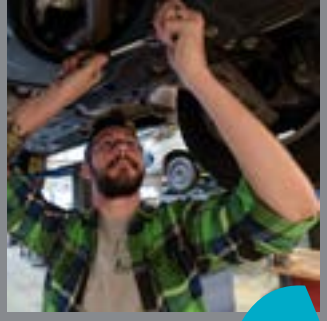



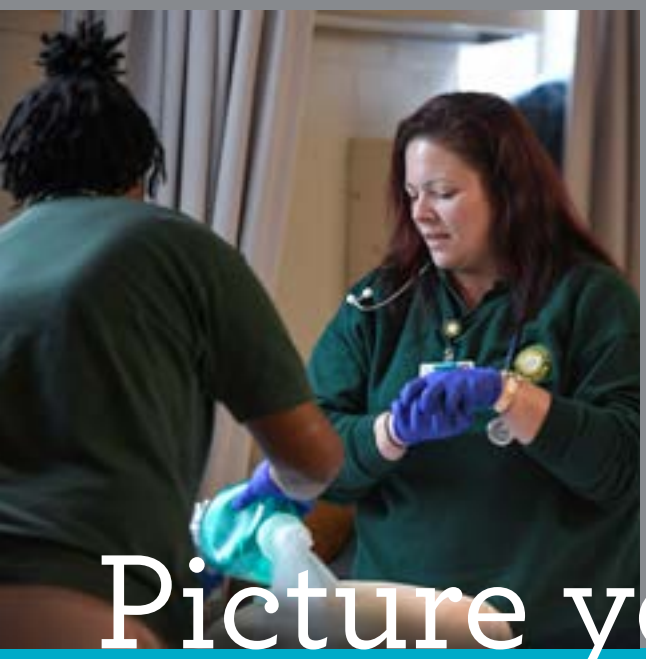


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2023–2024 CATALOG & HANDBOOK

Adult & Continuing Education Center

at York County School of Technology

Education That Pays

2179 South Queen Street, York, PA 17402 | EducationThatPays.com

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Director's Message

On behalf of the Joint Operating Committee, administration, faculty and staff, welcome to the Adult & Continuing Education Center at York Tech! I want to congratulate each of you on your decision to continue your education and training toward a high-wage, high-skill, and high-demand Career. We are dedicated to providing superior training, helpful instructors and a friendly learning environment.

Our faculty and staff are committed to supporting your success during your program and throughout your career. We have exceptional instructors here at York Tech and I am confident they will give you their best in order to help you achieve your goals!

I challenge each of you to attend every one of your classes and give your best effort so that you maximize the opportunity each of your programs offer! I encourage you to stay focused on your goals, the purpose behind them, and recognize the incredible value your education and training will bring to bear on your future.

I am certain that you will have questions along the way and I want to reassure you that the Adult & Continuing Education Center team will do their best to answer your questions and provide you with an exceptional experience.

I wish you all a successful and positive experience and thank you for choosing the Adult & Continuing Education Center where students receive an "Education that Pays"!

Best Regards,

Kirk D. Schlotzhauer

Director, Adult & Continuing Education Center

SECTION 1: Institution Information

Governance & Joint Operating Committee

The York County School of Technology (YCST) is governed by a Joint Operating Committee (JOC), the members of which are representatives from each member district of YCST. The JOC of YCST, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the JOC and for the safe and orderly operation of the school.

Joint Operating Committee

Dr. Jay H. Burkhart, South Western School District—Superintendent of Record

Vickie Guth (Member)—Central York School District

William A. Lytle (Member) (Chairperson)—Dallastown Area School District

Heidi Mease (Member)—Dover Area School District

Darvin Shelley (Member)—Eastern York School District

Jill Keeney (Member)—Hanover Public School District

Mark Jackson (Member)—Northeastern School District

John Blevins (Member) (Vice Chairperson)—Red Lion Area School District

Christina Markel (Member)—South Eastern School District

Matthew Gelazela (Member)—South Western School District

Danielle Weaver-Watts (Member)—Southern York School District

David Trettel (Member)—Spring Grove School District

Shawn Harlacher (Member)—West York School District

Diane Glover-Brown (Member)—School District of the City of York

Lois Ann Schroeder (Member) (Treasurer)—York Suburban School District

Superintendent of Record

Dr. Jay H. Burkhart, South Western School District—Superintendent of Record

York County School of Technology Administration

Scott Rogers—Administrative Director

John Stearns - Director of Curriculum & Instruction

Kirk D. Schlotzhauer—Director, Adult & Continuing Education Center

Vance Miller—Assistant Director, Motor Vehicle Academy & Trade Programs

Frances Bietsch—Supervisor of Nursing Education

Jon Boyer—Business Manager

Adam Dawson—Information Technology Director

Gerard Mentz—Director of Student Services

Adult & Continuing Education Center Staff

Merideth Edgar—Workforce Development & Outreach Coordinator

Tiffany Graham—Career Services Coordinator

Donna Humer-Dill—Student Services/Compliance Officer

Tawney Hensley—Adult & Continuing Education Center Administrative Assistant

Carol Sablosky—Adult & Continuing Education Center Secretary

Vickie Hake—Nursing Education Administrative Assistant

Adult & Continuing Education Center Faculty

Cinthia Acosta—Medical Assistant

Cynthia Burtz—Dental Assistant

Melinda Miller—Medical Assistant

Kelbie Shaulis—Cosmetology

Tara Hogue—Practical Nursing

Corinne Hortman—Practical Nursing

Karyn Pifer—Practical Nursing

William Kilby—CDL

Calvin Wiley—CDL

Aaron Henderson—Welding

Jeff Milliron—Welding

Dwayne Combs—Automotive

Doug Ripley—HVAC

Tallicia Palma—Phlebotomy

Laurel Heinley—Medical Billing & Coding

Teresa Mudge—Medical Billing & Coding

Sandra Rineer—Nurse Aide

Kevin Schussler—Mechatronics

Occupational Advisory Committees

Programs at the Adult & Continuing Education Center at YCST also receive input from the Occupational Advisory Committees (OACs). These committees are comprised of relevant individuals in that program's discipline, such as hiring managers, professionals in the field, and educational peers.

OACs serve to strengthen the programs at YCST by making recommendations for program improvements and providing support (via employment, scholarships, etc.) for YCST students. Although the committee is only advisory and does not have administrative or governing authority, their involvement is invaluable to the success of YCST's programs.

About the Adult & Continuing Education Center at York County School of Technology

Welcome

Welcome to the Adult & Continuing Education Center at YCST, one of the finest career and technical schools in the state. Your decision to enhance your education with career and technology training is to be commended.

The staff and administration of YCST will do everything possible to ensure that your experience with us is rewarding and successful. Your instructor will be able to answer any questions you might have.

Postsecondary students enrolled at YCST are required to comply with all of the policies and procedures established for the technical high school. YCST reserves the right to remove any postsecondary student from the program for violation of its policies and procedures. Students removed from the program will meet with the administration to discuss reasons for removal and the student's right to appeal.

Brief History

The Adult & Continuing Education Center has been providing education, training and services to adult students in the South Central Pennsylvania region since 1969. Our comprehensive technical programs predominately focus on technical training in high demand occupations leading to certifications and nationally recognized credentials. YCST was the first in the state to earn full public postsecondary vocational accreditation from the Pennsylvania Department of Education in May 2005. With this accreditation, YCST has been able to expand program offerings to include postsecondary diploma programs eligible for U.S. Department of Education Title IV funding (Pell Grants and Direct Student Loans). YCST features state-of-the-art training technology and first class training facilities.

YCST serves as both a technical high school and a postsecondary technical school. The Adult & Continuing Education Center has a Director that reports to the Administrative Director of the School and is accountable to the Joint Operating Committee. The Adult & Continuing Education Center is self-supporting through tuition charges, state subsidy, and state and federal grants, with no dollars contributed by the general fund (sending districts).

Adult students attend full time diploma/certificate programs in a standalone adult classroom environment. Adults enrolled in standalone adult classes may attend classes alongside of high school seniors enrolled in adult education programs. These programs share administrative staff and facility support personnel with additional staffing provided by the postsecondary school as needed based on adult enrollment and program requirements. This relationship between the technical high school and postsecondary programs sharing the same institution has proven to be very successful for many years.

York County School of Technology Mission

The YCST is dedicated to providing high quality, dynamic academic and technical education for students, emphasizing professional skills while fostering the development of compassionate, lifelong learners who appreciate unique differences of other individuals and cultures.

Adult & Continuing Education Center Mission Statement

In support of the YCST mission, it is the Adult & Continuing Education Center's goal to provide quality adult career, technical and basic skills education, training and services in a professional, customer-focused atmosphere that fosters continuous learning and promotes workforce development.

Vision Statement

The vision of YCST is to provide a college and career-ready technical and academic education that meets the needs of the diverse student population of York County, Pennsylvania. Our goal is to offer strong technical programs that prepare students for the technical needs and demands of the ever-changing workplace, and to provide multiple options upon graduation including entering the workforce and/or postsecondary education.



Approvals, Accreditations and Licensures

The Adult & Continuing Education Center programs are approved and accredited by the Pennsylvania Department of Education and reflect the employment needs of the York County Region. Additionally, most Adult & Continuing Education Center training programs are credentialed by a nationally accredited industry organization.

YCST is accredited for public postsecondary education under the authority of the Pennsylvania State Board of Vocational Education under the Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, Telephone: 717.783.6672 / FAX: 717.747.0426, www.education.pa.gov/postsecondary-adult.

The Practical Nursing program at YCST is approved by the Pennsylvania State Board of Nursing, PO Box 2649, Harrisburg, PA 17105-2649, Telephone: 717.783.7142. Additionally, the Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Telephone: 404.975.5000. The ACEN acknowledges the YCST for quality and excellence in nursing education.

The Cosmetology program at YCST is approved by the Pennsylvania State Board of Cosmetology, PO Box 2649, Harrisburg, PA 17105-2649, Telephone: 717.783.7130.

Statement of Nondiscrimination (Title IX)

The YCST shall not discriminate against any student, employee or applicant for admission or employment, or in its activities or programs, on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender expression or identity, national origin, AIDS or HIV status, or disability. Inquiries may be directed to Mr. Gerry Mentz, Director of Student Services, at 2179 S. Queen Street, York, PA 17402; Telephone: 717.741.0820 x5108 or gmentz@ytech.edu.

La Escuela de Tecnología del Condado de York no discriminará a ningún estudiante, empleado o solicitante de admisión o empleo, ni en sus actividades o programas, por raza, color, credo religioso, ascendencia, afiliación sindical, edad, sexo, orientación sexual, la expresión o la identidad de género, el origen nacional, el SIDA o la condición de VIH, o la discapacidad. Las preguntas pueden dirigirse al Sr. Gerry Mentz, Director de Servicios Estudiantiles, al 2179 S. Queen Street, York, PA 17402; Telefono 717.741.0820 x5108. Correo electrónico gmentz@ytech.edu.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

1. **The right to inspect and review the student's education records within 45 days after the day YCST receives a request for access.**

   A student should submit to the administration a written request that identifies the record(s) the student wishes to inspect. School administration will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.**

   A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to file a complaint regarding the resolution of the request for amendment. Additional information regarding the process for handling complaints is located in the Student Complaint Procedure Appendix 2 of this Catalog & Handbook.

3. **The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by YCST in an administrative, supervisory, academic or support capacity; a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of YCST who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for YCST.

   Upon request, the school also discloses education records without student consent to officials of another school in which a student seeks or intends to enroll.

   Directory Information: The school will also disclose items from a student's educational record that are considered "directory information." YCST designates the following items as directory information: student name, address, telephone number, email address, date and place of birth, major field of study, class status, participation in officially recognized activities, dates of attendance, enrollment status (including hours enrolled), degrees and awards received, and most recent previous school attended. The school may disclose any directory information without prior written consent from the student unless the student has provided notification in writing denying YCST the right to disclose such information.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by YCST to comply with the requirements of FERPA.**

   The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

Further Notice: This notice is not intended to be fully explanatory of students' rights under the Family Educational Rights and Privacy Act (FERPA).

Facilities

YCST is located at 2179 South Queen Street just off Interstate 83 at exit 16A in South Central Pennsylvania and situated about 30 miles south of Harrisburg in York County. YCST operates from one main campus location in York County under one administration. Adult students meet in industry approved labs and classrooms. All classroom labs have the latest in hand tools, power equipment, machinery, and high tech equipment.

Information regarding the YCST campus and Adult & Continuing Education Center programs can be found by logging onto www.educationthatpays.com.

Parking and Transportation

Student parking is provided in the main parking lot adjacent to South Queen Street. All vehicles parked on the school grounds must be parked between the white lines. The speed limit on all school grounds is 15 mph. Cars parked in designated No Parking areas, in areas marked in yellow or red or in any other restricted areas will be ticketed by local police and may be towed at the owner's expense. Between 8:00 AM and 3:30 PM, only the Queen Street lot may be used for parking. For evening or Saturday classes, parking lots on the north side of the building (facing Pauline Drive) and the student parking lot on the south side of the building may also be used. Visitor parking at the Main Entrance lot **MAY NOT BE USED BY STUDENTS OR INSTRUCTORS**.

There is currently a bus route servicing YCST. The bus stop to the campus is approximately a four minute walk (0.2 miles). Also, route times are limited and may not provide transportation at all times necessary for class attendance. Students may also make use of taxi or ride share services for transportation to the facility. Transportation to and from YCST, as well as any clinical and/or affiliate sites, is the sole responsibility of the student.

Building Access

All doors into the main campus building are locked at all times. Visitors are required to use the buzzer to gain access to the building at all times. All adult students are requested to park their automobiles in the South Queen Street parking lot and enter the building through the Adult & Continuing Education Center door #54 entrance toward the north end of the building.

Students enrolled in programs governed by this catalog will be issued an ID badge and key card to gain access during specified times for their program of study. Students should wear their ID badge at all times while on campus. Any student accessing the main campus building at a time outside their specified period should use the buzzer located inside the Adult & Continuing Education Center door #54.

Hours of Operation

OFFICE	HOURS	PHONE
Main Office	(Monday–Thursday) 7:45 AM–9:00 PM (Friday) 7:45 AM–4:00 PM	717.747.2130
Financial Aid	(Monday–Friday) 8:00 AM–4:00 PM	717.464.7050
Bursar	(Monday–Friday) 8:00 AM–4:00 PM	717.747.2130 ext. 5502
Business Office	(Monday–Friday) 8:00 AM–4:00 PM	717.741.0820
Admissions	(Monday–Friday) 8:00 AM–4:00 PM	717.747.2130
Learning Resource Center	(Monday–Thursday) 8:00 AM–8:00 PM (Friday) 8:00 AM–3:00 PM	

2023/2024 Adult & Continuing Education Center Academic Calendar

Adult & Continuing Education Center
at York County School of Technology
Education That Pays

JULY 2023

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

4: Independence Day - School & Offices Closed
7: Last Day AE Cosmetology (Day)
12: AE Open House - No classes
18: Last Day AE AT/Weld (Eve)

AUGUST 2023

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

2: AE Graduation (No Classes - Offices Open)
8: AE Orientation (Day & Evening Programs)
14-16: Act 80 / Teacher In-Service (No Day Classes)
17: No Classes - Offices Open - HS Back to School
22: First day of AE FT Program Fall Classes (Day & Eve)
30: First day of PT FLEX Classes

SEPTEMBER 2023

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September

1: No Classes - Offices Open
4: Labor Day - School & Office Closed
27: No Afternoon/Evening Classes - OAC Meetings

OCTOBER 2023

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October

9: Act 80 / Teacher In-Service (No Day or Evening Classes)

NOVEMBER 2023

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November

9: No PT Flex/Afternoon/Evening Classes - Open House
10: Act 80 / Teacher In-Service (No Classes)
10: Last Day AE FT Medical Assistant - Externship (Eve)
14: Last Day AE FT HVAC/Weld(Eve)
22: Make-up Day - No Classes - Offices Open
23-24, 27: Thanksgiving - School & Offices Closed

DECEMBER 2023

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December

14: Last Day AE FT Medical Billing & Coding (Eve)
22: No Classes - Offices Open
25, 26: Winter Holiday - School & Offices Closed
27, 28: No Classes - Offices Open
29: New Years Holiday - School & Offices Closed

JANUARY 2024

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

1: New Years Holiday - School & Offices Closed
3: AE Orientation (Jan/Feb Evening FT Programs)
8: AE Evening FT Programs Begin (Weld/HVAC)
15: MLK Holiday - School & Offices Closed

FEBRUARY 2024

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February

5: AE Evening FT Programs Begin (MA/MBC)
16: Make-up Day (Offices Open/School Closed)
19: Presidents Holiday - School & Offices Closed

MARCH 2024

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March

1: Make-up Day (Offices Open/School Closed)
28: Act 80 / Teacher In-Service (No Classes)
29: Spring Holiday - School & Offices Closed

APRIL 2024

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April

1: Make-up Day (Offices Open/School Closed)
11: AE Open House (No Eve Classes)
12: HS NOCTI
15: Last Day AE FT Medical Assistant - Externship (Day)
17: Last Day AE Mechatronics (Day)
26: Act 80 / Teacher In-Service (No Classes)

MAY 2024

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May

2: No Afternoon/Evening Classes - HS Orientation
3: Last Day AE Mechatronics (Day)
10: Last Day for PT FLEX Students
24: Act 80 / Teacher In-Service (No Classes)
27: Memorial Day - School & Offices Closed

JUNE 2024

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June

19: Last Day AE FT Dental Assistant (Eve)
21: Last Day AE FT Cosmetology (Day)

July

8: Last Day AE FT Auto/HVAC/Weld (Eve)

Calendar/Schedule subject to change due to weather or other business reasons. Additional makeup days may be scheduled as needed and may include Fridays and/or Saturdays.

KEY

- Act 80 / Teacher In-Service (No Classes)
- First Day / Last Day of Classes
- No Classes - School & Offices Closed
- No Classes - Offices Open
- Early Dismissal / 2-Hour Delay (Day Classes)
- No Afternoon/Evening Classes
- Make-up Day (Offices Open/School Closed)
- AE Graduation (No Classes / Offices Open
- Program Orientations

Tuition & Fees

Tuition is charged on a payment period basis for the student's respective program at YCST. Students are not obligated beyond the payment period they are currently attending.

Tuition and related program fees for new students become due ten business days prior to the first day of class unless the student has made alternate arrangements with the financial aid office. Alternate arrangements may include various forms of financial aid or entering into a payment plan with YCST.

Thereafter, tuition and fees for each succeeding payment period of a student's selected program become due ten business days prior to the start of that payment period. Students may not proceed onto a subsequent payment period unless all tuition and fees that are due have been paid or the student has made alternate arrangements with the financial aid office.

Failure to address program charges will result in dismissal by YCST. Students in the Practical Nursing program will not be permitted to sit for final exams if any current tuition and fees are unpaid. Students who are up-to-date with their payment arrangements (i.e., monthly payment plan, financial aid requirement) are considered paid for testing purposes.

Tuition and fees per program of study as of the published date are outlined in the catalog section of this Catalog & Handbook. Please note that tuition and fees are subject to periodic adjustment. For additional information regarding tuition and/or fees, contact the Adult & Continuing Education Center/Practical Nursing office.

FULL TIME DIPLOMA PROGRAM	TUITION	LAB/ TECH FEE
Automotive Technology	$11,925	$1,100
Cosmetology	$13,630	$1,100
Dental Assistant	$11,925	$1,100
HVAC Technology	$11,925	$1,100
Mechatronics & Industrial Controls	$11,925	$1,100
Medical Assistant	$11,925	$1,100
Medical Billing & Coding	$11,925	$1,100
Practical Nursing (In-State)	$14,870	$1,100
Practical Nursing (Out-of-State)	$16,890	$1,100
Welding Technology	$11,925	$1,100

Payment Policy

All students who enroll in Adult & Continuing Education Center courses and any other programs at YCST ("School") are expected to pay their tuition, fees and related charges on their accounts, in full for the current term(s) as of either the published due date, first day/night of class, or have already enrolled in, and been approved for, a YCST payment plan (not all programs have a payment plan) prior to the start of classes. The due dates for the payment of tuition, fees and related charges are determined by the dates of enrollment, the date a course/program starts or the terms of the payment plan.

Payment can be made by credit card (MasterCard®, VISA® or Discover®), by check or money order. There is a service fee that is charged for returned checks, and individuals who repeatedly submit returned checks will be required to remit payment via only a money order or a certified check.

For many programs, the school offers a tuition payment plan designed for students to pay tuition and related charges over a period of time rather than all at one time. Please contact the office for more information on the payment plan. For students who receive financial aid or some other form of third party payment, please be aware that said student is responsible for any portion of their balance due not covered by their aid package or third party payment. Students have five days from the disbursement/ receipt of their aid package to pay the remaining balance due or enter into an approved payment plan. Failure to make payment or enter into a payment plan may result in dismissal from the program. The School reserves the right to refuse to issue grades, transcripts records, program completion certification as well as deny registration or readmission to students who owe money to the School, or who have failed to return School books or equipment. Any and all debts owed to the School must be paid in full prior to the completion of a course/program, certification exam, third party exam or graduation from the School. Students that withdraw with accounts in good standings will be given a maximum of 30 days to address any debts owed to the school. Any accounts that are in arrears more than 30 days could be subject to collections. The student will be responsible for any and all costs or fees (including collection agency costs) incurred by the School to collect any debt or obligation owed to the School.

Regardless of the methods a student uses to pay his tuition bill (financial aid, third party pay, loan or other form of financial assistance), ultimately it is the student's obligation to pay for all debts incurred. In the case where a financial aid disbursement or other form of third party payment do not cover the total cost of a program, the student is responsible for promptly paying the balance owed to the School. Students who owe a balance to the School, after all financial aid or third party payments for the current payment period has been disbursed, must pay the balance due, or enter into a payment plan. Any student who has an account that is in arrears will not be permitted to continue attending classes. Student agrees to be responsible for all costs and charges on unpaid balances including, but not limited to, collection fees up to 50%, court costs and reasonable attorney's fees and all costs incurred by the School in the collection of debts (including collection agency costs).

SECTION 2: CATALOG
Healthcare Careers

Medical Assistant

The Medical Assistant Diploma Program prepares students for employment in the healthcare industry. Skills are developed in both administrative duties, such as scheduling appointments, maintaining medical records, and clinical procedures, including taking and recording vital signs, preparing patients for examination, and drawing blood. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Explain treatment procedures, medications, diets, or physicians' instructions to patients
- Perform specialized data entry, classification, and record keeping procedures related to medical diagnosis, treatment, billing, and insurance documentation
- Record patients' medical history, vital statistics, or information such as test results in medical records
- Apply knowledge of basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data entry skills, and healthcare regulations
- Prepare and administer medications as directed by a physician

FULL TIME DAY	900 hours/33 weeks Mon–Fri, 8:00 AM–3:00 PM
DATES	August 22, 2023–April 15, 2024
FULL TIME EVENING	900 hours/41 weeks Mon–Thu, 4:00–9:30 PM
DATES	February 5, 2024–November 18, 2024

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	*$ 25*
*Uniforms**	*$ 100*
Non-Refundable Acceptance Fee (this fee is included in the tuition)	*$ 50*
Program Tuition	
Base Tuition	*$ 11,925*
Lab/Technology Fee	*$ 1,100*
Out-of-Pocket Program Fees*	
*Textbooks**	*$ 400*
Toolkit	*$ 25*
*Physical Examination with Immunization (Current 2 Step Mantoux TB Test)***	*$ 150*
Certification—CCMA (NHA)	*$ 160*
CCMA (NHA) Prep Package	*$ 85*
Certification—Healthcare Professional w/CPR & AED	*$ 0*
*Criminal (PATCH)/FBI (Cogent)/ Child Abuse Checks***	*$ 60*
ESTIMATED COST OF PROGRAM*	**$ 14,030**

***Mandatory for externship*

Medical Billing & Coding

The Medical Billing & Coding Diploma Program prepares students for employment in the healthcare industry. Skills are developed in medical terminology, typical medical office procedures and software, medical billing codes and insurance billing. Students will learn how to analyze medical records and assign codes that classify diagnoses and procedures. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Protect the security of medical records to ensure that confidentiality is maintained
- Perform specialized data entry, classification, and record keeping procedures related to medical diagnosis, treatment, billing, and insurance documentation
- Perform bookkeeping work, including posting data or keeping other records concerning service costs
- Apply knowledge of basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data classification and coding, data entry skills, and healthcare regulations
- Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information
- Prepare itemized statements, bills, or invoices and record amounts due for services rendered

FULL TIME EVENING	900 hours/46 weeks Mon–Thu, 4:00–9:30 PM
DATES	February 5, 2024–December 16, 2024

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	*$ 25*
*Uniforms**	*$ 100*
Non-Refundable Acceptance Fee (this fee is included in the tuition)	$ 50
Program Tuition	
Base Tuition	*$ 11,925*
Lab/Technology Fee	*$ 1,100*
Out-of-Pocket Program Fees*	
Out-of-Pocket Program Fees*	
*Textbooks**	*$ 400*
*Physical Examination with Immunization (Current 2 Step Mantoux TB Test)***	*$ 150*
Certification—Certified Professional Coder (AAPC)	*$ 425*
Certification—Healthcare Professional w/CPR & AED	*$ 0*
AAPC Membership	*$ 125*
Practicode CPC-A Practicum	*$ 220*
ESTIMATED COST OF PROGRAM*	**$ 14,470**

***Mandatory*

* Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected. All figures are subject to change without notice.

Practical Nursing

The Licensed Practical Nurse (LPN) is an in-demand nursing career. The YCST Practical Nursing Program is approved by the Pennsylvania State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).



Upon completion of the Practical Nursing Program, students will be prepared to demonstrate basic knowledge, skills and abilities of a practical nurse. They will function within the legal scope of practice and the standards of nursing conduct related to practical nursing. Students completing the program will be eligible to sit for the NCLEX-PN Exam.

Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Demonstrate basic knowledge, skills and ability of the practical nurse
- Participate as a member of the healthcare team to assist in meeting the holistic needs of the patient throughout the lifespan using Maslow's Hierarchy of Human Needs
- Utilize the nursing process in meeting the healthcare needs in any healthcare setting
- Function within the legal scope of practice and the standards of nursing conduct related to practical nursing
- Be eligible to sit for the NCLEX-PN Exam upon successful completion of the LPN Program having met all the learning and behavioral criteria for graduation
- Identify the need for personal responsibility in continuing education and the advantage of participation in a professional organization

FULL TIME DAY	1,540 hours/44 weeks *Classroom:* Mon–Fri, 7:45 AM–3:15 PM *Clinical:* Mon–Fri, 6:45 AM–2:15 PM
DATES	July 6, 2023–June 13, 2024 January 2, 2024–December 12, 2024

Practical Nursing

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	*$ 25*
Pre-entrance Exam (TEAS)	*$ 115*
Non-Refundable Acceptance Fee (This fee is included in the tuition)	*$ 200*
*Physical Examination/Immunizations (Current 2-step Mantouxm TB Test)***	*$ 150*
*Drug Screen**	*$ 50*
*Criminal History Report, FBI, & Child Clearance Report***	*$ 60*
Program Tuition	
Base Tuition	*$ 14,870*
Lab/Technology Fee	*$ 1,100*
Assessment Technologies Institute NCLEX Review Fee	*$ 2,275*
Supplies Fee	*$ 800*
Program Tuition (Out-of-State)	
Base Tuition (Out-of-State)	*$ 16,870*
Lab/Technology Fee	*$ 1,100*
Assessment Technologies Institute NCLEX Review Fee	*$ 2,275*
Supplies Fee	*$ 800*
Out-of-Pocket Expenses*	
*Textbooks**	*$ 800*
*Uniforms**	*$ 200*
Certification—Healthcare Professional w/CPR &AED	*$ 0*
Temporary Permit to Practice	*$ 70*
State Board Application to Test	*$ 95*
NCLEX Testing Application	*$ 200*
ESTIMATED COST OF PROGRAM*	**$ 20,810**
ESTIMATED COST OF PROGRAM* (OUT-OF-STATE)	**$ 22,810**

***Mandatory*



Nurse Aide Training

In the Nurse Aide Certificate Program, the students will learn the basic knowledge, skills, and abilities of a nurse aide. Students will be prepared as a member of the healthcare team to assist residents in a long-term care nursing facility. You will function under the direction of the Licensed Practical Nurse. Individuals completing the program will be eligible to sit for the NNAAP Exam. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.



This program is designed to prepare students to:

- Prepare for Pennsylvania National Nurse Aide Assessment Program (NNAAP), as well as college healthcare related program education
- Learn to provide high quality patient care in a long-term care facility and private home setting
- Perform a wide range of basic nursing, personal care and restorative care skills in a classroom and real work setting
- Work with various healthcare team members in providing direct patient care

SHORT TERM DAY 120 hours/16 days
Classroom: Mon–Thu, 7:00 AM–3:15 PM
Clinical: Mon–Thu, 6:30 AM–2:30 PM

DATES Call for dates 717.747.2135

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	*$ 0*
*Criminal History Report & FBI Report**	*$ 47*
*Textbooks & Materials**	*$ 200*
*Uniforms**	*$ 60*
*Physical Examination/Immunizations (Current 2-step PPD)**	*$ 110*
Tuition	*$ 1,300*
ESTIMATED COST OF PROGRAM*	**$ 1,717**

Dental Assistant

The Dental Assistant Diploma Program prepares students for employment in the industry. Dental Assistants set up equipment, prepare dental patients for treatment, and maintain patient records. Students completing this program will be able to sterilize or disinfect instruments, set up instrument trays, and prepare materials or assist the dentist during dental procedures. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Record treatment information in patient records
- Expose dental diagnostic X-rays
- Take and record medical and dental histories and vital signs of patients
- Fabricate temporary restorations or custom impressions from preliminary impressions
- Instruct patients in oral hygiene and plaque control programs
- Assist dentist in management of medical or dental emergencies
- Provide postoperative instructions prescribed by dentist

FULL TIME EVENING 900 hours/40 weeks
Mon–Thu, 4:00–9:30 PM

DATES August 22, 2023–June 18, 2024

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	*$ 25*
*Uniforms**	*$ 100*
Non-Refundable Acceptance Fee (this fee is included in the tuition)	$ 50
Program Tuition	
Base Tuition	*$ 11,925*
Lab/Technology Fee	*$ 1,100*
Out-of-Pocket Program Fees*	
*Textbooks**	*$ 380*
Toolkit	*$ 125*
*Hepatitis series (3 step)—mandatory for clinical**	*$ 240*
*Tetanus update—mandatory for clinical**	*$ 35*
Certification–ICE Exam (DANB)	*$ 275*
Certification—CPR	*$ 0*
ESTIMATED COST OF PROGRAM*	**$ 14,205**

* Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected. All figures are subject to change without notice.

Phlebotomy

The Phlebotomy course offers students the necessary skills to understand and perform phlebotomy procedures, safety precautions and infection control, and different types of venipuncture collections. Includes Medical Terminology/Anatomy & Physiology.

- Students acquire skills to understand and perform phlebotomy procedures
- Students learn necessary safety precautions, terminology, anatomy, physiology, venipuncture, collection procedures and infection control
- Students seeking to sit for the National Healthcareer Association Phlebotomy certification exam are required to complete 30 venipuncture and ten capillary sticks over the duration of the course
- Uniform is required

SHORT TERM EVENING & DAY 9 weeks/160 hours
Mon–Thurs 4:00–9:30 PM
Mon–Thurs 8:00 AM–3:00 PM

DATES

Evening:
July 31, 2023–September 25, 2023
October 10, 2023–December 6, 2023
February 5, 2024–March 27, 2024
April 8, 2024–May 30, 2024

Day:
June 17, 2024–July 31, 2024

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	*$*	*0*
*Textbooks & Materials**	*$*	*90*
*Uniforms**	*$*	*100*
Tuition	*$*	*1,285*
Out-of-Pocket Program Fees*		
*Certified Phlebotomy Technician Prep Package (NHA)**	*$*	*75*
*Certified Phlebotomy Technician Exam (NHA)**	*$*	*120*
ESTIMATED COST OF PROGRAM*	**$**	**1,670**

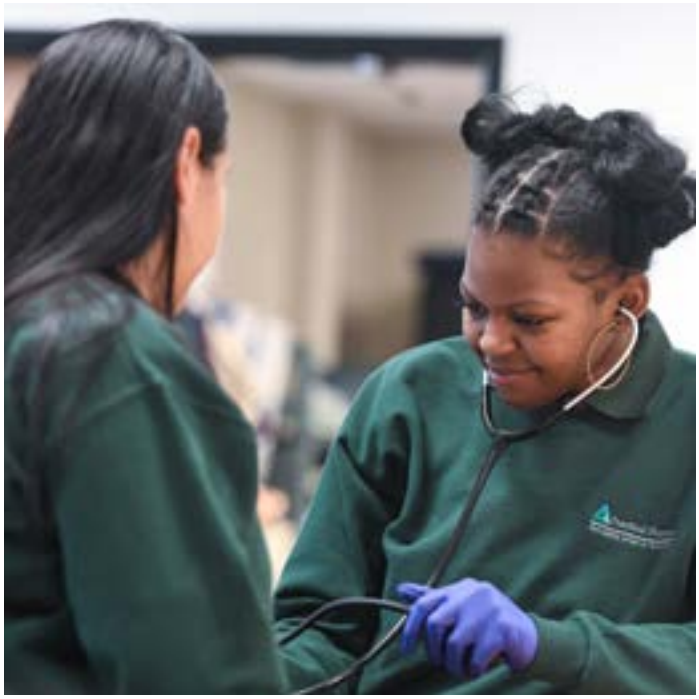
ADDITIONAL PROGRAM INFORMATION

Student dress code: students will be required to wear scrub pants and top and appropriate footwear in the classroom lab. Shoes must have a closed toe and closed heel. Clogs are not permitted.

Textbooks are required and will be provided on the first day of class.

Please note: Clinicals may be performed during daytime hours depending upon student's availability.





Advanced Manufacturing Careers

Welding Technology

The Welding Technology Diploma Program offers students the necessary welding skills, safety and technical information required to obtain entry level employment as a welder. Our welding skill training has been designed to teach actual welding techniques and manipulative skills in most major welding processes.

This program is designed to prepare students to:

- Demonstrate knowledge of the principles of welding
- Interpret blueprints and symbols used in the welding field
- Weld carbon steel in all positions with the shielded metal arc welding process
- Weld carbon steel, aluminum and stainless steel in all positions with gas metal & tungsten arc welding processes
- Weld carbon steel, aluminum and stainless steel in all positions with the flux cored arc welding process
- Prepare for the AWS D1.5 FMAW 3G Unlimited Certification

FULL TIME	900 hours/47 weeks
EVENING	Mon–Thu, 4:00–9:30 PM
DATES	August 22, 2023–July 8, 2024 January 8, 2024–November 13, 2024

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	*$ 25*
*Uniforms**	*$ 75*
Non-Refundable Acceptance Fee (this fee is included in the tuition)	*$ 50*
Program Tuition	
Base Tuition	*$ 11,925*
Lab/Technology Fee	*$ 1,100*
Out-of-Pocket Program Fees*	
*Textbooks**	*$ 500*
Toolkit	*$ 450*
Certification—American Welding Society (AWS) D 1.5 FMAW 3G Unlimited	*$ 0*
ESTIMATED COST OF PROGRAM*	**$ 14,075**

Basic Welding

The Introduction to the Basic Welding course is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry. It includes math & measurement, basic safety for welders, introduction to hand tools, and blueprint reading for welders. The Introduction to the Basic Welding course will cover the required techniques and skills to pass the AWS D1.1 3G Limited Certification that may be required for employment.

SHORT TERM	200 hours/10 weeks
EVENING	Mon–Thu, 4:00–9:00 PM
DATES	October 2, 2023–December 18, 2023 March 4, 2024–May 16, 2024

ESTIMATED COST OF PROGRAM* **$ 3,256**

Includes personal safety equipment/materials.
Optional certification cost is $200.





* Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected. All figures are subject to change without notice.

Mechatronics & Industrial Controls

Mechatronics & Industrial Controls is a high demand, emerging career field in manufacturing industries. This program of study is the convergence of the major disciplines of mechanics, electronics, informatics and automation into a technician level training. Mechatronics technicians are becoming an essential part of industrial maintenance teams because of their multi discipline training that allows them to holistically troubleshoot complex manufacturing machines. As everyday industrial maintenance issues occur, these technicians provide solutions that allow production to continue with minimal loss.

The Mechatronics & Industrial Controls Technology Diploma Program prepares students for employment in the industrial, commercial or manufacturing industry. Skills developed prepare students to repair, test, adjust or install electronic equipment such as industrial controls, motor controls, and Programmable Logic Controllers (PLCs). Students completing the program will be industrial automation technicians working on commercial and industrial equipment. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Troubleshoot faulty equipment to diagnose malfunctions using test equipment and applying knowledge of the functional operation of electronic units and systems
- Study blueprints, schematics, manuals or other specifications to determine installation procedures
- Repair or adjust equipment, machines or defective components, replacing worn parts such as gaskets or seals in watertight electrical equipment
- Inspect components of industrial equipment for accurate assembly and installation, or for defects such as loose connections or frayed wires
- Install and program PLCs for automated equipment
- Install and troubleshoot pneumatic and hydraulic components and equipment
- Includes Level 1 Siemens Certification

FULL TIME 900 hours/35 weeks
DAY Mon–Fri, 8:00 AM–3:00 PM

DATES August 22, 2023–April 18, 2024

TUITION INFORMATION

Pre-Entrance Expenses*	
Fee	*$ 25*
*Uniforms**	*$ 60*
Non-Refundable Acceptance Fee (this fee is included in the tuition)	*$ 50*
Program Tuition	
Base Tuition	*$ 11,925*
Lab/Technology Fee	*$ 1,100*
Out-of-Pocket Program Fees*	
*Textbooks**	*$ 419*
Toolkit	*$ 750*
Certification—OSHA 30 Hour General Industry (Career Safe Online)	*$ 0*
Certification—Forklift Operator (Optional)	*$ 195*
Certification—Level 1 Siemens Mechatronic Systems (Optional)	*$ 0*
ESTIMATED COST OF PROGRAM*	**$ 14,474**





Skilled Trade Careers

Automotive Technology

The YCST Automotive Technology Diploma Program prepares students for employment in the automotive repair industry.



Students will learn comprehensive auto mechanics from engine rebuilding and maintenance to drive train systems, brakes, chassis, and more. Technical training is provided in the classroom and in the lab on school vehicles. Curriculum aligns with the standards of National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE). Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Examine vehicles to determine the extent of damage or malfunctions
- Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups
- Tear down, repair, and rebuild faulty assemblies such as power systems, steering systems, and linkages
- Repair, reline, replace, and adjust brakes
- Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearing, and other potentially troublesome areas
- Confer with customers to obtain descriptions of vehicle problems and to discuss work to be performed and future repair requirements

Students have the opportunity to attend the NYC Beauty Show in the spring. All costs will be the responsibility of the student.

FULL TIME 900 hours/47 weeks
EVENING Mon–Thu, 4:00–9:30 PM

DATES August 22, 2023–July 8, 2024

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	*$ 25*
*Uniforms**	*$ 60*
Non-Refundable Acceptance Fee (this fee is included in the tuition)	*$ 50*
Program Tuition	
Base Tuition	*$ 11,925*
Lab/Technology Fee	*$ 1,100*
Out-of-Pocket Program Fees*	
CDX Software Fee	*$ 150*
Toolkit	*$ 225*
Certification—PA Safety Inspection License	*$ 0*
Certification—PA Emissions Inspection License	*$ 0*
ESTIMATED COST OF PROGRAM*	**$ 13,485**

Cosmetology

The Cosmetology Diploma Program prepares students for employment in the beauty industry. The program encompasses the knowledge and skills necessary to pass the State Board of Cosmetology licensing exam, in addition to preparing students for entry level positions in the cosmetology industry. The curriculum includes practical and theoretical study of the hair, skin, and nails. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type and facial features, using clippers, scissors, trimmers and razors
- Lighten, color, and tone hair, using applicator or brush
- Advise clients on hair, skin, and nail care and use of products and colors
- Keep work stations clean and sanitize tools such as scissors and combs
- Demonstrate and sell hair care products and cosmetics
- Shampoo, rinse, condition and dry hair and scalp or hairpieces with water, liquid soap, or other solutions
- Analyze patrons' hair and other physical features to determine and recommend beauty treatment or suggest hair styles
- Update and maintain customer information records, such as beauty services provided

FULL TIME 1,280 hours/44 weeks
DAY Mon–Fri, 8:00 AM–3:00 PM

DATES August 22, 2023–June 24, 2024

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	*$ 25*
*Uniforms**	*$ 60*
Non-Refundable Acceptance Fee (this fee is included in the tuition)	*$ 50*
Program Tuition	
Base Tuition	*$ 13,630*
Lab/Technology Fee	*$ 1,100*
Out-of-Pocket Program Fees*	
*Textbooks**	*$ 535*
Tool Kit	*$ 800*
*Certification—Cosmetologist (Pearson Vue)**	*$ 135*
ESTIMATED COST OF PROGRAM*	**$ 16,285**

Upon completion of 1,280 hours, a grade of 75% or higher in the course, and an Official Criminal Record History check, students are able to take the PA State Board Examination, which is required for licensing.

Nail Technician Class

DATES January 2, 2024–February 14, 2024

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	*$*	*0*
*Textbooks & Toolkit**	*$*	*300*
*Uniforms**	*$*	*60*
Tuition	*$*	*3,000*
Out-of-Pocket Program Fees*		
*PA State Board Nail Technician Licensure Exam**	*$*	*103*
ESTIMATED COST OF PROGRAM*	**$**	**3,463**

Cosmetology Instructor

Cosmetology instructors are experienced Cosmetologists who use their skills and knowledge to teach the skills used by professional hairstylists, make-up artists, manicurists, and other workers in the beauty industry. Successful Cosmetology instructors have extensive experience working as a professional Cosmetologist, a natural talent for teaching, and good interpersonal skills. Cosmetology instructors take a hands-on approach with their teaching, ensuring that every student gets the required knowledge they need to succeed in the beauty industry.



One of the primary duties of a Cosmetology instructor is creating lesson plans and demonstrations that meet state requirements. They must cover the required subject areas, which generally include science, aesthetics and hairdressing and hygiene and sanitation. Cosmetology instructors must ensure students receive the proper mix of practical and theoretical instruction and that they spend the required hours covering each subject area.

Cosmetology instructor responsibilities:

- Learning and adapting the course curriculum
- Developing and implementing lesson plans, exams, etc
- Ordering stock supplies for each course as needed
- Teaching students the skills of the beauty trade
- Mentoring students and providing emotional support
- Maintaining student files, such as grades and attendance records

SHORT TERM 600 hours/21 weeks
DAY Mon–Fri, 8:00 AM–3:00 PM

DATES We can customize to your needs

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	*$*	*25*
Criminal/Child Abuse Checks	*$*	*0*
*Uniforms**	*$*	*0*
*Textbooks & Toolkit**	*$*	*300*
Tuition	*$*	*5,500*
ESTIMATED COST OF PROGRAM*	**$**	**5,825**

Heating, Ventilation and Air Conditioning (HVAC) Technology

The Heating, Ventilation and Air Conditioning (HVAC) Technology Diploma Program at YCST offers students the opportunity to learn to perform a variety of technical tasks related to installing, maintaining and repairing heating, cooling, ventilation and related systems. Completion of the HVAC Technology Diploma Program will help to prepare you for an entry-level position as an HVAC Mechanic/Technician. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.



This program is designed to prepare students to:

- Install, design and troubleshoot HVAC systems. This includes air conditioning, heat pumps, gas and oil-fired furnaces and hydronic (boiler) systems.
- Learn intermediate electricity principles and how to properly use and read electrical meters
- Learn air distribution and thermodynamic principles. This includes load and loss calculations, duct fabrication, installation and sizing, and understanding air flow, balancing and friction.
- Interpret and understand mechanical and building blueprints. Learn how to use this information for sizing HVAC equipment, duct and piping installation, and controls.
- Learn HVAC energy management and indoor air quality systems and controls.
- Install, design, and size various piping used in the HVACR (Heating, Ventilation, Air Conditioning and Refrigeration) industry. This includes brazing and soldering techniques. Install PVC, copper, corrugated, and other types of piping for fuels, exhausts, drainage and radiant heating applications.
- Learn how to evacuate, recover and charge refrigerant-containing systems. This includes the principles of refrigerants and other pressures pertaining to HVACR systems. Learn how to charge systems using Superheat and Subcooling methods.
- Learn new HVAC technologies like, solar, geothermal, inverter, and new refrigerants being used in the industry today.
- Gas piping and EPA 608 certification classes included!

FULL TIME 900 hours/47 weeks
EVENING Mon–Thu, 4:00–9:30 PM

DATES August 22, 2023–July 8, 2024
January 8, 2024–November 13, 2024

* Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected. All figures are subject to change without notice.

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	*$ 25*
*Uniforms**	*$ 60*
Non-Refundable Acceptance Fee (this fee is included in the tuition)	*$ 50*
Program Tuition	
Base Tuition	*$ 11,925*
Lab/Technology Fee	*$ 1,100*
Out-of-Pocket Program Fees*	
*Textbooks**	*$ 400*
Toolkit	*$ 250*
Certification—ABC Core/HVAC Level 1 (ABC/NCCER)	*$ 0*
Certification—EPA 608	*$ 0*
Certification—OSHA 10 Hour Construction Industry (Career Safe Online)	*$ 0*
ESTIMATED COST OF PROGRAM*	**$ 13,760**

Plumbing Apprenticeship Program (Related Training)

The Plumbing Apprenticeship Program provides Related Training (RT) primarily for individuals currently working in the trade for an employer that participates in a PA state-approved apprenticeship program.

Students who are interested in pursuing a career in plumbing may participate in our first year Plumbing Apprenticeship (RT). Those that satisfactorily complete the required two semesters, and who show an aptitude and commitment to the field, will be assisted in obtaining an entry level job with an employer who participates in a PA state-approved apprenticeship program.

These courses provide theory to support hands-on training received on-the-job. Each level requires the successful completion of 144 hours. Classes meet for 72 hours per semester.

Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

- RT Plumbing 1
- RT Plumbing 2
- RT Plumbing 3
- RT Plumbing 4

SHORT TERM	144 hours/24 Weeks
DAY	Mon/Wed or Tue/Thu 5:00–8:00 PM
DATES	Visit www.educationthatpays.com or call 717.747.2130.

TUITION INFORMATION

Pre-Entrance Expenses*	
Application Fee	*$ 0*
*Textbooks & Materials**	*$ 225*
*Uniforms**	*$ 0*
Tuition	*$ 1,800*
ESTIMATED COST OF PROGRAM*	**$ 2,025**







* Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected. All figures are subject to change without notice.

Motor Vehicle Academy

Commercial Truck Driving (CDL) Training Program

The CDL Class A or B Truck Driving Certificate Programs prepare students for employment in the transportation industry. This three-phase program includes classroom, yard and road time.

Preparation for knowledge test provided. Road test included. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order
- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations
- Drive trucks with capacities greater than three tons, including tractor-trailer combinations, to transport and deliver products, livestock, or other materials
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned
- Follow appropriate safety procedures for transporting dangerous goods
- Couple or uncouple trailers by changing trailer jack positions, connecting or disconnecting air or electrical lines, or manipulating fifth-wheel locks, Class A only

SHORT TERM	200 hours/5 Weeks
DAY	Mon–Thu, 7:00 AM–5:00 PM
EVENING	Evening hours available by appointment
DATES	Classes start each month Call 717.747.2130 for dates

Pre-Entrance Expenses*		
*DOT Drug Screen**	*$*	*75*
Tuition	*$*	*5,500*
ESTIMATED COST OF PROGRAM*	**$**	**5,575**

CLASS B TUITION INFORMATION:

Commercial Truck Driving (CDL) Class B: (160 hours/4 weeks)

Pre-entrance Expenses:		
*DOT Drug Screen**	*$*	*75*
Tuition	*$*	*4,300*
ESTIMATED COST OF PROGRAM*	**$**	**4,375**

Passenger Endorsement (Only)

Passenger "P" endorsements are required to drive passenger vehicles that can carry at least 16 passengers (to include the driver). These include livery vehicles, motor coaches and public service motor vehicles. You must know how to load/unload your passengers, respond to emergencies, handle troublesome passengers, and other tasks specific to carrying passengers of all ages. Those applying for the passenger endorsement must satisfy knowledge and skills test requirements.

- Online theory can be completed at your own pace—**$175**
- Behind the wheel is broken into two segments, yard (backing) and road
- Behind the wheel cost also covers the final road test for licensure
- Times vary for behind the wheel based on Instructor availability
- Students will be taught everything from passenger safety to hazardous material requirements
- Can be bundled with Class B training to save money
- Minimum 40 hours
- $2,000 for 1 on 1 training (cost based 1 on 1 training)
- Groups of two or more for a discounted price

Hazmat Endorsement

CDL drivers, 21 or older, who wish to operate vehicles carrying hazardous materials that require placarding must have a HAZMAT endorsement on their CDL.

- Completely online, can be done at your own pace
- Immediate upload into training provider registry for compliance
- **$150**

CDL Refresher Program Information

The CDL Refresher Program is designed for individuals who currently hold a CDL license and want to refresh their skills to obtain recent, verifiable behind the wheel hours/experience in order to gain employment. This convenient program offers customized CDL training to bring current and former truck drivers "up to speed" on various aspects of the profession. This course includes a driving evaluation so our experienced instructors can determine how many hours of training you need to get "back on the road." Flexible scheduling. Call 717.747.2130 for details and pricing.

Commercial Driver Skills Test (CDST)

We are a certified, third party CDL testing facility for the Commonwealth of Pennsylvania. Testing available by appointment only. You're welcome to bring your own truck or test in one of ours.

SHORT TERM DAY 3 hours

Pre-Entrance Expenses*		
Application Fee	*$*	*0*
Tuition (with own vehicle)	*$*	*250*
Tuition (with YCST vehicle)	*$*	*290*
Re-Test (per segment if unsuccessful in first attempt) (with own vehicle)	**$**	**75**
Re-Test (per segment if unsuccessful in first attempt) (with YCST vehicle)	**$**	**90**
ESTIMATED COST OF PROGRAM (with own vehicle)*	**$**	**250**
ESTIMATED COST OF PROGRAM (with YCST vehicle)*	**$**	**290**

Driver Training & Testing

The Adult & Continuing Education Center at YCST now offers driver training plus testing on our campus. We are a PennDOT certified testing center; all of our examiners are PennDOT certified and testing routes are approved by PennDOT.

Driver License Test (45 minutes)—**$110**

Driver Education—Online only (30 hours)—**$65**

Driver Education—Behind-the-wheel only (6 hours)—**$350**

Driver Education—Online (30 hours) + Behind-the-wheel (6 hours)—**$390**

Driver Education—Online (30 hours) + Behind-the-wheel (6 hours) + Testing (2 hours)—**$470**

Driver Education—Parallel Parking Only (30 minutes)—**$60**

Workforce Development & Industry Training

Forklift Operator Training

Students will receive six hours of training at YCST in both classroom and theory and "hands-on" operation of a sit down electric powered forklift. Instruction will emphasize "Safety at all times" in the operation of powered material handling equipment. Classroom instruction will consist of lecture and video training material as well as discussion on safety principles that can be applied to "on the job" situations. The student will also participate in actual "hands-on" operation of the forklift, performing various driving exercises in a training environment. This course is OSHA compliant and meets all requirements for student certification and re-certification. Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

SHORT TERM DAY	6 hours/1 Day Saturdays 8:00 AM–2:00 PM
DATES	July 15, 2023 August 12, 2023 September 16, 2023 October 14, 2023 November 11, 2023 December 9, 2023 January 6, 2024 February 10, 2024 March 16, 2024 April 13, 2024 May 18, 2024 June 15, 2024

ESTIMATED COST OF PROGRAM* $ 200

Registration fees for forklift courses must be paid at time of registration.

Vehicle Safety Inspector Certification Course

The Adult & Continuing Education Center at YCS, in cooperation with the Pennsylvania Department of Transportation (PennDOT), provides the necessary information and testing for individuals to become Certified Safety Inspectors. Any interested person may register and apply for the Safety Inspector Certification Training Course. Registration is for all students with or without previous mechanical training. However, it is recommended that applicants have an understanding of basic auto mechanics, including brakes and alignment, to succeed in this program.

Students must complete the lecture course, pass a written test and satisfactorily perform a complete tactile inspection of a vehicle. Upon successful completion of these requirements, the student will receive a safety inspection certification card from PennDOT in approximately six to eight weeks from the ending class date.

Students may select from the following Categories** of Inspection Licensing:

- Cat I—Passenger cars/trucks 17,000 lbs or less/trailers 10,000 lbs. or less
- Cat II—Motorcycle (must hold a valid Motorcycle license)
- Cat III—Buses/trucks over 17,000 lbs./trailers over 10,000 lbs.
- Cat IV—Enhanced Vehicle Safety Inspector (for the purpose of issuing a branded certificate of title)

***Multiple categories may be taken simultaneously.*

All students must be 18 years of age to be eligible to apply for certification from PennDOT. For a student less than 18 years of age, while eligible to participate in the instruction and exam, the student must notify PennDOT upon reaching the age of 18 so that certification can be processed. If a student does not meet the age requirement within one year of successfully completing the Base Line Course written test and the category-specific test, the student may be required to re-register to take the course.

In order to be registered for the course, payment must be made in full and a completed MV 409 and/or MV 409S must be received prior to the first night of class. Visit PennDOT's website to view a copy of Publication 45 Vehicle Equipment and Inspection Regulations Manual. Training Materials must be read prior to the first night of instruction. The printed manual will be provided to you on the first night of class.

SHORT TERM EVENING	12 hours/4 Days*** Mon–Thu 6:00–10:00 PM
DATES	Classes run throughout the year—call 717.747.2130 for dates/times

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	*$*	*0*
*Textbooks & Materials**	*$*	*0*
Tuition (includes initial Category of testing, CAT I or CAT II, Cat III & manual)	*$*	*225*
Additional Category & Re-Test Fee (if unsuccessful in first attempt)	**$**	**55**
ESTIMATED COST OF PROGRAM*	**$**	**225**

Registration fees for State Safety Inspector must be paid at time of registration.

****Due to tactile test scheduling, students must be available all scheduled evenings.*

* Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected. All figures are subject to change without notice.

Emissions Inspector Certification Course

The Adult & Continuing Education Center at YCST, in cooperation with the PennDOT, provides the necessary information and testing for individuals to become Certified Emissions Inspectors. Any interested person may register and apply for the Emissions Inspector Certification Training Course. Registration is for all students with or without previous mechanical training.

All students must be 18 years of age to be eligible to apply for certification from PennDOT. For a student less than 18 years of age, while eligible to participate in the instruction and exam, the student must notify PennDOT upon reaching the age of 18 to receive their ID card.

Applicants must register and purchase their training manuals and test package with the PennDOT at patrainingportal.com. Create your profile and save your username and password since you will need to log in during class. Also, when you register on the training portal, you will be asked to choose a security question. Please remember the security question and answer for test night.

Download the training materials and exam information to a thumb drive and bring the thumb drive to class! Training materials must be read prior to the first night of instruction and brought to class.

YCST offers two sessions per month. Seating is limited to 12 students per session.

SHORT TERM EVENING	8 hours/2 Days Mon–Tue & Wed–Thu, 6:00–10:00 PM
DATES	Classes run throughout the year—call 717.747.2130 for dates/times

Pre-Entrance Expenses*		
PennDOT Registration Fee	*$*	*39.99*
*Textbooks & Materials**	*$*	*0.00*
*Uniforms**	*$*	*0.00*
Tuition	*$*	*155.00*
Re-Test Fee (if unsuccessful in first attempt)	**$**	**40.00**
ESTIMATED COST OF PROGRAM*	**$**	**194.99**

Registration fees for Emissions Inspector courses must be paid at time of registration.

Category IV – Enhanced Vehicle Safety Inspector Certification Course

Enhanced Vehicle Safety Inspectors may perform enhanced vehicle safety inspections as well as review title applications and supporting documentation for the purpose of issuance of a branded vehicle title.

This program is designed to prepare students to understand:

- Vehicles subject to the enhanced vehicle safety inspection process
- The types of title brands available
- The inspection

PREREQUISITE	CAT I Certification. Applicant must be 18 years of age and have a valid state photo driver's license.
SHORT TERM EVENING	4 hours/1 Day Mon–Thu 6:00–10:00 PM
DATES	Classes run throughout the year—call 717.747.2130 for dates/times

TUITION INFORMATION

Pre-Entrance Expenses*		
Application Fee	*$*	*0*
*Textbooks & Materials**	*$*	*0*
Tuition (includes CAT IV & manual)	**$**	**110**
Re-Test Fee (if unsuccessful in first attempt)	**$**	**40**
ESTIMATED COST OF PROGRAM*	**$**	**110**

Registration fees for Enhanced Vehicle Safety Inspector Courses must be paid at time of registration.

Customized Industry Training

Employers looking for cost- and time-efficient workforce training can find exactly what they need through YCST. Many employers want to maximize employees' talents and build flexibility into their workforce. Upskilling is a sound investment and a smart business strategy. Our certified instructors have decades of hands-on experience to help train employees today for the skills gaps of tomorrow.

We offer:

- Customized programs focused on practical skills
- Flexible schedule to meet employer's needs
- Training delivered in our classrooms or at the work site
- Instructional formats to engage all learners
- Let's talk about your training needs and ideas. Call Merideth Edgar at 717.747.2130 ext. 5503 for more information.

Please note: While every effort is made not to delay or cancel classes, YCST reserves the right to do so due to low enrollment.

Revised March 2023

SECTION 3: Academic Policies, Procedures & Resources

Admissions Policy

The Adult & Continuing Education Center at York County School of Technology (YCST) has an open admissions policy, serving the needs of all who apply for admission. However, this doesn't mean that there are no entrance requirements. Certain programs of study make various prerequisites a necessity. YCST's Adult & Continuing Education Center programs are approved and accredited by the Pennsylvania Department of Education (PDE) and reflect the employment needs of the York County Region. Additionally, most YCST training programs are credentialed by a nationally accredited industry organization.

For programs with specific program accreditation, incoming students will be required to meet enrollment requirements of both the accrediting/credentialing organization as well as YCST's enrollment requirements.

The YCST Flex Program provides additional Career & Technical Education (CTE) opportunities for students residing in the 14 participating school districts in York County. YCST offers part time (PT) Flex Programs through the high school and both full time (FT) and part time (PT) Flex Programs through the YCST Adult & Continuing Education Center.

Be advised that training space may be limited and enrollment is based on "first to apply, first accepted." Program descriptions, schedules, prerequisite information, program specific national and/or state legal requirements for eligibility for licensure, and requirements for entry into or advancement within an occupation can be found at www.educationthatpays.com or by contacting the admissions counselor at 717.747.2130.

Most of our Adult & Continuing Education Center programs are postsecondary programs and many of them are eligible for Title IV federal financial aid. Students registering for any of our Title IV eligible programs must be a graduate from an approved high school, or have obtained their PDE-approved high school equivalency credential (GED® Test or HiSET® Exam) and must submit a copy of their diploma or official transcripts prior to admission. Non-U.S. diplomas must be evaluated by a National Association of Credential Evaluations Services (NACES) accredited foreign evaluation service and comply with PDE Certificate of Preliminary Education application process prior to enrollment. For all programs except Flex, students must be 18 years old or older to participate unless otherwise authorized by the Director of Adult & Continuing Education Center or Designee.

As we are housed in a public high school and in accordance with specific programming needs, we reserve the right to require appropriate clearances for current and prospective students regardless of program. We require all new visitors or prospective students to be processed through our Raptor ID (or successor) system on their first visit, at a minimum.

Depending on the program, a criminal record may negatively impact a student's ability to be in certain programs or to pursue certain career paths or licensure. Students are required to notify YCST at time of application of any possible criminal record.

Should a student be arrested and charged with an offense after entering a program, they must notify YCST immediately of said offense. In some cases, students are required to have a criminal history record check done by the Pennsylvania State Police, the FBI and a Child Clearance Report. The cost is the responsibility of the student.

Prior to enrollment, prospective students should seek out possible funding sources for their training. YCST participates in various federal, state and local financial aid programs. Listed below are the financial aid resources available to students who qualify. For more information about financial aid options or to receive financial aid application instructions, contact the Office of Financial Aid at 717.464.7059.

- Federal Pell Grant
- Federal Direct Stafford Student Loans, Subsidized & Unsubsidized
- Federal Direct PLUS Loan
- PA CareerLink York County WIOA/ITA/TAA funding 717.767.7600
- PA CareerLink Adams County WIOA/ITA/TAA funding 717.334.1173
- Veteran's Education Assistance 888.442.4551
- Office of Vocational Rehabilitation 800.762.6306
- Your Local Area CareerLink WIOA/ITA funding

Application Process & Enrollment

YCST recruits men and women of diverse backgrounds to create a varied student body. Those who wish to enroll in a program at YCST should first choose a program of study. The program of interest will dictate the application process. Persons needing assistance in program selection may set up an appointment with the admissions counselor to discuss enrollment options.

General Admission Requirements

All applicants for admission to career training programs (diploma or certificate programs in excess of 400 clock hours) must meet the following requirements:

- Be at least 18 years of age, or have satisfied the conditions for early admission
- Have the ability, in the judgment of the YCST, to benefit from the educational program being pursued
- Have earned a high school diploma or received a General Education Development (GED) high school equivalency credential or recognized state testing equivalent
- Submit a completed Postsecondary Full Time Program Application, along with a non-refundable application fee of $25
- Submit an official high school transcript or GED test scores

- Students must request that a copy of their transcript be forwarded to YCST. GED recipients must complete the Secondary Education GED Test Score Request form and send it to the Department of Education

Please note: If you passed your GED in another state or completed preliminary education outside the United States, you must contact the registrar's office at 717.747.2130 to obtain the necessary forms to submit to the Department of Education.

For consideration of college credits, have your college forward an **official transcript**. Transcripts must be on file prior to the start date of classes to be considered for credit.

Foreign Education Transcripts: if the transcript is not originally produced in English, it is the applicant's responsibility to have the transcript officially translated to English and then to have it evaluated by a member of the NACES. See the program specific sections in this Catalog & Handbook for additional program specific admissions requirements.

Some program specific admissions forms are *not* included in this booklet. Students entering programs in healthcare should contact the registrar's office at 717.747.2130 to learn about required physical exams.

Students are required to attend a new student orientation program prior to the start of training. All applicants who have submitted a complete application will be contacted by the admissions office to schedule a date and time for orientation.

Upon acceptance into a program, submit a $50 non-refundable acceptance fee.

Submit other required documents as required by program.

Please note: Forms received without the application fee will be held as "pending" and will be considered incomplete. These applications will not be processed until all information and application fees have been received.

Clock-to-Credit Hour Conversion

To comply with the U.S. Department of Education and PA State Board of Vocational Education (PSBVE) requirements, the Adult & Continuing Education Center at YCST has applied clock hour-to-credit hour conversions to its Title IV eligible programs. The formula used to determine the number of credit hours meets the Higher Education Act of 2010 definition. Credit hours awarded for programs are compliant with the definition of a credit hour in 34 CFR 600.2. YCST uses the following conversion method:

10 theory hours = 1 credit hour

20 lab hours = 1 credit hour

30 internship/externship hours = 1 credit hour

A complete clock hour-to-credit hour conversion breakdown by program is available in the Adult & Continuing Education Center office.

Transferability of Hours

Transfer of Hours to Other Schools: The Pennsylvania Department of Education is a State accrediting agency recognized by the U.S. Department of Education. However, the fact that a school is accredited is not necessarily an indication that hours earned at that school will be accepted by another school. In the U.S. higher education system, transferability of hours is always determined by the receiving institution. The Adult & Continuing Education Center at YCST does not imply, promise or guarantee that any hours earned at YCST will transfer to or be accepted by any other institution. If considering transfer to another school, it is the student's responsibility to determine whether that school will accept the education experience at YCST. Students are encouraged to make this determination as early as possible.

Transfer of Hours to the Adult & Continuing Education Center at YCST (Advanced Placement): Students previously attending an accredited postsecondary institution recognized by the U.S. Department of Education may be granted transfer hours into their program at the sole discretion of YCST.

Applicants seeking to receive transfer credit for previously completed training must notify the Adult & Continuing Education Center/Practical Nursing office at the time of application. Official transcripts, catalog descriptions/syllabi for each completed course are required to make a determination. It is the responsibility of the student to secure these documents for the YCST, and any cost associated with this is the responsibility of student.

Credit for previous related education/work experience may be given. Official transcripts or other documentation must be provided. Only postsecondary coursework that has been completed with a grade of "B" or better and taken within the last five years will be considered. Advanced placement will be evaluated on a case-by-case basis depending on the course content. Requests for advanced placement must be made in writing prior to the student's start date. No advanced standing will be granted after a student's start date. Each program requires a certain number of hours to be completed at YCST; therefore, only a limited amount of advanced placement credit will be considered.

Attendance Policy

Programs at YCST require regular and punctual class attendance. Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class. The YCST Attendance Policy is outlined herein. Students should note that YCST considers both tardiness and early departure from class as forms of absenteeism.

For all students, regular attendance for adult education classes is essential in order to acquire new skills and knowledge. It is the responsibility of every student to attend every class for the entire term or the duration of the program. Successful program completion requires a minimum of 80% attendance attainment per term in each individual course (tracked in hours and fractions of hours). We are required to notify some third

party entities like the OVR, VA or TAA, etc., if a student drops below 80% or fails a class.

Program completion does not guarantee certification or licensure as some programs have other factors that affect this (e.g., Cosmetology licensure requires 1,280 hours).

As a clock hour based institution, students are required to adhere to their published schedules. In the event of emergency or weather-related facility closures, the Adult & Continuing Education Center Academic Calendar has required make-up days already identified.

Individual instructors or programs may have stricter attendance requirements that factor into their grading system. The attendance requirement for purposes of financial aid is 90 percent per payment period. Should a student fall below this level, he/she will fail to meet Satisfactory Academic Progress **(SAP)** and financial aid will be denied or delayed. Review the **Financial Aid Student Handbook** for more details.

Important Definitions:

Attendance Periods: For the purposes of tracking and marking attendance, an Attendance Period (a length of time in hours) is defined for most programs. For some programs, the Attendance Period may be the entire class day while for others it may be a specific number of hours during the class day. This depends upon the regularly scheduled length of class. The Attendance Period for a program of study will be disclosed to students in their program/course syllabus or handbook. In such cases, a specific methodology for tracking attendance will be outlined in the program/course syllabus or handbook and/or discussed at orientation. All other components of this section are relevant to all students unless otherwise noted.

Tardiness is defined as coming into class once the instructor has started. If a student knows they will be tardy to class, they should notify their instructor ahead of time. Late may be marked in actual time rounded to the nearest quarter hour (i.e., arriving 41 minutes late would be marked as 0.75 absent hour). When attending externship/clinical sites, the student is considered late if they report to their site after the scheduled start time. Excessive occurrences of "tardiness" could result in failing a course and/or being dismissed from a program.

Early Departure is defined as leaving class prior to the instructor verbally dismissing the class. An early departure will be marked in actual time rounded to the nearest quarter hour (i.e., leaving 13 minutes early will be marked as 0.25 absent hour). Unapproved early departures will result in the student being marked absent for the entire attendance period. If a student must leave early (prior to dismissal from class), the student must inform the instructor prior to leaving class. Leaving early is a form of absence and the missed time will be counted as such. Students are responsible for any material missed at the discretion of the instructor. Excessive occurrences of "leaving early" could result in failing a course and/or being dismissed from a program.

Break Time is provided for restroom use and to refresh for the next instruction. Students must follow the break policy of their instructor. Returning late from break is a form of absence and the missed time will be counted as such. Students are responsible for any material missed due to tardiness at the discretion of the instructor.

Lunch Periods are scheduled for programs/classes with five or more hours of instruction in one twelve-hour period. The length and timing of these periods will vary among programs depending on their structure. If applicable, students will be notified of their lunch period during orientation or on their first day of class.

Out of Class Time is considered to be any time a student leaves a class during scheduled instruction. Examples include leaving the classroom to use a cell phone. Any excessive time spent outside of the classroom during scheduled class hours may be counted as an absence at the discretion of the instructor. Students must follow the policies of the instructor. Excessive occurrences of leaving of "out of class time" could result in failing a course and/or being dismissed from a program.

Classroom Time: Students who attempt to sleep in class, use their cell phones in class, or otherwise display inattentive or disruptive behavior may be asked to leave the classroom and the missed time may be counted as absence. Excessive occurrences of these types of behavior could result in failing a course and/or being dismissed from a program.

Academic Integrity Standards

The Adult & Continuing Education Center at YCST seeks to develop an environment where trust, honesty, ethical principles and personal integrity guide interactions with others. Students are expected to be honest in meeting the requirements of the program in which they are enrolled.

Therefore, it is the policy of YCST to be pro-active in dealing with issues that are not in line with standard academic practices, such as cheating or plagiarism, and to impose sanctions on students who violate these standards.

Academic integrity is the expectation that a student's grade will reflect only that student's achievement. Academic dishonesty is participating in deceptive practices regarding one's academic work. Actions in violation of YCST's Academic Integrity Standards include but are not limited to:

- Providing or receiving unauthorized assistance in assigned work
- Using unauthorized materials or devices during exams or quizzes

- Plagiarism on any assignment by misrepresenting or passing off the ideas, words, formulas or data of another's as one's own
- Using the same paper or work more than once without authorization of the instructor to whom the work is being submitted
- Possessing course examination materials before administration of the exam, without prior knowledge or consent of the instructor
- Falsifying information, including forging signatures on various forms/documents or altering/adding answers on academic exercises or exams after work has been graded
- Lying, which is defined as verbalizing an untrue statement
- Computer dishonesty, including obtaining or using a computer/email account of another student
- Buying, selling, stealing or engaging in unauthorized exchange or improper use of any assignments, papers, projects, or exams

YCST reserves the right to discipline any student for the above acts and any other act that would compromise the Academic Integrity of the school. Students who observe or become aware of a violation are strongly encouraged to report it to their instructor. Students who engage in any such acts will be subject to academic sanctions, such as a lowered or failing grade in a course, probation or suspension. YCST also reserves the right to terminate any student who has violated the Academic Integrity Standards as outlined above.

Homework

In addition to attendance for all scheduled classes, students will be required to devote additional time each week outside the classroom studying and working on assigned projects. The amount of time required for such activities will vary through the student's program.

Grades, Transcripts, Records & Diplomas/Certificates

Purpose: The intent of the grading procedure is to provide a numerical grade that accurately reflects the students' proficiency in a given marking period. The quarterly grades include complete competencies, theory, and work attitudes and habits. Students are compared to established criteria rather than each other.

Grades: Grades are assigned for each YCST course in a program to inform students of their academic performance. Grades are determined by the student's performance in the course on various assignments, including but not limited to tests, quizzes, class projects, and presentations.

When computing grades, three major areas will be considered. They are **employability skills, technical skills** and **academic skills**. A breakdown of sample criteria under each main heading follows:

Employability Skills: This portion of the grade will be determined by the willingness of the students to adhere to school and industry standards. Factors in determining the appropriate attitudes and habits are:

- Ability to follow directions
- Ability to work well with others/team building skills
- Appropriate attire
- Attendance
- Completion of assignments/duties
- Demonstration of interest and initiative
- Employment acquisition skills
- Participation in class discussion/activities
- Professional behavior
- Promptness or tardiness
- Safety practices

Technical Skills: This portion of the grade will be determined by the number of completed competencies/tasks as per the agreement between the student and the teacher. These competencies, which are based upon the student's career objective, will be determined by task number and title identified in the Task Grid. Areas involved in determining successful completion of a competency/task are:

- Basic skill competencies
- Communication skills
- Demonstration of safety practices
- Experiments
- Operation of equipment
- Performance assessment
- Procedures
- Projects completed

Academic Skills: This portion of the grade can be calculated using the following criteria:

- Written tests and quizzes
- Oral tests and quizzes
- Written/oral reports
- Homework assignments
- Student notebooks
- Practical application of theoretical knowledge
- Application/integration of academic skills into technical subject area

Grading

The YCST grading scale is provided below. At a minimum, a passing grade is 70%. Individual programs might have stricter passing grading requirements; check with your respective program area. Successful academic completion of required coursework is necessary to progress in a program. Satisfactory Academic Progress (SAP) is required to progress in a program, and in order to maintain eligibility for financial aid and other third party payments. Failure to meet SAP for program progression is defined as having failed two classes in a program and/or failing a program pre-requisite. Copies of program prerequisites are available in the office (for Practical Nursing and Nurse Aide follow the appropriate handbook). Please refer to the YCST Standards of Academic Progress section for additional information.

A+	97%–100%
A	93%–96%
A-	90%–92%
B+	87%–89%
B	83%–86%
B-	80%–82%
C+	77%–79%
C	73%–76%
C-	70%–72%
D+	67%–69%
D	63%–66%
D-	60%–62%

In addition to the letter grade, some courses may have required competencies and/or clinical components.

Some courses may only be offered on a Pass or Fail basis.

Incomplete (I): In rare cases, incompletes might be utilized based on extenuating circumstances. A student who is unable to meet the course requirements within the scheduled time may request an Incomplete (I). The request for consideration to receive an (I) is granted only at the completion of a course and is reserved for those students whose work is satisfactory, but who for a good reason, have requirements to complete. The request is granted by the Adult & Continuing Education Center Director/ Nursing Supervisor after consultation with the appropriate faculty. The method and time limit for removal of the (I) grade will be determined by the faculty. If the conditions for removal are not met, the grade becomes an "F" (Failure).

Issuance of Grades: Term grades are distributed at the close of each term in the form of an unofficial transcript or report card. A final letter grade is placed on the student's transcript once a course is completed. A final transcript will be issued to the student after program completion.

Additional information regarding grading specific to a program is provided in each program's syllabus/handbook.

Official Transcripts: Official transcripts bear an authorized signature from YCST and are printed on security paper. Transcripts can only be requested by the student themselves. However, once requested they will be sent directly to a third party at the student's request.

As long as a student's account is in good standing, official transcripts are available upon request. If a student wants a copy of his/her grades sent to an educational institution, an employer or a sponsor, the student must sign a release form and pay a fee of $5. If a student wishes to pick up a transcript of courses completed in previous terms, he/she must notify the Adult & Continuing Education office at least ten days in advance and must pay a fee of $5 prior to receiving the copy. **All grades earned by students and course attendance will be recorded and kept on file in the Adult & Continuing Education Center office.** Records are only released for accounts in good standing.

Diplomas/Certificates: The majority of classes held at YCST are a part of a Diploma Program. A diploma will be awarded upon successful completion of all classes identified as a part of a student's program of study.

For students enrolled in a Certificate Program, a Certificate of Completion will be issued to those who have satisfactorily completed all coursework included in the Certificate Program.

Certification Programs such as State Vehicle Inspection, Emissions Inspector and CDL Class A programs are offered. Certifications for these programs are issued by the credentialing body such as PA Department of Health or PA Department of Transportation.

Standards of Academic Progress

Students must meet outlined academic and attendance requirements in order to be considered as meeting the YCST's Standards of Academic Progress. The YCST's Standards for Academic Progress are designed to ensure students make sufficient progress towards completion of their program. The criteria and standards of this policy are set to recognize exemplary academic achievements and to detect problems for which actions of early intervention, probation and/or remediation can be taken.

Satisfactory Academic Progress (SAP) Policy: SAP is comprised of attendance and grades and is required in order to successfully progress through a program. To maintain good standing and be considered as making satisfactory progress, students are required to earn a minimum passing grade of 70% and maintain satisfactory attendance as outlined in the YCST Attendance Policy. In short, students must meet all class/program level attendance and grading requirements, must not fail an excessive number of classes/modules and must adhere to syllabi requirements. Failure to maintain SAP can be cause for probation and/or program dismissal.

It is the responsibility of the student to attend classes as scheduled, and to ensure that the permissible number of absent hours is not exceeded. Students should be aware that attendance requirements for externships/clinical hours may differ from those for in-class training. It is also the student's responsibility to ensure their academic performance remains within stated standards throughout each term.

It is the responsibility of the school to track and keep record of student attendance. If a student exhibits a pattern of excessive absenteeism, an instructor will meet with the student to

discuss ways to solve the problem. The school will also work with students who identify and express a concern about their academic performance, and assist them in developing a plan to correct it.

Students should be aware that failure to meet the Standards for Academic Progress in their program may impact eligibility for financial aid. See the Satisfactory Academic Progress for Financial Aid section of this Catalog & Handbook or contact the YCST financial aid office for additional information.

Academic Review

The Adult & Continuing Education Center conducts a review of each student's academic performance at the close of each term. This review is to determine if the student is making satisfactory progress in their program of study. Students will be notified if a determination is made that they are not meeting the standards. In such cases, eligible students will be placed on Academic Probation and/or subject to Remediation.

For competencies, students who do not pass all competencies in the term will be placed on probation, and must successfully complete those competencies within the subsequent term in order to remain enrolled.

Some programs do not have the option of probation or remediation, and failure to meet academic standards will result in immediate dismissal. Both Probation and Remediation are discussed in detail in the Academic Probation and Remediation section of this Catalog & Handbook.

Attendance is monitored on an ongoing basis to ensure students are meeting the YCST Attendance Requirements. If at any point a student exceeds the permitted number of absent hours, the student will be notified of pending withdrawal. Students who believe their absences are attributable to documentable extenuating circumstances can request their situation be reviewed by submitting a written appeal with substantiating documentation to the Adult & Continuing Education Center office. If an appeal is not received by the date indicated on the written notice or is denied, the withdrawn status will be final, effective the date on which the determination is made.

Students should be aware that failure to meet the Standards for Academic Progress in their program may impact eligibility for financial aid. See the Satisfactory Academic Progress for Financial Aid section of this Catalog or contact the YCST Financial Aid Office for additional information.

Academic Probation and Remediation

Students who fail to meet the YCST Standards for Academic Progress in any term for academic reasons will be placed on Academic Probation for the subsequent term. Students who are placed on academic probation will be notified in writing. This notification will outline the actions required of the student as pertains to their probation.

For Core courses, the option of probation and/or remediation may not be available to students that earn an "F". In such cases, students earning a grade of "F" will be terminated effective the last day of the Term, except in the case of documented extenuating circumstances. For some programs, all courses are considered Core.

Students earning a grade of "F" in any Non-Core course will be subject to remediation, and must earn a passing grade in that course within the next term. Non-Core courses will be specified in the program's Syllabus or Student Handbook.

During a probationary term, the student must meet all academic requirements for their program of study. Students who meet their program's requirements during the probationary term, as well as any additional terms outlined in their probation notification, will be removed from probation at the end of the term.

In some cases, upon a review of the student's record, it may be determined that the student cannot reasonably correct their performance within the boundaries of a probationary term or that the student's academic performance is egregiously poor. In such cases, the student's probation may be amended with Remediation for the probationary term. The terms and conditions of the Remediation Plan must be met in addition to the regular requirements of probation in order to remain enrolled.

Students failing to meet conditions of probation will be terminated effective the last day of the probationary term.

If a student fails to meet the academic requirements of their program in their final term, or the term immediately preceding an externship (when applicable) the student may be subject to remediation at the discretion of the school. In such cases, it is not guaranteed that a student will be able to remediate after the final term or a term immediately preceding an externship. It is less likely that remediation will be made available to a student who performs unsatisfactorily in a final term or term preceding an Externship if it is their second consecutive unsatisfactory term.

In cases where remediation is offered to the student, any costs associated with such remediation requirements and the increased length of the program are the responsibility of the student. The student will also experience an extended date of graduation.

The student may elect not to participate in remediation if offered. Electing not to participate or noncompliance with remediation mandates will result in withdrawal.

Withdrawal/Dismissal/Readmission

If a student withdraws or is dismissed from a program and wishes to re-enter, they must do so at the beginning of the course/module/level they did not complete provided the following conditions are met:

1. A vacancy must exist in the class desired.
2. Upon readmission, if tuition has increased, the student is responsible for paying the new tuition rate for all courses/modules/units/levels not successfully completed at the time of their withdrawal/dismissal from the program. All past charges and tuition must be paid at least two weeks prior to readmission or reentry to the program.

3. Fewer than 12 months have elapsed since withdrawal/dismissal. If readmission is desired after this 12-month period, the student must reapply completely for the program.
4. Regardless of the reason for withdrawal/dismissal from the program, new applications and continuing students have priority registration. Typically, one, and no more than two opportunities, will be given for re-entrance/readmission. Those seeking a second reentry opportunity must present compelling evidence to the Director/designee for review. Decision on second reentry requests will be made on a case-by-case basis.
5. Regardless of the reason for repeating or retaking a course/module/unit/level, when a student reenters the program, the student is responsible for paying the current tuition for that course/module/unit/level upon retaking said course/module/unit/level.

If a student is dismissed for academic reasons, and then readmitted to the program, an academic improvement plan will be created to facilitate student success. The student must follow the objectives of the academic improvement plan as prescribed in order to remain in the program.

Appealing Academic Probation and/or Remediation or Attendance Withdrawals

Students enrolled in a program through the Adult & Continuing Education Center who feel they have been placed on academic probation or terminated after probation without just cause may appeal in writing to the Director of Adult & Continuing Education Center. Such an appeal must state the reason why such a finding was improper or should be reversed. The student will be notified of the Director's decision in writing.

Similarly, students facing withdrawal due to unsatisfactory attendance may request to have their situation reviewed if they believe their absences are attributable to documentable extenuating circumstances or their attendance record is incorrect. Such an appeal must be submitted to the Director of Adult & Continuing Education Center in writing with substantiating documentation attached. The student will be notified of the Director's decision in writing. If an appeal is not received by the date indicated on the written notice of pending termination or is denied, the withdrawn status will be final, effective the date on which the determination is made.

If a student is not satisfied with the results of their appeal, they should follow the steps as outlined in the YCST Student Complaint Procedure in Appendix 2.

Please note that the Practical Nursing program does not offer standard probation/remediation as laid out in the previous section due to structural constraints. Students should refer to the Practical Nursing Handbook for information on support available, and follow the grievance procedure as outlined therein for any concerns.

Mitigating Circumstances Relevant to Appeal: Students experiencing special or mitigating circumstances they feel have resulted in a failure to perform at a satisfactory academic level should include this information in their probation/remediation appeal to the Director of Adult & Continuing Education Center, who has the authority to use discretion in waiving the standards for academic progress in such special circumstances. Appeals on the basis of mitigating circumstances must describe the mitigating circumstances and should include documentation of these circumstances.

Leave of Absence

A Leave of Absence (LOA) is defined as a temporary interruption in a student's education. An approved leave of absence extends the time allowed to complete a program of study. A leave of absence is approved for a specified number of days not to exceed 180 days. YCST may grant either a Medical or Personal LOA. For some programs and/or in some cases, an LOA is not possible due to curriculum and/or schedule.

A student wishing to take a leave of absence must see the Director of Adult & Continuing Education Center/Nursing Supervisor to apply for an LOA. Certain conditions must be met for a student to be eligible. All paperwork documenting and approving a student's LOA must be in the student's file prior to any absent days.

An LOA request that is submitted after a determination that a student has been absent 14 or more consecutively scheduled school days will not be approved. In the case 14 class days is reached prior to a documented LOA, the student would be withdrawn in accordance with the YCST withdrawal policy.

If a student is granted an LOA, the student's funding agency(s), if any, will be notified of the change in student status. Please note that an LOA may impact a student's financial aid.

Involuntary Withdrawal

YCST reserves the right to terminate the enrollment of a student who does not meet academic standards or financial obligations. Termination of enrollment by YCST administration may occur for any of the following reasons:

- Failure to meet YCST Standards for Academic Progress
- Failure to maintain regular class attendance
- Failure to meet financial obligations to the school
- Malicious damage to school property
- Insubordinate acts against staff or other YCST employees or vendors
- Failure to abide by YCST policies, procedures, and regulations as outlined during the admissions process, in this Catalog & Handbook (including updated information distributed in addenda), and in the student's program-specific syllabus/student handbook.

Last Day of Attendance

When a student withdraws or is dismissed from YCST, his/her official date of separation from the school is determined to be the Last Date of Attendance (LDA), that is, the last date on which he/she attended a class. This date is determined after the student has failed to attend class for 14 consecutive regularly scheduled school days or upon notification from the student. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to YCST.

Please know that dismissal and/or withdrawal from any program could have negative fiscal impacts with respect to any funding agency a student might be utilizing; ultimately all costs are the responsibility of the student.

Graduation Requirements

A student will be eligible for graduation and to receive a diploma from the YCST successful completion of:

- The designated number of clock hours as stated for their program within the YCST attendance policy
- All externship/clinical and/or classroom requirements related to their program of study with a passing final grade in all courses/components
- All program-specified requirements in addition to those listed above

Students should also be aware that all financial obligations to the school must be paid in full and/or any items that are YCST property returned to the school in order to receive their Diploma.

Students should refer to their program-specific syllabus/student handbook for any additional information regarding eligibility requirements for graduation from their program of study, as well as eligibility for examinations and certifications upon completion of their program at YCST.

Graduation Ceremony: YCST holds a ceremony to recognize graduates once annually in the spring/summer (June). Students who are enrolled in adult programs who have completed their program of study since the last ceremony are eligible to participate. Students who have an anticipated graduation date within three calendar months of the ceremony date may also elect to participate in the ceremony occurring the spring/summer (June) prior to their graduation. The Practical Nursing Program holds a graduation ceremony at the end of each cohort.

All graduation requirements must be met in order to be considered a graduate of the Adult & Continuing Education Center at YCST. It is possible for a student to participate in the ceremony and not graduate from their program of study. Students should note that participation in a graduation ceremony does not necessarily indicate successful completion of their program. The School will notify students regarding upcoming ceremonial activities; however, it is the student's responsibility to notify the school if they wish to participate in the ceremony for which they are eligible.

Post-Graduation Survey

YCST may survey graduates to gather feedback regarding the facilities, education and the student's program as a whole. After graduation, students may also receive a brief survey inquiring as to their current employment status and their level of preparedness for their position. The information gathered through these surveys is utilized to improve the value of YCST's educational programs.

YCST may also send surveys to your employer to gather their feedback with regard to your preparedness as an employee through completion of our program.



SECTION 4: Student Resources

At the Adult & Continuing Education Center at York County School of Technology (YCST), the focus is on education and support for our students. We work hard to keep our institution recognized as a valued community resource directed at all facets of career and workforce development. We provide a variety of educational opportunities and avenues open to adult students. Any student with a disability that wishes to receive reasonable accommodations must request support services and provide documentation indicating disability. We encourage participation in student organizations and offer general educational and career counseling assistance to help students adjust to and succeed in training by providing academic assistance and advice in the following areas.

- Counseling on concerns affecting academic performance
- Tutorial assistance
- Assistance for students with disabilities

Please note: In order for us to best serve you and provide the support services above, it is recommended that students needing student support services notify their instructor or an adult education representative prior to or at the start of training.

In addition, YCST assists students with decisions related to their occupational choices, career opportunities, and personal problems affecting progress at school.

Disability Services

YCST seeks to provide reasonable and appropriate accommodations for and support the scholastic success of those who have disabilities. YCST is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of services, programs and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students wishing to utilize these services must self-disclose their disability, and provide current and comprehensive documentation from a qualified professional to support their claim, to school administration. Services should be requested in a timely manner to allow staff sufficient time for evaluation of the request and implementation of reasonable accommodations and/or services. It is recommended that self-disclosure be done at least six weeks prior to the beginning of a term/course so that accommodations can be in place when classes begin.

Those needing to disclose a disability for accommodation consideration should request additional information and appropriate forms from the Adult & Continuing Education Center/Practical Nursing office.

For more information about our facilities that are accessible to and usable by handicapped persons, contact Mr. Gerry Mentz, Director of Student Services, who is the Title IX and Section 504 Coordinator at YCST, at 2179 S. Queen Street; York, Pennsylvania 17402; Telephone 717.741.0820 x5108 or gmentz@ytech.edu.

Externship/Cooperative Education

For programs requiring a work-based learning experience, an Externship Coordinator works closely with the instructors in contacting prospective employers. The designated Coordinator will take calls from employers and set up the Externship interview process. After a student is placed in an Externship, the Externship Coordinator will follow the student's progress through contact with the student and employer at the work site. Evaluations are based on showing satisfactory performance on program goals and objectives at the externship site. Externship supervisors evaluate students using a rubric that provides guidance on the program expectations for the externship. Each program provides the externship sites with a list of activities for student evaluations.

Career Services

YCST does not guarantee employment or any particular level of compensation following graduation or completion of your program of study. Graduates may need to relocate to attain employment after program completion.

Career guidance is provided in many programs in the form of guest speakers, mock interviews, facility tours, and other such activities that expose students to the opportunities in their career field.

Students are encouraged to keep in touch with program instructors, since each instructor maintains a list of employers who may provide employment in their training area. Students will be informed of who these employers are and be encouraged to contact them for part-time or full-time employment.

Also, prospective employers are invited to visit the YCST labs as guest speakers and consultants to ensure that skill training is relevant to the employment market.

Career Counseling

Career counseling services are available to Adult & Continuing Education Center students and other community members. Counseling is provided at no charge to students who need assistance in selecting programs and courses that will enable them to pursue specific career options at the YCST. The Adult & Continuing Education Center office should be contacted to schedule counseling.

Learning Resource Center/Library

There are two computer labs that are reserved by instructors to meet individual student needs or classroom instructional needs. Resources include the intranet, copiers, and internet access.

The YCST classroom labs contains various media, including reference books, technical manuals, videos, computers, and internet access. Each program maintains industry-specific reference materials in the lab area and computers are readily available via mobile laptop carts. YCST maintains a full-time

Technology Coordinator and IT Technicians to perform user support, computer repairs and technical support of media services.

YCST subscribes to an online library database that is available to students 24 hours/day at no additional cost.

Student Records

YCST maintains day-to-day student records using classroom management software which contains electronic information for all students attending YCST. Upon completion of the program, any paper records are consolidated and held at YCST. YCST agrees to store the records for 50 years in accordance with regulations and to make records available to students as needed.

Student school records are a valuable resource when furthering education and/or securing employment following graduation. If students have any questions or concerns related to their YCST school records, speak with Student Services.

As long as a student's account is in good standing, official transcripts are available upon request. If a student wants a copy of his/her grades sent to an educational institution, an employer or a sponsor, the student must sign a release form and pay a fee of $5.00. If a student wishes to pick up a transcript of courses completed in previous terms, he/she must notify the Adult & Continuing Education Center office at least ten days in advance and must pay a fee of $5.00 prior to receiving the copy.

Attendance is recorded daily by the instructor, and a student can request his/her progress at any given time.

Welcome Veterans

Thank you for your service! YCST is committed to helping current and former members of the United States Armed Forces attain their educational goals. Many of our programs are VA friendly and your educational training is very important to us. It is our goal to provide training and services in a professional, customer-focused atmosphere that fosters continuous learning.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.

APPLY FOR YOUR BENEFITS!

Go to http://www.benefits.va.gov/gibill/. Click on the Education & Training tab (left side of the webpage), then "For Students", "Get Started", "Apply for Benefits".

When you've completed the application, print out a copy of your application for your records. For questions about your application, call the VA at 1.888.442.4551. Depending on which program you're eligible to receive, you will receive a Certificate of Eligibility (COE) letter from the VA. You must provide a copy to the school's VA Certifying Official in order to have your enrollment certified.

Any amount not paid by the VA directly to the school is the student's responsibility.

Benefits for those receiving Chapter 30, 1606, 1607, or 35, will be paid directly to the student. Arrangements for payment of your bill are your responsibility.

It is also recommended that you apply for federal financial aid to assist you with payment of any additional expenses not covered by your GI Bill funds.

Apply through www.fafsa.gov for the Free Application for Federal Student Aid.

Chapter 30 – Montgomery GI Bill® – Active Duty Educational Assistance

Period of Service: 7/1/85 to present

Eligibility: Two or three years of active duty; Honorable discharge; Eligible 10 years from date of separation.

Chapter 1606 – Montgomery GI Bill® – Selected Reserve

Eligibility: Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves.

Chapter 1607 – Reserve Educational Assistance Program

Eligibility: Available to certain reservists who were activated for at least 90 days after September 11, 2001. Program ended 11/25/15. Please visit the VA website for additional information.

Chapter 31 – Vocational Rehabilitation

Eligibility: Student must have a service related disability which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

Chapter 32 – Veterans' Educational Assistance Program (VEAP)

Period of Service: 1/1/77 to 6/30/85

Eligibility: Active duty for a least 181 days, contribution to the program and other than dishonorable discharge. Eligible ten years from date of separation.

Chapter 33 – Post 911

The Post-9/11 GI Bill® provides financial support for education and housing to individuals who served on active duty after September 10, 2001.

Eligibility: Must have 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

Chapter 35 – Survivors' and Dependents' Educational Assistance

Eligibility: A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

SECTION 5: Financial Aid

Financial Aid Application Process

The administration and faculty of the Adult & Continuing Education Center at York County School of Technology (YCST) believe that education is a family investment. Therefore, the primary responsibility for financing a student's education rests with the student and the student's family. Financial aid is intended to supplement, not replace, a family's resources. The Office of Financial Aid at YCST strives to assist qualified students needing financial assistance in obtaining aid to meet the economic responsibilities to attend school. This assistance includes counseling students to understand the financial expenses of attending school, informing students of the kinds of aid available and how to apply, and assisting students with the application process.

Students are required to complete their financial aid applications online. The school cannot determine your financial aid eligibility until your financial aid applications have been processed and verified if required, so, it is important to complete your applications **as early as possible**. Some FAFSA applications are flagged for a process called verification. If your application is flagged, additional information will be required by our office. You will be notified in writing of what documentation is needed and no financial aid will be processed until it is received and verified. Once you have completed and submitted your financial aid applications AND the Office of Financial Aid has received all required paperwork from you, our office will have everything required to determine your financial aid eligibility.

Before you begin completing the FAFSA application, you will want to gather the information required to apply. Listed below are some of the data items you will need in order to complete this application. You will be notified in writing if your application is flagged for verification.

- Your Social Security Number and your parents' Social Security number if you are providing parent information
- Your driver's license number if you have one
- Your Alien Registration Number if you are not a U.S. Citizen, but are an eligible non-citizen
- Information on savings, investments, and business and farm assets for yourself, your spouse if you are married, and for your parents if you are providing parent information. When calculating investments, do not include IRA accounts or the home in which you live.
- Child Support Received or Paid

Complete the current Free Application for Federal Student Aid (FAFSA).

School Code – 016526

Go to www.studentaid.gov to Start a New FAFSA.

You must complete a FAFSA application in order to receive any federal assistance be it a Pell grant or a Federal Student loan that must be repaid. This FAFSA application step cannot be omitted. If you have never completed a FAFSA application in the past, or if you previously had a PIN number that you used to sign your federal aid application, you will now be required to create a FSA ID prior to being able to complete your application. Instructions for creating a new FSA ID are located on the following page.

Contact Information

APPLICATION TO COMPLETE	WEBSITE ADDRESS	TECHNICAL SUPPORT
FAFSA Application Loan Entrance Counseling Loan Exit Counseling Direct Stafford Loan Application Direct PLUS Loan Pre-approval Direct PLUS Loan Application	www.studentaid.gov	800.433.3243

OFFICE TO CALL	FOR QUESTIONS REGARDING	CONTACT
Financial Aid Coordinator	Financial Aid Packaging/ Disbursing	Matt Brown mbrown@lancasterctc.edu 717.464.7050 ext. 7115
Practical Nursing	Admissions, Billing, Payments & Credit Balance Refunds	Vickie Hake vhake@ytech.edu 717.747.2135
Adult Education	Admissions	Tiffany Graham tgraham@ytech.edu 717.747.2130 Ext 5512
	Billing, Payments & Refunds	Donna Humer dhumer@ytech.edu 717.741.0820 Ext 5502

AGENCY TO CALL	FOR QUESTIONS REGARDING	CONTACT
IRS	Tax Transcripts	800.829.1040 www.irs.gov
Selective Services	Status Information Letter or Waiver	847.688.6888 703.605.4100 www.sss.gov
Social Security Administration	Correction of Social Security discrepancies	717.299-5261 www.ssa.gov
Federal Student Aid History	Information on all of your Title IV Funding	https://studentaid.gov/

When completing the tax section of this application, it is highly recommended that you import your 2021 Tax Return information from the IRS. If you do not use the IRS Data Retrieval Tool when completing your initial FAFSA application, you can return to www.studentaid.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

Complete Loan Entrance Counseling
Log-in to the at https://studentaid.gov/entrance-counseling/ website using the "Log In" button located at the top right corner of the screen. Once signed in, select the Loan Entrance Counseling option and follow the on-screen prompts.

Complete a Master Promissory Note

School Code – G05365

Log-in to the https://studentaid.gov/mpn/subunsub/landing website using the "Log In" button located at the top right corner of the screen. Once signed in, select the Master Promissory Note option and follow the on-screen prompts.

CREATING AND USING THE FSA ID

What's an FSA ID?

The FSA ID is a username and password you use to log in to U.S. Department of Education (ED) online systems. The FSA ID is your legal signature and shouldn't be created or used by anyone other than you—not even your parent, your child, a school official, or a loan company representative. You'll use your FSA ID every year you fill out a Free Application for Federal Student Aid (FAFSA) form and for the lifetime of your federal student loans.

How do I get an FSA ID?

Visit StudentAid.gov/fsa-id/create-account/launch to create an FSA ID. You'll need your Social Security number, full name, and date of birth. You'll also need to create a memorable username and password, and provide answers to some challenge questions so you can retrieve your account information if you forget it.

You'll be required to provide either your email address or your mobile phone number when you make your FSA ID. Providing a mobile number and/or email address that you have access to will make it easier to log in to ED online systems and allow additional account recovery options.

Important: A Social Security number, email address, and mobile phone number can only be associated with one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to creat an FSA ID.

FSA ID TIPS

If you need to provide information about your parents on the FAFSA® form, one of your parents will need an FSA ID to sign the form. Your parent can create and FSA ID and then sign the FAFSA form elecronically using the FSA ID. Not sure whether you'll need to put your parents' information for the FAFSA form? Check out StudentAid.gov/dependency. Reminder: You should create your own FSA ID, and your parent should create his or her own FSA ID. Also make sure to use the correct FSA ID when signing the FAFSA form electronically.

When you first create your FSA ID, the use of your FSA ID will be restricted to completing, signing, and submitting an original (first-time) FAFSA form. You'll have to wait for one to three days for your information to be confirmed by the Social Security Administration (SSA) before you can use your FSA ID for other actions, such as submitting a FAFSA Renewal or signing a *Master Promissory Note*. If you provided an email address, then you'll receive an email letting you know that your information was successfully matched with the SSA, and you can begin using your FSA ID.

If you forget your FSA ID username and password, look for the "Forgot My Username" and "Forgot MY Password" links on the login pages. These links will direct you to the web pages where you can request a secure code to be texted to your verified mobile phone number or emails to you verified email address. The secure code will allow you to retrieve your username or reset your password by successfully answering your challenge questions. Remember: If you verified your email address or mobile phone number during account creation, you can enter your email address or mobile phone number instead of your username to log in.

Learn more about how you can use your FSA ID at Student.Aid.gov/help-center/answers/article/how-can-i-use-my-fsa-id-username-and-password. Find this fact sheet at StudentAid.gov/resources.

Eligibility and Financial Need Determination

PROGRAM ELIGIBILITY

YCST participates in various federal, state and local financial aid programs. The purpose of financial aid is to provide assistance to students of financial need who, without financial aid, would be unable to pursue an education. Listed below are the Financial Aid resources available to students who qualify.

- Federal Pell Grant
- Federal Direct Stafford Loan Program
  –Subsidized Stafford Loan
  –Unsubsidized Stafford Loan
  –Federal Direct PLUS Loan
- PHEAA Special Programs Grants (PA Tip, CHAFEE, MFEP, EAP)
- Veteran's Education Assistance 1.888.442.4551
- York County CareerLink
  –WIOA/ITA—717.767.7600
  –TRA/TAA—717.767.7600
- Your Local County CareerLink Offices
  –WIOA/ITA funds
- Office of Vocational Rehabilitation 717.771.4407

STUDENT ELIGIBILITY

Each applicant for Federal Financial Assistance must complete and submit the Free Application for Federal Student Aid (FAFSA) for processing. The FAFSA application is available online at www.studentaid.gov. It can be completed online or a paper copy can be downloaded from the www.studentaid.gov website by selecting the FAFSA Filing Options located on the homepage or obtained by contacting the U.S. Department of Education at 1.800.433.3243. Students attending a program that crosses over into the new award year which begins July 1 of each year are most often required to complete a renewal application annually.

Financial Aid recipients must meet the following minimum eligibility requirements in addition to demonstrating need.

- Have a high school diploma, GED, or be home schooled in a setting that meets state law.
  – *Students who previously attended an eligible Higher Education program prior to July 1, 2012 and need to establish Title IV eligibility may seek eligibility through the Ability-to-Benefit alternative. For information on the Ability-to-Benefit alternatives, contact the Financial Aid Office at 717.464.7050, ext 7101.*
- Be a U.S. citizen or an eligible noncitizen.
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Be enrolled as a regular student in an eligible degree or certificate program.
- Be enrolled at least half-time to be eligible for Direct Loan Program funds.
- Maintain satisfactory academic progress which includes meeting required attendance in non-degree programs.
- Sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes.

Citizenship Requirements: In order to be eligible for federal financial aid, the student must be one of the following:

- A U.S. citizen
- A U.S. national (including natives of American Samoa or Swain's Island)
- A U.S. Permanent Resident Card (Form I-551 since 1997) or Resident Alien Card (Form I-551 before 1997)
- Other proof of Permanent Residency.

OR

The student must have an Arrival-Departure Record (I-94 Form) from the Department of Homeland Security (DHS) showing one of the following designations:

- "Refugee"
- "Asylum Granted"
- "Indefinite Parole" and/or "Humanitarian Parole"
- "Cuban-Haitian Entrant, Status Pending"
- "Conditional Entrant" (valid only if issued before April 1, 1980)
- Victims of human trafficking
- Battered immigrants-qualified aliens

Students are **NOT** eligible for federal financial aid if they:

- Have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464)
- Have Nonimmigrant visas that include, but are not limited to the following. Someone with a nonimmigrant visa isn't eligible for FSA funds unless she has a Form I-94 with one of the endorsements given in the eligible document section.
  – F-1, F-2, or M-1 Student Visa
  – NATO Visas (NATO)
  –A2 and A3 Visas (foreign official, including attendants)
  – B-1 or B-2 Visitor Visa
  – J-1 or J-2 Exchange Visitors Visa
  – H series or L series Visa (which allow temporary employment in the U.S.)
  – G series Visa (pertaining to international organizations)
- Have been granted relief from deportation under the Family Unity Program (previously this category of students was eligible for federal student aid)
- U-Visa holders are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) and are therefore not eligible for Title IV program funds.
- Deferred Action for Childhood Arrivals (DACA)
- Are temporary residents allowed to live and work in the U.S. under the Legalization or Special Agricultural Worker program (previously this category of students was eligible for federal aid)
- I-94 forms stamped with "Temporary Protected Status."
- Have another nonimmigrant visa, including those with work visas and foreign government officials and their dependents
- Are undocumented

Default/Overpayment Requirements: Students who are in default on a previous student loan or owe an overpayment to the U.S. Department of Education must resolve the default or overpayment prior to being eligible to receive aid.

The U.S. Department of Education announced on April 6, 2022, that it is *temporarily* eliminating the negative effects of default for borrowers who defaulted on their federal student loans prior to the COVID-19 pandemic payment pause. This initiative, called "Fresh Start," enables borrowers with defaulted federal student loans to regain Title IV HEA federal student aid eligibility. Through the Fresh Start programs, borrowers have the chance to enroll in an income driven repayment plan or access other repayment options that suit their needs. By enrolling in a suitable repayment plan, the student regains Title IV aid eligibility. Students with loans in good standing are eligible to have their loans placed back into deferment when enrolled in school. The

Fresh Start initiative will remain available to previously defaulted borrowers, as identified above, for one year after the end of the COVID-19 pandemic student loan payment pause.

HOW FINANCIAL NEED IS DETERMINED

The Office of Financial Aid encourages all students to file the FAFSA. Excluding the Direct PLUS Loan, the FAFSA is used to determine what sources and amount of aid you are eligible to receive through the Student Financial Aid Programs.

Financial need is determined using the student's and parents' (if applicable) financial information specified on the Free Application for Federal Student Aid (FAFSA), if you applied for aid last year. (The application was created to determine the student's need for the Federal financial aid programs. The YCST also uses this information in awarding need-based financial aid from state, institutional, and private funding sources.) Frequently asked questions regarding parent information that must be included on the FAFSA are in the Frequently Asked Questions section.

The information you provide on the FAFSA is processed using a formula, established by the U.S. Congress, which calculates your Expected Family Contribution (EFC), which is the amount you and your family are expected to contribute toward your education. *Please note: The outstanding balance of your bill and the EFC may differ. You are responsible for the outstanding balance.* The federal processor will send this information to you on your Student Aid Report (SAR) which also serves as an acknowledgment that the application was processed. You will receive this acknowledgment electronically (known as an e-SAR) via email. The federal processor also electronically transmits the analysis of the data you submitted to each of the institutions you specified on the FAFSA.

Each school determines how much it will cost for you to attend school, including tuition and fees, books and supplies, room and board, personal expenses, and transportation expenses. This is called your Total Cost of Attendance or Total Cost of Education and is unique to each school to which you apply. This is one reason you may be eligible for more financial aid at one school than another—it may cost more to attend another school. The Total Cost of Attendance at YCST is based upon research done to review the costs annually to ensure that they are realistic.

To determine your financial need, your expected family contribution is subtracted from the Cost of Attendance as shown in the example provided below.

Cost of Attendance (COA) - Expected Family Contribution (EFC) = Financial Need

Example: Joyce is a Pennsylvania Resident who is entering her first year of school at YCST for 2023-2024. She filed her FAFSA using her and her parents' information, since she is a dependent student. When she received her SAR, the EFC was listed at $5,782. We determine her financial need by the following figures:

	Cost of Attendance *(In-State, Undergrad, Off Campus)*	$ 12,784
-	Expected Family Contribution (EFC)	- 5,782
=	Financial Need	$ 7,002

Special Circumstances: Although the process of determining your financial aid eligibility is basically the same for all applicants, there is some flexibility in specific circumstances. If your family experiences a change in income due to an unusual circumstance (loss of job or reduction in hours, separation or divorce, death in the immediate family), contact the Office of Financial Aid regarding your situation. It may be possible to reevaluate your financial aid eligibility.

If your family has high unreimbursed medical expenses or pays private school tuition for elementary or secondary school (K-12), your financial aid eligibility may be re-evaluated. If you feel you have any special circumstances that might affect the amount you and your family are expected to contribute, be sure to contact the Office of Financial Aid.

Students requesting special circumstances are required to complete the Verification Process prior to being eligible to have their application reviewed. See the Verification section for additional information.

SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require that students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate or diploma. An eligible program is defined as a program leading to a vocational certificate or diploma that meets federal criteria. Financial aid recipients are required to maintain Satisfactory Academic Progress (SAP) in order to remain eligible to receive federal financial aid and are responsible for making satisfactory academic progress toward the completion of their program. The following sections outline the standards by which student progress will be measured. Three categories of academic progress are evaluated at the end of each payment period to determine Satisfactory Academic Progress; 1) cumulative GPA, 2) number of clock hours and weeks completed, and 3) maximum timeframe to complete the program of study. Federal regulations require that this policy apply to all students whether or not financial aid is received.

Students enrolled in Certificate or Diploma clock-hour programs will have their progress reviewed at the end of each scheduled payment period. Certificate and Diploma programs' payment period consists of one half of the scheduled hours and weeks in a complete academic year (see Academic Year Definition section).

It is the responsibility of the student to stay informed of YCST's SAP standards and to monitor their own progress. Students who fail to meet one or more of the SAP standards will have their financial aid assistance either delayed or cancelled and may be required to repay all or part of the funds received.

Satisfactory Progress Definitions

Appeal—A process by which a student who is not meeting SAP standards could petition the school for reconsideration of his eligibility for FSA funds. *Students attending clock-hour programs are required by law to successfully complete all clock hours in a payment period and are therefore ineligible to appeal a delay in financial aid disbursements. If a student does not meet both the qualitative and quantitative standards, the school must delay all aid until the hours are successfully completed.*

Financial aid probation—A status a school assigns to a student who is failing to make satisfactory academic progress and who

successfully appeals. Eligibility for aid may be reinstated for one payment period. *Students attending clock-hour programs are required by law to successfully complete all clock hours in a payment period and are therefore ineligible to appeal a delay in financial aid disbursements. If a student does not meet both the qualitative and quantitative standards, the school must delay all aid until the hours are successfully completed.*

Financial aid warning—A status the school assigns to a student who is failing to make satisfactory academic progress. The school delays all aid eligibility for the subsequent payment period and may do so without a student appeal. Notification of the warning status and delay of aid is provided to the student in writing.

Maximum timeframe—For an undergraduate program measured in clock hours, a period no longer than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Academic / Attendance requirements:

Qualitative standard—A measurement of academic achievement must be must be maintained in order to receive financial aid. This measurement of achievement is defined as:

Qualitative Requirement: Student must maintain a grade of 70% or higher in the work defined by the course guidelines and for the career & technical clock hour (certificate or diploma) programs. Due to program accreditation or industry standards, some programs have academic progress standards (grades/attendance) that supersede the above minimum standards. Students must consult their program Student Handbook for academic progress standards.

For the purpose of this policy, grades of "A = 90% - 100%", "B = 80% to 89%", and "C = 70% to 79%" are considered making satisfactory academic progress.

Grades of "D = 60% to 69%", "F = 0% to 59%" and "W = Withdraw" are considered not making satisfactory academic progress. Students cannot withdraw from courses within the clock-hour program. When a student withdraws, they are withdrawn from the program and the school.

Quantitative standard

Completion Rate (CR) is a measurement of progress towards completion of a program in a timely manner.

CR = *Cumulative number of hours successfully completed / Cumulative number of hours attempted*

Maximum Time Frame (MTF)

The student must complete a certain portion of the total program clock hours to maintain satisfactory academic progress.

Practical Nursing students may continue to receive their financial aid as long as they maintain the ability to complete their training within 105% of the scheduled program time. For example, a full-time student enrolled in the Practical Nursing program which is designated as 11 months in length must complete this program within 12 months.

Students enrolled in career and technical programs other than practical nursing may continue to receive financial aid as long as they maintain the ability to complete their training within 125% of the scheduled program time. For example, a full-time student enrolled in a career and technical program which is designated as 52 weeks in length must complete this program within 69 weeks.

- Students are expected to complete their diploma or certificate within a reasonable time frame. Time taken to repeat coursework will extend time to completion beyond the allowable pace to completion maximum timeframe. Therefore, students in this situation are required to be placed on an academic improvement plan to maintain financial aid eligibility.
- Transferred clock hours are not counted as attempted and earned hours in the evaluation of the pace of progress and i n the maximum time frame.
- For financial aid purposes, grades of A, B, C, D, F, and W are all considered attempted hours and will be counted towards the maximum time frame.

Failure to attend class does not automatically constitute withdrawal from a course. Should a student decide to withdraw from a course or courses, he or she can do so by stopping into the Adult Education office to complete a Withdrawal form. Failure to officially withdraw from a program course will result in a grade of "F".

Students who do not meet the above requirements will be placed on a financial aid warning status. Notification of the warning status will be provided to the student in writing. Student progress will be reviewed by the appropriate Adult Education Office during the subsequent grading period. The result of the review will be:

- If the student doesn't meet SAP requirements, financial aid will remain on hold.
- If a student meets SAP requirements, warning status will be lifted and aid will be disbursed.

The Financial Aid Representative will require an attendance/ academic progress report from the Adult Education Office. Documentation supporting absences may be required and must be given to the Financial Aid Representative immediately upon the student returning to school for approval.

Considerations—Satisfactory Academic Progress

- Financial Aid Satisfactory Academic Progress (SAP) is not the same as academic progress required for graduation.
- Being declared ineligible for financial aid does not mean the student has been dismissed from YCST.
- Students failing to maintain SAP will be issued a financial aid warning. A financial aid warning means all aid will be delayed until the student successfully completes the payment period. If the student fails to meet SAP after the warning period, their financial aid will remain on hold.
- No federal loans or grants may be paid to the student's account for a subsequent payment period until AFTER grades have been reviewed and the student's status is determined to be satisfactory.

Review of Satisfactory Academic Progress

At the end of each payment period, student progress will be reviewed to determine if academic requirements have been met. Students who complete all the courses in a term will be assigned a numeric or letter grade. Below is a list of codes assigned that indicate the technical training program (certificate or diploma) or are not considered complete:
W = Withdrawal
F = Failing

Suspension of Financial Aid

- Financial aid will be suspended immediately if a student withdraws from training and the student may be required to repay all or part of the funds received.
- If the student receives an "F" (failing) grade, the student may not be maintaining SAP and may receive a warning or suspension of their financial aid.

Reinstatement of Financial Aid

Once financial aid has been delayed, students may have their eligibility reinstated by meeting all of the following conditions.

Without the benefit of aid, students who have had their aid delayed must:

- Demonstrate grades of 70% or higher
- Have successfully completed the required number of clock hours in the payment period
- Have successfully completed the required number of weeks in the payment period

Appeal Process

Students may not appeal a delay in their financial aid payments since all students in clock-hour programs are required by law to successfully complete all clock hours within a payment period. Students who have questions concerning the delay of their aid may contact the Adult Education office in person or write to:

York County School of Technology
Attn: Student Services / Compliance Officer
2179 South Queen Street, York, PA 17402-4696

ACADEMIC YEAR DEFINITION

The Adult & Continuing Education Center at YCST academic year for financial aid purposes is defined in Clock Hours and Weeks of Attendance.

Students enrolled in Diploma Programs of at least 900 hours but less than 1,100 hours in length are eligible to apply for aid for one academic year. Base academic years by program are defined below.

Automotive Technology evening—900 clock hours and 46 weeks

HVAC evening—900 clock hours and 46 weeks

Welding evening—900 clock hours and 45 weeks

Medical Billing & Coding evening—900 clock hours and 42 weeks

Dental evening—900 clock hours and 41 weeks.

Medical Assistant evening—900 clock hours and 41 weeks

Medical Assistant daytime—900 clock hours and 33 weeks

Mechatronics daytime—900 clock hours and 35 weeks

Cosmetologist daytime—900 clock hours and 33 weeks

Cosmetology Instructor daytime—900 clock hours and 30 weeks

Students attending the **Practical Nursing Diploma** program are eligible to apply for aid in both their first and second year of training. The aid received for the second year in each program is prorated per federal guidelines based upon the number of hours and weeks remaining in the program. Base academic years by program is defined below.

Practical Nursing Diploma
11 month daytime program—28 weeks and 900 clock hours

ADVANCED PLACEMENT

Students receiving advanced placement into any program are eligible to apply for financial aid, but will have their financial aid prorated based on the number of weeks and clock hours they have remaining in the program. Advanced Placement policies can be obtained through the Adult & Continuing Education Center or Practical Nursing office.

GRADE LEVEL ADVANCEMENT

All students enrolled in programs that are more than one academic year in length are eligible for more than one academic year of financial aid. Upon successful completion of the first academic year, students are eligible to borrow additional pro-rated Stafford Loan funds at Grade Level 2 and receive additional grant assistance if crossing into a new Federal Fiscal year or have remaining grant eligibility in the current Federal Fiscal year. All financial aid for the second year of training will be prorated based on the student's remaining period of enrollment within the program.

REPEATED COURSE WORK

Students who are unsuccessful in their first attempt at coursework and are required to repeat class work, clinical experiences or an entire term of training are NOT eligible to continue to receive financial aid during the repeat period nor are they eligible to apply for additional financial aid to cover the cost of the repeated coursework. All financial aid is canceled during the repeat period and then re-instated when the next payment period is reached, as long as the student either maintains the ability to complete the training within the maximum time frame as defined for their program of enrollment or has been placed on an approved academic improvement plan. Students are responsible to pay costs incurred for repeated coursework on their own. Students who withdraw from training for 180 days or more and then return to training regain full financial aid eligibility upon their return, as long as the student either maintains the ability to complete the training within the maximum time frame as defined for their program of enrollment or has been placed on an approved academic improvement plan.

VERIFICATION POLICY

Verification is a process where the financial aid officer must verify that information reported on the financial aid application is true and correct. Applicants are selected for verification at random by school officials or through computer edits by the Department of Education. Applications selected for verification by the Department of Education are flagged with an "*" next to the EFC number on the Student Aid Report (SAR) and the student is notified of selection in Part I of the SAR as well as by a letter from the school. Applications selected by school officials will not have an "*" next to the EFC so these students will be notified of selection by a letter from the school only.

Specific items to be verified are:

- Adjusted gross income (AGI)
- U.S. Income Tax paid
- Income Earned from work
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Other Untaxed Income
- Number of Household Members
- Number in College
- **Identity/Statement of Educational purpose**—*Required to be provided in person by the student to an authorized official at the school. The student must be prepared to present a valid government-issued photo ID, such as but not limited to a driver's license, other state-issued ID, or passport, etc.*

The Office of Financial Aid will notify all students selected for Verification by letter detailing what specific FAFSA items from above must be verified. Included with the letter will be all supporting documentation that must be completed, signed and returned to the school. In the event the student is selected for Verification of item 12 above, **Identity/Statement of Educational Purpose**, the student is required to report to the school in person, with appropriate ID, to sign all necessary documentation. Students who are unable to appear in person must notify the Office of Financial Aid **immediately** to obtain appropriate forms that must be completed in the presence of a Notary. *The original notarized Statement of Educational Purpose form must them be provided to the school.*

Students are required to provide all Verification documentation as specified in letter within 30 days of receipt of notice. Late applicants may be provided a shorter time period in which they must return required documentation in order for verification to be completed and aid processed prior to the end of their award year or program, whichever is earlier. Failure to meet this deadline will result in non-payment of awards for Pell, and loans will not be originated. Students will be responsible to pay all tuition costs.

If corrections need to be made to the SAR, the school will make the required changes and the student will be notified in writing of the changes made on an updated SAR sent to the student from the US Department of Education. No payments for federal student aid will be made until the updated ISIR/SAR is received by the aid office. Students will be notified by the school in writing of award changes within 30 days of receipt of all required verification documentation.

The verification process is complete when all signed documents are reviewed by the aid officer and a valid ISIR/SAR is submitted to the aid office.

Students requesting a review of their application due to special circumstances whose FAFSA application was selected for verification must complete the verification process before the school can make any changes or adjustments to the students' cost of attendance or to the values of the data items required to calculate the EFC.

In the case where the student is responsible for an overpayment of federal aid to the U.S. Department of Education, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the United States Department of Education Student FSA's Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

Federal Pell Grant (FAFSA Application)

Federal Pell Grants provide the "foundation" of financial aid to which other assistance may be added. Pell Grants provide money for tuition that does not have to be repaid unless a student withdraws from school and is determined to owe a refund. The U.S. Department of Education determines student's eligibility for this source. A student cannot receive a Pell grant if he/she already holds a bachelor's degree.

Although all Pell Grant awards are paid through the school, your eligibility and the actual amount of your award is determined by the U.S. Department of Education through the completion of the FAFSA application and your program of enrollment.

Students enrolled in programs that are 900 hours or more in length who qualify for a Pell Grant for 23-24 can receive between $767 and $7,395.

The FAFSA application award year begins July 1 and ends June 30. Students attending any program that begins before June 30 and crosses over into the next award year beginning July 1, will have to complete two FAFSA applications, one for the current award year and one for the upcoming award year.

Federal Direct Stafford Loan Programs

FEDERAL STAFFORD LOAN ENTRANCE COUNSELING

The Federal Government requires that all first time Federal Stafford Loan borrowers complete an entrance counseling session before they receive any loan proceeds. This session is designed to provide the borrower with important information about the Federal Stafford Loan program, including your rights and responsibilities as a borrower. Useful information to have to complete this session includes details on your income, financial aid, and living expenses. Some useful resources: a copy of the award letter from your school's financial aid office, if available, and a listing of the tuition and fees for your program.

It is important that you complete this session as soon as possible. You may not use your loan as credit against your bill until this requirement is satisfied. Disbursement of your loan funds will not occur before you complete this session. When you have successfully completed the required Loan Entrance Counseling, you will have the opportunity to print a Confirmation page that you can keep with your records.

The counseling session is provided through a link on the U.S. Department of Education's Direct Loan website—https://studentaid.gov/entrance-counseling/. However, there are some specific issues of which you should be aware. Federal Stafford Loan borrowing levels are broadly defined on the Department's web site by the student's year in school. At the YCST, a student's year in school is specifically defined by the number of hours the student is scheduled to attend at the time of loan processing. Borrowing levels are described in the Loan Limits section.

FEDERAL STAFFORD LOAN EXIT COUNSELING

The Federal Government requires that all Federal Stafford Loan borrowers who withdraw or graduate complete an exit counseling session. This session is designed to provide borrowers with important information regarding rights and responsibilities as well as repayment information. Exit counseling is also a graduation requirement for all programs and MUST be completed before students complete their program of enrollment.

Exit counseling is required when you graduate, leave school, or drop below half-time enrollment. Exit counseling provides important information you need to prepare to repay your federal student loan(s). At the end, you'll need to provide the name, address, email address, and telephone number for your closest living relative, two references who live in the U.S., and current or expected employer (if known). Useful information to have in order to complete this session is any details on your financial aid, current or expected income, and living expenses.

This session is provided through a link on the U.S. Department of Education's Direct Loan web site at www.studentaid.gov/exit-counseling/.

You should receive repayment information from your loan servicer approximately three months after you leave school. If you do not receive this information, **it is your responsibility** to contact your servicer before the end of your **6-month grace** period to arrange for the repayment of your loan. It is important that you plan for the repayment of your loan. You will have the opportunity to estimate your monthly payment as you proceed through the online exit counseling session. If you don't know your outstanding Stafford Loan balance but know who your loan is serviced through, you can contact them directly to receive your outstanding balance. If you do not know the name of your loan servicer and/or guarantor, you can login into your student aid account using your FSA ID and access your complete loan history at www.studentaid.gov/.

At the end of the session, you will be asked to complete a Student Information Form. You must provide all required information. When you have entered the required information and it has been accepted, you will receive a congratulations page stating that you have successfully completed your exit counseling. You can print or save a PDF copy of this page for your records. At this point, you have successfully completed the session and your information is available to the Office of Financial Aid.

FEDERAL DIRECT STAFFORD LOAN PROGRAMS

The Federal Direct Stafford Loan is a guaranteed student loan (only in the student's name). In order to obtain the Federal Direct Stafford Loan, all first-time borrowers must indicate on their FAFSA application that they want to take a student loan AND complete the Federal Direct Stafford Loan Master Promissory Note (MPN). This note is valid for a period of ten years once a loan has been guaranteed and disbursed.

Direct Stafford loans are monies that students are eligible to borrow while attending school that must be repaid.

- The student is the borrower.
- Student has up to ten years to repay the loan depending on the size of the student's debt.
- Amount borrowed is based on the student's academic level at the time the loan is processed. If the student receives other financial aid, the loan amount may be less.
- The loan MUST BE REPAID to the U.S. Department of Education.
- Payments are deferred while students are attending school
- Students enter repayment six months following graduation or date of withdraw.
- During the repayment period, under certain circumstances, the U.S. Department of Education may grant deferments, forbearances, or cancellations. A list of deferments and cancellations is provided at the time the student signs their Master Promissory Note.
- The school can refuse to certify a student's loan application OR certify the loan for an amount less than the student would otherwise be eligible. The school must document the reason for its action and explain the reason to the student in writing. The decision of the school is final and cannot be appealed to the U.S. Department of Education.
- A student can receive a subsidized and unsubsidized loan for the same period.
- Fees of up to 4% may be deducted from the total loan amount at the time of disbursement.
- Loan funds are disbursed in at least two installments.

Federal Subsidized Stafford Loan: Eligibility for a Subsidized Stafford Loan is based on family income and financial need established by standards set forth by the federal government. The federal government subsidizes the interest on behalf of the student by paying the interest for the student during the deferment period (or period of enrollment) if the family meets the federal income and financial needs standards. The maximum Subsidized loan eligibility for the first academic year is $3,500. Subsidized loans are not originated for amounts less than $100. These loans must be repaid and payments are deferred (or payments are put on hold) while you are in school and during a six-month grace period you are given after completing or discontinuing study. *If you received a Direct Subsidized Loan that was first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance.*

- **Effective July 1, 2022-June 30, 2023**, interest on Subsidized Loans is a fixed rate of 4.99%

Federal Unsubsidized Stafford Loan: The Unsubsidized Stafford Loan provides an opportunity for students to benefit from the low interest cost of the loan program. These loans are monies that students are eligible to borrow while attending school that must be repaid. Benefits of an Unsubsidized Loan are extended to other eligible applicants who fail to meet the federal income and financial need standards. The Unsubsidized Loan can be issued for the full amount of eligibility or in combination with a subsidized loan. On any portion of the Unsubsidized Loan the interest must be paid by the student on a quarterly basis while the student is enrolled in school, or the student can elect to capitalize the interest during the deferment period. These loans are deferred (or payments are put on hold) while you are in school and during a six-month grace period you are given after completing or discontinuing study.

- **Effective July 1, 2022-June 30, 2023**, interest on Unsubsidized Loans is a fixed rate of 4.99%

FEDERAL PARENT PLUS LOAN

Parent PLUS loans are available to parents of dependent students to assist in meeting the costs of education. Parents are urged to apply for the PLUS Loan source of funding before submitting additional loan applications. In many situations, the combination of maximum Stafford Loans and PLUS loans will meet most of the financial need of the student. Repayment of the PLUS loan principal and interest begins within 60 days after receipt of the loan proceeds. Parents can elect to have the PLUS loan placed into forbearance until the student completes their training.

- **Effective July 1, 2022-June 30, 2023**, interest on Parent PLUS Loans is a fixed rate of 7.54%

Differences between the Federal Subsidized and Unsubsidized Stafford Loan

Federal SUBSIDIZED Stafford Loan	**Federal UNSUBSIDIZED Stafford Loan**
Eligibility is based on financial need.	Eligibility is NOT based on financial need.
The Federal Government pays the interest on the loan as long as the student enrolled. *If you received a Direct Subsidized Loan that was first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance.*	The Federal Government DOES NOT pay the interest on the loan. Interest is charged from the time the loan is disbursed until it is paid in full. The student has two options in the repayment of the interest. It can be paid while enrolled in school (check the box on the MPN indicating you wish to pay the interest) OR the loan interest can be capitalized—that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount.
Repayment on both the interest and principal begins SIX months after the student graduates or withdraws from training.	Repayment on both the interest and principal begins SIX months after the student graduates or withdraws from training.
Fixed rate of 4.99%	Fixed rate of 4.99%

LOAN LIMITS

For the Practical Nursing program and postsecondary programs that are one year in length, independent students are eligible to borrow up to a total $9,500 for their program. Dependent students, as defined by government criteria during the FAFSA application process, are not permitted to borrow more than $5,500. However, parents of dependent students may obtain a PLUS loan if additional funds are needed. If a parent is denied a Parent PLUS loan, the dependent student then becomes eligible to apply for additional loan money on his/her own.

Students enrolled in the various postsecondary programs that are less than one year in length are eligible to receive a prorated loan amount. Each program's loan amount varies based upon the required number of clock hours and scheduled weeks to be completed. For additional information on the total loan amounts for programs that are shorter than one academic year, please contact the Office of Financial Aid.

LOAN LIMITS FOR TRANSFER STUDENTS

Students who transfer mid-year to YCST will see loan amounts that vary greatly from students who did not transfer mid-year into the same program. A transfer occurs when the loan academic year at the school from which the student is transferring overlaps the start of the training at YCST. In this situation, the student is restricted to receiving aid for the period of overlap in an amount that does not exceed the Grade Level 1

annual loan limit or the Cost of Attendance for the overlapping enrollment period. For example, a student was enrolled at School A and has a current Grade Level 1 loan academic year setup at School A as beginning on September 3 and ending May 25. On March 4, the student then begins training in a YCST program. The loan amount for the remaining period of the *prior school's academic year,* March 4 to May 25, cannot exceed the amount of a full year's aid minus the loan amount already received at School A. Also, the loan amount for this remaining period cannot exceed the student's total cost of attendance for the period to which the loan applies.

Annual loan limits are based on an academic year, which is at least 26 weeks in length. The 26 week limit applies to all students including those who change programs or those who transfer to another school.

LOAN CANCELLATION

Students must notify the Office of Financial Aid in writing within 30 days of the date of disbursement if they wish to cancel all or a portion of their subsidized and/or unsubsidized loan or loan disbursement. If students request to cancel their subsidized and/or unsubsidized loan after the 30 day period, the school is not required to return the loan proceeds, cancel all or a portion of the loan or loan disbursement(s) or do both. The school will notify students in writing of the outcome of the cancellation request.

THIRD PARTY LOANS/ALTERNATIVE LOANS

Third Party Loans / Alternative Loans are loans obtained by students on their own through a private lender. Private alternative education loans require the borrower to be a creditworthy student, parent or co-borrower. Generally, most private loans have a variable interest rate and charge a fee. Alternative loan funds are either transferred electronically (EFT) to the school or are checks made co-payable to the student and the school. Therefore, if a check is made co-payable to the student and the school, the student must come in to the office to endorse the check. Students are notified when Third Party Loan/ Alternative Loan checks or EFT funds arrive. Third Party Loan funds are credited to the student's tuition account and any credit balance is refunded to the student unless the school has been directed otherwise.

Your Financial Aid Package

Once the YCST Office of Financial Aid has received your FAFSA results and other required forms, a financial aid package is developed for you based on your financial need. At this time the Office of Financial Aid will package your aid and send you a financial aid offer outlining the financial aid included in your package. Students who receive additional assistance from any additional sources are required to notify the Office of Financial Aid immediately.

Financial aid awards may be modified at any time during the award year due to the situations listed below.

- Failure to maintain Satisfactory Academic Progress
- Any change in status (including grade level, program study or credit hours attempted)
- Receipt of additional funding not listed on the offer such as PHEAA State Grant, private scholarships
- Vocational rehabilitation assistance, veteran benefits, Pennsylvania EAP, PA Tip, tuition waivers, employee tuition assistance, etc.
- Previously submitted inaccurate, incomplete or conflicting information

Students will be notified in writing of all changes made to awards

TEXTBOOK CREDIT BALANCE REFUNDS

Students who are eligible to receive federal student aid funds may be eligible to receive excess federal aid in the form of a refund during the first seven days of school. The determination of issuing refunds will occur prior to the start of a student's program when a final determination of federal financial aid can be made. If a student has been awarded funds to assist with the payment of their tuition, fees and books, and the amounts awarded are greater than the amount owed to the school for tuition and fees, that student may be eligible to receive those excess funds. If eligible, excess funds for textbooks will be made available to students in the form of a check within the first seven days of school. In order to determine a student's eligibility for the textbook funds, students must meet **all** of the following requirements:

1. Must be a federal student aid recipient.
2. Must have all awards set and an award letter in place no less that ten days prior to the start of the program.
3. Must have been determined to have a projected credit balance on account in the first period of enrollment.
4. Must commence training in the program.

Students who do not meet the above criteria will not be issued a textbook refund during the first week of training.

Disbursement Policy

Federal Pell Grants and Stafford Student Loan proceeds must be disbursed to students in multiple installments. Disbursements of these funds are made in periods of enrollment termed Payment Periods. The first payment period begins at the start of training and ends when the student successfully completes one half of the scheduled clock hours at which time the second payment period begins.

The first disbursement of Pell Grant funds is transferred electronically to the school and credited directly to the student's tuition account. Pell Grant payments generally arrive within the first 30 days of training.

The first disbursement of student loan funds occurs after a student has been enrolled for 30 days. To be eligible for the second disbursement of grant and/or loan proceeds, students MUST maintain satisfactory academic progress as defined in the program's handbook and MUST have completed one half of the program's academic year. Failure to meet these standards will result in financial aid funds being either delayed or canceled.

Student Loan disbursements are transferred electronically to the school and credited directly to the student's tuition account. Students are notified in writing when loan disbursements have been posted to their account. Students then have 30 days in which they can cancel all or a part of the loan.

Scholarships and payments from other sources, such as a student's employer, a student's parent, or other, are posted to the students' accounts as they arrive at the school.

If at any time a student's account is overpaid creating a credit balance after all tuition and fees are paid, the credit balance will be refunded to the student in the form of a check from the school. Students can elect to have their credit balances returned to the USDE to reduce loan debt or held on account for a future tuition bill.

In the case where your financial aid disbursements do not cover your total cost of your program, you are responsible for paying the balance owed to the school. Students are required to either pay the balance owed in full or make satisfactory payment arrangements prior to being able to continue in the program. Students who owe a balance to the school after all aid has been disbursed will not be eligible to take their final exams until the account is paid in full. All records and grades are held if an account is not paid in full. Accounts in arrears more than 30 days could be subject to collections and additional charges may be incurred by student in the collection process.

OVERPAYMENT OF FEDERAL STUDENT AID

An overpayment is created whenever the student receives FSA funds that exceed his/her eligibility. Overawards are one cause of overpayments; overpayments can also be caused by misreported FAFSA information, miscalculated costs or EFC, payments to an ineligible student, or payments in excess of grant or loan maximums.

In the case where the school is liable for the overaward, the school will immediately restore an amount equal to the overpayment to the appropriate Federal Student Aid (FSA) account. If the restoration of the overpayment leaves a balance due to school from the student, the student will be responsible to pay the balance due.

In the case where the student is responsible for the overpayment, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the United States Department of Education Student FSA's Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

CREDIT BALANCE REFUNDS

Credit balances occur when payments to a student's account exceed the tuition and fees charged to the student. Credit balances can be returned to the USDE to reduce loan debt or refunded to the student to be used for living/transportation expenses. If at any time a student's account is overpaid creating a credit balance, the credit balance is refunded to the student in the form of a check from the school unless the school has been directed in writing to return the money to the lender. Refunds to students will be processed through the school's Business Office and will be processed within 14 days of the credit balance being created. Students enrolled in the Adult & Continuing Education Center evening program will receive their refund checks by mail.

Withdrawal/Refund Policy

Official withdraw: Student who voluntarily withdraws from the YCST, either during the term or at the end of a term, for whatever reason, must complete the school's withdrawal form. The date the form is completed is the official date of withdraw.

Unofficial withdraw: Withdraw at any time without proper notification is termed an unofficial withdrawal. When the school becomes aware that a student stops attending, the school reaches out to the student to determine if the student will or will not be returning. The day the school learns that the student is not returning is the date of withdraw. It is on this day that a school official completes and submits the a withdraw form. The date of withdraw will be no later than two weeks following the date the school became aware the student stopped attending.

Refunds for Class/Unit or Program Cancellation: If a class is cancelled by the Adult & Continuing Education Center, all students will be refunded 100% of pre-paid tuition and fees.

Refund Policy for Registration and Administrative Fees: Application, Registration, Administrative fees, Books and Supplies (tool kits) are non-refundable.

Refunds for Students Who Withdraw On or Before the First Day of Class: If a student fails to start in their program a class/unit or withdraws from the class/unit or their program on the first class day, the school may retain a portion of pre-paid tuition or fees. Failure to attend classes does not constitute a withdrawal.

Withdrawal from Program, Unit or class: Responsibility for withdrawing remains with the student. A student must officially withdraw from their program or class/unit by notifying the Adult Education office personnel in writing by completing a withdrawal form. The official date of withdraw is determined when school personnel or office is notified in writing.

Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration. Failure to attend classes does not equal a withdrawal.

Students who officially withdraw from a clock hour program or a class/unit will be refunded according to the student's current payment period and the program hourly rate.

Refund Policy for Clock Hour Tuition: Students withdrawing from their program of choice or an individual class may be eligible for refunds based on scheduled hours in the program/class to date. Clock hour tuition is assessed by scheduled class hours and the program hourly rate; hourly rates are different for each program. Tuition may be adjusted based on the information provided at the time of withdrawal and will be assessed on actual scheduled class time in the student's current payment period.

Students who attend more than 60% of the scheduled program hours in a payment period do not qualify for refunds.

Students who received student aid, depending on when you withdraw, will be adjusted according to the Federal Return of Title IV formula, state grant refund calculation and institutional policy.

Refund checks or credits will be issued to the individual, agency or entity that initially paid the tuition/bill or in accordance with the agencies policies.

Please note: Regardless of when a student drops or withdraws after classes/unit or program has begun, the cost for required tools, books and supplies, program fees, tests and other required items already given to the student cannot be returned, they are deducted from any refund due to the student.

Title IV Refund Policy

Students benefiting from receiving Title IV federal funds will have their federal financial aid refunds calculated as per federal regulations. The U.S. Department of Education (ED) specifies that YCST must determine the amount of financial aid program assistance you have earned if you withdraw from your program of study. ED requires that when you withdraw during a payment period, the amount of the financial aid program assistance that you have earned up to that point is determined by a specific Title IV formula, commonly referred to as the Return to Title IV calculation (R2T4).

The amount of assistance that you earned is determined by using the Title IV Refund Calculation. That is, if you completed 30% of the payment period, you earned 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you are considered to have earned all your assistance for that payment period.

The Title IV calculation is generally completed within 5 business days of notification of the student's withdrawal. If, when the calculation is complete, the institution is required to return funds, the refund is processed through the business office and funds are generally returned within 14 days. The school works to ensure that all required refunds of Title IV funds are made as soon as possible, but no later than 45 days of the student's withdrawal.

When the Title IV calculation is complete, if the student is due a post-withdrawal Pell award the school immediately notifies the student of the award. The Pell payment is processed and generally posted to the student's account within 14 days, but no later than 45 days.

If the student is due a post-withdrawal Loan award, the school immediately prepares and sends a post-withdrawal loan offer letter to the student. This generally occurs within 14 days of the student's date of withdrawal, but no later than 30 days. The student is required to notify the school if they intend to accept the loan and must do so within 30 days from the date of the offer letter. If the student accepts the loan, the loan is immediately processed and then posted to the student's account.

Credit balance amounts, if any, that are created on the student's account as a part of the Title IV refund process are refunded to the student within 14 days of the credit balance being created.

When a student withdraws and refunds are required to be returned, the following distribution list is used to return the funds. The YCST completes the Return of Title IV Refund calculation and returns the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after it determines that the student withdrew. Funds are returned in the order listed until all required amounts have been returned.

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grants
6. PHEAA State & Special Programs Grant
7. Other Aid
8. Student

If YCST is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you (or your parent for a PLUS loan) must return shall be repaid in accordance with the terms of your loan agreement, or you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you have to return is a grant overpayment, and you must make payment arrangements with YCST or the U.S. Department of Education to return the funds.

The requirements for Title IV program funds when you withdraw are separate from any school refund policies. The amount of refund determined by the Title IV calculation determines how much financial aid you have earned for the current payment period, whereas the school refund policy determines the amount of tuition owed for the current payment period. Therefore, you may still owe funds to the school to cover unpaid institutional charges and/or for any Title IV program funds that the school was required to return. The school's refund policies are located above.

Policies for Veterans Receiving Educational Assistance Allowance

Make-Up Work—Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowance.

Class Cuts—Class cuts are not permitted and shall be recorded as unexcused absences.

Re-Admission—Students experiencing academic difficulties will be withdrawn from the program for the length of one term (nine weeks). Re-admission will be considered on an individual basis.

Transfer Credit—Transfer credit will be evaluated on an individual basis. Appropriate credit will be given and the length of the program will be decreased accordingly. The VA will be notified.

Probationary Period—The maximum length of the probationary period will be nine weeks. The VA will be notified if a veteran fails to make satisfactory progress.

Attendance—Any veteran who is absent more than 5% of the required program hours will not be eligible for co-op placement or a clinical experience. The VA will be notified if any veteran's attendance falls below 75%.

Tips on Finding Scholarships

Local Organizations—You can increase your odds of winning a scholarship by checking local organizations first. You may only be going up against a few other local students, versus the entire student population of the country.

Employers—Have your parents ask their personnel administrator if their company offers any sort of financial aid, tuition reimbursement, or scholarships, for employee's children. Most major companies do offer this benefit. If you have a job, ask your own company if they offer this benefit.

Volunteer Work—If you have done any volunteer work at your local hospital, food bank, etc., these organizations may provide scholarships in recognition for unpaid assistance.

Organizations—Check foundations, religious organizations, fraternities or sororities, and town or city clubs to see if they offer any kind of scholarship. Include community organizations and civic groups, such as the American Legion, 4-H Clubs, YMCA, Elks, Kiwanis, Jaycees, and the Girl or Boy Scouts in your search. If you are NOT a member of any organizations, check with the organizations that represent what you are planning on studying.

Unions—If you or your parents are members of a union, check if the union offers scholarships for members and their dependent children (AFLCIO, Teamsters, etc.).

Church—Check with your church. Your local parish, the Diocese or headquarters may have scholarships available.

The Library—Your public library is an excellent source of information on state and private sources of aid. Ask the librarian to help you research sources of scholarships. Your financial need is usually considered, but other factors may also be taken into account.

Chamber of Commerce—Check with your local Chamber of Commerce. Many offer (usually small, less than $500) grants to students in the community, especially those planning on careers in business or public service. Even if they do not offer any themselves, you can usually get a listing of members, and many of them may offer small scholarships to local students.

High School—Check with your high school guidance counselor, principal, teachers, and other high school administrators for scholarship information that has been sent to the school.

The Internet—Use major search engines to run searches on scholarships, financial aid, organizations, colleges, universities, and grants. Be wary of any organization or company that charges you a fee for their services. Please see the next section for information on Scholarship Scams.

SCHOLARSHIP SCAMS

Don't Pay Money to Get Money: Some deceitful companies will go about swindling dollars by promising students free scholarship money in exchange for an up-front fee. Others claim to have access to untapped sources of financial aid, charging students for information on various scholarship awards. Many parents will receive letters in the mail promoting "free financial aid seminars" or "open interviews" for financial assistance, not knowing that the real purpose of the event is to plug unnecessary products and/or services. When a sales pitch implies that purchasing such a product is a prerequisite to receiving federal student aid, it violates federal regulations and state insurance laws. While some of these profit-making companies do offer legitimate services, there are several alternative routes students can take to acquire a wealth of scholarship information—for FREE. The bottom line: if you have to pay money to get money, it's probably a scam and you're better off looking elsewhere.

Six Signs of a Scam: The Federal Trade Commission urges students/parents to look out for six signs that a scholarship offer is a scam:

1. "The scholarship is guaranteed or your money back." No one can guarantee students that they'll receive scholarship money. Always look for strings attached. FinAid (www.finaid.org), an acclaimed web site dedicated to providing students with comprehensive scholarship information, alerts that "some companies will not refund your money, but instead will offer to rerun the search for a specified number of times at no charge." It also has found that numerous organizations define the word "receive" ambiguously—students will receive information about scholarships, not the scholarships themselves.
2. "We will need your credit card or bank account number to hold this scholarship." Never give out an account number without getting all the information in writing first.
3. "You can't get this information anywhere else." Don't believe a company that claims its search engine is entirely unique. Different scholarship databases overlap significantly since many utilize the same information-gathering techniques. There are several free search services on the Internet where students can enter information about themselves and instantly see valid scholarships for which they may qualify.
4. "The scholarship will cost some money."
5. "We'll do all the work for you." There are thousands of legitimate scholarship opportunities out there. However, these award donors often require substantial materials from their applicants—essays, letters of recommendation, transcripts, etc. For these applications, you can't hire a company to do the work for you.
6. "You've been selected" by a "national foundation" to receive a scholarship or "You're a finalist" in a contest you never entered. Before sending anything, use a search engine to see if the company has a listing. Find out how the company acquired your information and then be on guard for hidden fees.

If you or someone you know suspects that a scholarship offer may be a scam, you can report it to the National Fraud Information Center at 1.800.876.7060, the Federal Trade Commission at 1.877.FTC.HELP, or by email at scams@finaid.org. You can also contact your State Attorney General's Office, the Better Business Bureau, U.S. Postal Inspection Service (if any part of the transaction was through the mail), U.S. Department of Education Office of Inspector General, or your high school counselor for more assistance.

NATIONAL SCHOLARSHIP DATABASES

Listed below are several scholarship databases available to assist students in finding private sector scholarships, fellowships and loans for which he/she may be eligible. Upon entering student-specific information (i.e., grade level, major, email address...), the

search will retrieve information about scholarships pertaining to that student and send this information to his/her email account. This may include more detailed information about the scholarship, as well as how to request an application.

Fostering Independence Tuition Waiver
https://www.pheaa.org/funding-opportunities/other-educational-aid

Mike Rowe Works Scholarship
https://www.mikeroweworks.org/scholarship/

Horatio Alger National Career & Technical
https://application.horatioalger.org

Guide to Paying for Nursing School
cnaclasses.org/guide-to-paying-for-nursing-school/

finaid.org
https://finaid.org/scholarships/

BigFuture Collegeboard
https://bigfuture.collegeboard.org/

tfec.org
https://www.tfec.org/scholarships/

Scholarshipamerica.org
https://scholarshipamerica.org/

Disclaimer: The Office of Financial Aid at YCST does not monitor nor control the information provided on the web sites listed above.

Frequently Asked Questions

Numerous inquiries are made by students and their parents about financial aid programs available at our school. In anticipation of some of the questions you may have, the following information is provided for you to review:

FAFSA/APPLYING FOR FINANCIAL AID

How do I apply for financial aid?

To be considered for the Federal Pell Grant and/or Federal Stafford Student Loan programs you must complete the Free Application for Federal Student Aid (FAFSA). In addition, the federal government mandates that institutions verify at least 30% of its applicants. Students who are selected to undergo this process will be mailed a written notification of the selection. The written notification will include a Verification Form to complete and a list of specific documentation that must be returned to the Office of Financial Aid prior to financial aid being awarded.

Where do I get the applications?

The paper FAFSA is no longer available at high school guidance offices or at college/university financial aid offices. You must complete the the FAFSA online at www.studentaid.gov. If you do not want to complete the FAFSA electronically, you can download a PDF copy from the studentaid.gov website, or contact Federal Student Aid at 1.800.433.3243 to have one mailed to you.

Returning students who were awarded financial aid in the previous award year will be able to complete a Renewal FAFSA online at www.studentaid.gov. If you do not want to complete the Renewal FAFSA electronically, you can download a PDF copy from the studentaid.gov website, or contact Federal Student Aid at 1-800-433-3243 to have one mailed to you.

Only returning students who borrowed a Direct Stafford loan in the prior award year will not be required to complete a new Master Promissory Note (MPN). Their initial MPN is good for a period of ten years once it has been signed.

Do I need to be admitted before I can apply for financial aid?

NO. You can fill out the FAFSA and list up to ten schools to receive the information before admission. However, to actually receive an award (estimated or actual) offer, you must be admitted to the school.

What are the deadlines or suggested completion dates for financial aid?

Our school enrolls students on a continuous basis. Students can generally complete their applications at any time prior to the start of the program. It is important that students contact the Office of Financial Aid to receive appropriate deadlines that are based upon their program of enrollment.

When will I receive information regarding the action taken on my applications?

The anticipated dates for receiving information are as follows:

- **Federal Pell Grants (FAFSA application)—**Three to five days after the FAFSA has been submitted online, or four to six weeks after it has been mailed to the federal processor, a Student Aid Report (SAR) will be sent to the student (via mail through the postal service or via email if an email address is provided on the online application). Please refer to the SAR for an initial indication of your eligibility for a Pell Grant.
- **Federal Stafford Loans—**The student's maximum eligibility will be indicated on the student's award letter. Award letters will be mailed to students prior to the start of their program.

I received a PHEAA State Grant notice and it says I can't get a state grant. Why is that?

When you complete the FAFSA application you are actually completing two applications in one—both a Federal and State Grant application. You will receive a PHEAA State Grant notice in the mail explaining to you that you are not State Grant Eligible because our institution does not participate in this program. This is an accurate statement. We are not a 2- or 4-year degree granting institution, therefore, our institution is not eligible to participate in the State Grant Program. You do not have to complete and return the State Grant notice.

Why do I have to put my parents' tax information on the FAFSA if they are not paying for school?

The federal government expects both the parents and the student to contribute to the student's educational cost. Regardless of whether a parent will or will not contribute to

your education, their income and assets must be reported and be used to determine your financial aid. Even if you do not live with your parents, if you are considered dependent by the federal government, you are required to provide parental information. FAFSA has questions for you to answer to determine if you are dependent or independent. Refer to the FAFSA instructions for instructions regarding parental information.

What do I do when I'm considered dependent but my parent(s) won't provide information or sign my FAFSA? Can someone else sign it?

NO. No one other than your parent may legally sign the FAFSA (refer to the FAFSA to determine who is considered a parent). Unless your parent(s) provide the required information and sign the FAFSA, you cannot be considered for any need-based financial aid, including Federal Stafford Loans. If you find yourself in this situation, you should contact your financial aid counselor at the Office of Financial Aid to help you explore other possibilities.

I do not live with my parents, but live with another relative. Should I put their information on the FAFSA as my parent?

NO. No one other than your parent may provide financial information or sign the FAFSA. If you reside with grandparents, aunt/uncle, or someone other than your parents, contact the Office of Financial Aid as soon as possible to speak to a financial aid counselor about your situation.

My parents make a lot of money, so I probably won't qualify for financial aid. Should I still apply?

YES! Many families mistakenly think they don't qualify for aid and prevent themselves from receiving financial aid by failing to apply for it. In addition, there are sources of aid, such as low interest loans—Federal Stafford and Federal PLUS loans—that are available regardless of need. It is wise to have something to fall back on, in case your family finds themselves in a financial crunch.

I want to file my FAFSA but I have not yet completed my tax returns or my parents haven't filed theirs. What should I do?

By now you should have already filed taxes for the year being requested since the FAFSA now asks for tax data that is two years old. If you have not yet filed your taxes for the required year, first complete your taxes, submit them to the IRS, wait three to six weeks to allow for processing, and then try to import your taxes into your FAFSA. If that does not work, you will need to enter the amounts you reported on the 1040 form you submitted to the IRS onto your FAFSA for processing. However, be advised that we may be required to obtain a copy of your IRS Tax Return Transcript to show that the taxes were actually filed.

My parents are divorced. The parent I reside with is remarried. Do I have to provide my step-parent's income and assets on the FAFSA, even if I am not supported by the step-parent?

YES, provided that the parent you are living with is the one completing the FAFSA (your custodial parent). If your parent is married to your step-parent at the time you complete the FAFSA, both your parent and step-parent must report their income and assets, even if they weren't married the previous year (i.e., filed separate tax returns).

When will my financial aid award be ready?

To receive an award letter, the student must first complete the FAFSA. Once the school has received information from the FAFSA, an estimated award can be made for most students. Students can contact the Office of Financial Aid to discuss their estimated awards. Actual awards are made once the student has been admitted to school and all required paperwork has been submitted to the Office of Financial Aid.

- **For incoming students**—Award letters are sent to admitted students prior to the start of their program. Students who have not received an award letter prior to the start of school have either not completed the required applications or have not submitted all the required paperwork to the Office of Financial Aid. Students will continue to receive new award letters if their financial aid changes.
- **For transfer students—**Award letters are sent to admitted transfer students prior to the start of their program provided that the school has their complete financial aid transcript on file for determination of remaining eligibility and all remaining financial aid has been canceled at their previous school. Transfer students must contact the school they had previously attended and direct the school to cancel all remaining disbursements. Students will continue to receive new award letters if their financial aid changes.
- **For advance placed students**—Because advance placed students can continue to test out of classes even after the start of the practical nursing program, awards are determined and award letters are sent to students when a final determination has been made as to what the student has to actually complete. For all other programs advance placement must be determined prior to a student starting the program.
- **For students entering their second year**—Students who ARE currently enrolled and are advancing into the second year of their program will receive offer letters prior to the start of year two. Students who do not receive their new offers before the start of the 2nd academic year in the program have either not submitted a new FAFSA application for the upcoming year or have not submitted all required paperwork.
- **For students crossing over into a new FAFSA award year —**Students who ARE currently enrolled in programs and are crossing over into a new FAFSA award year (July 1)—your award letters will not be ready until approximately June of each year. In order to receive a new award for the new year, students must have submitted a new FAFSA application for the upcoming year. Students who do not receive their new award letter by June have either not submitted a new FAFSA application for the upcoming year or have not submitted all required paperwork.

PAYMENT/DUE DATES

What are the anticipated payment dates for school tuition and fees?

Because students enroll on a continuous basis, tuition and fees are charged and payments are made based on payment periods. Each academic year is divided into two equal payment periods. Payments generally begin to arrive one month following the start of the program for the first payment period with the second payment generally arriving at the start of the second payment period.

For Practical Nursing students the first loan payment generally arrives 30 days following the start of the program and the second loan payment arrives at the start of Term 3. Pell grant payments generally arrive in February and August.

Will the school extend credit to me until my aid is received?

For those individuals who have been officially approved for financial aid, the school will extend credit until financial aid is received. Any balance due to the school after all aid has been awarded is the responsibility of the student.

Are credit cards acceptable for payment?

YES, the school will accept VISA®, MasterCard® and Discover®.

How do I pay for books?

Textbooks, uniforms, and supplies must be purchased by students prior to the start of the program, therefore, financial aid cannot be used to pay for these items.

MY TUITION ACCOUNT

How do I check on my financial aid?

You can check on your financial aid by contacting the Office of Financial Aid. Contact information is located in the Contact Information section of this Catalog & Handbook.

How do I check on my account balance?

You can check on your tuition account balance by contacting the Billing Office for your program of enrollment. Contact information is located in the Contact Information section of this Catalog & Handbook.

My Federal Direct Stafford Loan has not been credited to my account yet. Why is that?

If you have an award letter showing that loans are to be disbursed to your account and you have not yet received these amounts, it could be that you have not signed your electronic Master Promissory Note (MPN) online and have submitted it to the U.S. Department of Education, or it may have been delayed due to an attendance issue. If all requirements are satisfied and you have previously signed the MPN, contact the Office of Financial Aid for further information.

I received my award letter and I still need more money. What can I do?

If you are a dependent student, your parents may consider applying for a Federal Parent Loan for Undergraduate Students (PLUS). They can borrow any amount, up to the cost of your attendance. If they are denied for any reason, the student may borrow more money in Unsubsidized Federal Stafford Loans. A copy of the denial must be on file at the Office of Financial Aid and the student or parent must contact the Office of Financial Aid to indicate the additional amount the student wants to borrow in Stafford Loans. See the section on Loan Limits to determine the maximum amount the student can borrow. Students who are independent are automatically eligible for the additional Unsubsidized Federal Stafford Loans.

If your parents know they will be approved for a PLUS Loan, but do not want a loan in their name, you can apply for an Alternative Loan. Since Alternative loans are credit-based bank loans, you need a cosigner. Check the requirements for each individual loan. Independent students are also eligible to apply for an Alternative Loan. If denied, a cosigner is allowed.

Will the school allow me or my parents to make monthly payments to the school?

YES. Students and/or parents can setup a Monthly Payment Plan directly with the school. Contact the Bursar's office for your program of enrollment for details on how to initiate a payment plan. Students making payments to the school are required to have all tuition and fees paid before the end of each payment/billing period. Students who have not made satisfactory payments and have a balance at the end of the payment period will not be eligible to take their final exams, continue to the next period of enrollment, or graduate from their program.

SPECIAL CIRCUMSTANCES AFFECTING AID ELIGIBILITY

One of my parents lost his/her job and my family is in a financial bind. Can the office of financial aid help me out?

If your family experiences a change in income due to an unusual circumstance (loss of job, reduced hours, separation or divorce, death in the immediate family), contact the Office of Financial Aid regarding your situation. It may be possible to reevaluate your financial aid eligibility. If your family has high unreimbursed medical expenses or pays private school tuition for elementary or secondary school (K-12), your financial aid eligibility may be re-evaluated. Contact the Office of Financial Aid for further information.

LOANS (PLUS, STAFFORD, ALTERNATIVE)

My parents know they will be denied a PLUS Loan. Is there a way to quickly apply for a PLUS Loan?

If parents know they will be denied, they can complete an Online Pre-Approval through the US Dept. of Ed. website https://studentaid.gov/plus-app/parent/landing. If a parent is denied the PLUS loan, the parent has the right to request that the credit check be reviewed a second time prior to making a determination.

What is the difference between a Subsidized Stafford Loan and an Unsubsidized Stafford Loan?

The school determines the amount of Subsidized and Unsubsidized Loans the student is eligible to receive. You must have financial need in order to receive a Subsidized Federal Stafford Loan.

– A **SUBSIDIZED** loan means that the government subsidizes (or pays) the interest while you are in school - you are not required to pay interest, nor does it accrue on your subsidized loans until you are out of school and beyond your six-month grace period. The Consolidated Appropriations Act of 2012 has eliminated the subsidy payment (the payment of interest) during the grace period for loans with a first disbursement on or after July 1, 2012 and before July 1, 2014.

– An **UNSUBSIDIZED** loan means that you do not have financial need, therefore the federal government requires that you start paying the interest on your loan as soon as it is disbursed, or it will capitalize and you will have to pay it back when you start paying on your loans. It is recommended that, if you have an Unsubsidized Stafford Loan, you pay the interest while you are in school to avoid larger payments when you enter into repayment on your loan. You will receive an interest statement every three months whether you elect to pay the interest now or have it capitalized.

How do I reduce the amount of my Federal Stafford Loan or cancel the entire loan?

Students may cancel all or a portion of the loan prior to receiving the loan or within 30 days after the date the school has sent notification that the loan funds have been disbursed and credited to the student's account. To cancel all of or a portion of your loan, contact the Office of Financial Aid to request a Loan Cancellation Request Form. Complete the Loan Cancellation Request Form and return it to the Office of Financial Aid for processing. If at the time you receive your award letter you know you want to cancel all or a portion of your loan, note that on the award letter and return it right away and we will process your request.

GENERAL QUESTIONS

Who may inquire about my financial aid record?

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the confidentiality of student records. Only those individuals, who provided information on a student's FAFSA, can request information regarding the student's financial aid file. Therefore, if a student would like their financial aid information released to another individual and/or agency, the student must complete the Authorization Release Form and submit it to the Office of Financial Aid.

What records should I retain?

Keep copies of all your applications along with the base year federal income tax form used to complete your FAFSA application to document your adjusted gross income or other data which appears on the 1040, 1040A, or 1040EZ form. Keep copies of all award letters and any letters you send to or receive from various agencies.

What should I do if I need to make a FAFSA name change?

To change your name due to marriage, divorce or another reason, you must first submit a form through the Social Security Administration (SSA). Once the name change has been processed, update your FSA ID using your new last name. You will then need to change your name on your FAFSA by making a correction.

If I withdraw from a class or program, will it affect my financial aid?

If students are considering withdrawal from school, they are urged to discuss their student account status with someone in the Office of Financial Aid prior to making their final determination. Students who withdraw may end up owing a balance to the school, a balance to the U.S. Department of Education, a balance on a Stafford loan or a balance to all parties listed.

If I repeat a class, will it affect my financial aid?

If students are required to repeat a class or an entire level of training, it will affect your future financial aid disbursements. When students are required to repeat coursework, all financial aid is canceled during the period in which the student is repeating the coursework and then re-instated when they reach the next payment period within the program.

I was selected for verification. What does that mean?

The U.S. Department of Education requires that some students who apply for financial aid be verified. Verification is the process to make sure that the information reported on the Free Application for Federal Student Aid (FAFSA) is accurate. Some applications are selected because of inconsistent information, while others are randomly selected. Any student who is selected will be notified by the Office of Financial Aid. The items required to complete verification are outlined in the "Verification Policy" section.

The Office of Financial Aid will compare the information to the Student Aid Report (SAR/ ISIR) and correct any errors. Any corrections made will generate a new SAR which will be sent to both the school and the student. After the verification process is complete, the student will be notified of his/her financial aid eligibility. Failure to complete the verification process will prohibit you from receiving any federal financial aid for the award year.

What is identity theft and should I be concerned about it?

Identity theft is a serious crime and can affect anyone. It occurs when someone uses your personal information without your permission to commit fraud or other crimes. As with any crime, you cannot completely control whether you will become a victim. But according to the Federal Trade Commission (FTC), the nation's consumer protection agency, you can minimize your risk by managing your personal information cautiously. You can help to protect your own identity by monitoring your own credit history report. A free copy of your credit report can be obtained from all three credit agencies one time per year by accessing the www.annualcreditreport.com website.

Student Lending Code of Conduct

The Adult & Continuing Education Center at YCST is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any

perceived or actual conflict of interest between YCST officers, employees or agents and education loan lenders, YCST has adopted the following:

- YCST does not participate in any revenue-sharing arrangements with any lender.
- YCST does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- YCST does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- YCST does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. YCST does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- YCST does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- YCST recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. YCST will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- YCST will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- YCST will not request or accept any assistance with call center or financial aid office staffing.

Payment Policy

All students who enroll in the Adult & Continuing Education Center courses and any other programs at YCST ("School") are expected to pay their tuition, fees and related charges on their accounts, in full for the current term(s) as of either the published due date, first day/night of class, or have already enrolled in, and been approved for, a YCST payment plan prior to the start of classes. The due dates for the payment of tuition, fees and related charges are determined by the dates of enrollment, the date a course/program starts or the terms of the payment plan.

Payment can be made by credit card (MasterCard®, VISA®, or Discover®), by check or money order. There is a service fee that is charged for returned checks, and individuals who repeatedly submit returned checks will be required to remit payment via only a money order or a certified check.

The school offers a tuition payment plan designed for students to pay tuition over a period of time rather than all at one time. Please contact the office for more information on the payment plan. The School reserves the right to refuse to issue grades, transcripts records, program completion certification as well as deny registration or readmission to students who owe money to the School, or who have failed to return School books or equipment. Any and all debts owed to the School must be paid in full prior to the completion of a course/program, certification exam, third party exam or graduation/withdrawal from the School. Any accounts that are in arrears more than 30 days could be subject to collections. The Student will be responsible for any and all costs or fees (including collection agency costs) incurred by the School to collect any debt or obligation owed to the School.

Regardless of the methods a student expects to pay their tuition bill (financial aid, third party pay, loan or other form of financial assistance) ultimately it is the students' obligation to pay for all debts incurred. In the case where financial aid disbursements or other forms of third party payment do not cover the total cost of a program, the student is responsible for promptly paying the balance owed to the School. Students who owe a balance to the School, after all financial aid or third party payments for the current payment period has been disbursed, must pay the balance due, or enter into a payment plan. Any student who has an account that is in arrears will not be permitted to continue attending classes. Student agrees to be responsible for all costs and charges on unpaid balances including, but not limited to, collection fees up to 50%, court costs and reasonable attorney's fees and all costs incurred by the School in the collection of debts (including collection agency costs).

Consumer Disclosures

For information about graduation rates, median debt of students who completed the program, and other important consumer disclosures, please contact the Director of Adult & Continuing Education Center/ Nursing Supervisor or visit the YCST website at www.ytech.edu/Adult-Ed. Students can also visit http://nces.ed.gov/collegenavigator for information regarding the YCST.

SECTION 6: STUDENT CONDUCT

Student Conduct Policy

The Adult & Continuing Education Center at York County School of Technology (YCST) recognizes its postsecondary students as responsible and dedicated individuals who are preparing for career employment. An integral part of career and professional development is the expectation that students conduct themselves at YCST in the same manner as will be expected in the workforce.

Students of YCST have responsibilities and duties commensurate with their rights and privileges. The YCST's Student Conduct Policy provides guidance to students regarding those standards of student conduct and behavior that are considered essential to its educational mission. This policy also provides guidance regarding the types of conduct that YCST finds disruptive to its educational mission.

All students are expected to embody the following characteristics:

- Initiative, enthusiasm and cooperation related to their learning experiences.
- Respect and courtesy toward instructors, staff, administration and classmates.
- Responsibility and dependability.
- Professionalism in appearance and attitude at all times.
- Appropriate response to constructive criticism.
- Behavior that contributes to a positive learning environment for all.
- Uphold high standards of integrity which will reflect positively upon him/her and YCST.
- Adherence to all policies and procedures of YCST.

Students must also adhere to the Ethical Codes and Standards of Conduct in their program of study which are designed around the student's intended profession. The following are examples of behaviors that would be considered to be in violation of YCST's Student Conduct Policy (this list is not comprehensive):

- Persistent or gross acts of willful disobedience or defiance toward school personnel.
- Assault, battery or any other form of physical abuse of a student or school employee.
- Verbal abuse of a student or school employee.
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
- Any conduct that threatens the health or safety of another individual.
- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- Any form of unwanted sexual attention or unwanted sexual contact.
- Theft, attempted theft, vandalism/damage or defacing of school property or the property of another student, faculty or staff member.
- Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other school activities).
- Use of cell phones or other electronic devices during scheduled classroom times.
- Unauthorized entry into, or use of, school facilities.
- Forgery, falsification, alteration or misuse of school documents, records or identification.
- Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
- Disorderly, lewd, indecent or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire equipment, failure to exit during fire drill, turning in false fire alarms, and bomb threats.
- Use, sale, possession or distribution of illegal or controlled substances, drugs or drug paraphernalia, or alcohol on school property or at any function sponsored or supervised by the school. Being under the influence of illegal substances, controlled substances, or alcohol on school property or at any school function is also prohibited.
- Possession or use of firearms, explosives, dangerous chemicals or other weapons on school property or at school-sponsored functions.
- Tobacco possession and/or use on the YCST campus.
- Failure to comply with direction of school officials, faculty or staff who are acting in the performance of their duties.
- Failure to identify oneself or display ID card when on school property or at school-sponsored or supervised functions, upon request of school official acting in the performance of his/her duties.
- Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions.
- Any act considered inappropriate or as an example of misconduct that adversely affects the interests of YCST and/or its reputation.
- Any violation of the institutions policies on the responsible use of technology.
- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Students should be aware that guests are considered the responsibility of the student who has them on campus, therefore, violations by a guest will affect the student. Students are responsible for the actions of their guests.

Professional Dress and Appearance

Appearance is an important indication of professionalism. Many educational programs at YCST have specific dress requirements. Students are required to abide by these requirements. YCST reserves the right to advise any student that his/her appearance is immodest, offensive or otherwise distracting in the educational environment, and to require the student to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action. All students will receive a copy of the dress code specific to their program/course of study during orientation or on the first day of class.

Students are expected to wear clothing appropriate for the type of class in which they are enrolled. In shop programs where students are required to work on machinery or equipment, students must wear shoes and clothing that afford safety protection. No shorts, tank tops, sneakers, sandals, jewelry or loose clothing may be worn. **Safety glasses must be worn.** It is the responsibility of the student to provide whatever safety equipment is required so that he/she may safely operate equipment. **Flip-flops, shoes without backing or open toed shoes are NOT appropriate for a technical school. In addition, all shoes must have a hard sole.** For program specific dress code, please consult your instructor or the Assistant Director of Adult & Continuing Education Center. As we are housed in a public High School, articles of clothing that are NOT permitted:

- Those that display, advertise or promote the use of alcohol, drugs, steroids or tobacco products.
- Clothing that have holes, are ripped, torn, transparent or see through.
- Pajama bottoms.
- Shorts/skirts shorter than arm's length tip of fingers. Pants/trousers must be worn at waist-length levels with both pant legs being worn at the same length.
- Outerwear (any garment that would strictly be worn on the outside) including hats, hoods, bandannas, scarves and sunglasses may not be worn in any part of the building during regular school hours.
- No hats to be worn in school (head covering safety gear/hats okay in labs/shops as required).
- Any article of clothing containing any potentially derogatory, hate speech/symbolism, or any clothing item that is deemed offensive towards race, gender, etc., and/or may have the potential to cause a disturbance. Final determination of the appropriateness of clothing will be made by YCST administration and will not be negotiable.

Smoking/Tobacco

No smoking is permitted in the building or on the school grounds at any time. Failure to abide by these smoking rules can result in suspension, Police Citation and expulsion. For the purpose of this policy, smoking is defined to include the possession of a lighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form, including vaping.

Student Break Area

A student break room is located in the Adult & Continuing Education Center wing of the building and it is available both day and evening. The student break room contains vending machines, a microwave and refrigerator for student and instructor use. The back of the school cafeteria also contains vending machines for student use in the evening. All food and food containers, wrappers, drink cans and bottles should be disposed of in available trash containers. Students are expected to leave all areas clean and orderly. If food or drink is brought into the classroom or shop, make sure that the food waste is disposed of OUTSIDE THE CLASSROOM.

Student Identification

School photo ID badges must be worn at all times with the lanyard provided by the school or clip style pin. Badges must be worn on the upper torso of the body with the name facing outward and visible to others.

Students, visitors and prospective students are required to be processed through our Raptor ID system on their first visit to our facility.

Key Fobs—Students enrolled in certain programs may be issued key fobs for entry into the Adult & Continuing Education Center. If a fob is lost, there will be a $10 replacement fee. Upon completion of a program or withdrawal from a program, students are required to return the key fobs to the Adult & Continuing Education Center.

Student Interaction

It is the opinion of the Adult & Continuing Education Center at YCST administration that the welfare of YCST's secondary students and students enrolled in the daycare are better served if there is little to no interaction between these students and the students enrolled in adult and postsecondary programs. Therefore, the Adult & Continuing Education Center at YCST administration does not condone, support, or encourage fraternization or socialization between adult students and students enrolled in the secondary school and/or daycare.

Policy: While it is understood that Adult & Continuing Education Center students have the right to access necessary areas of the building for the successful completion of their classes and programs, (to include the Adult & Continuing Education Center center, the cafeteria, the Spartan Inn, areas where their classes are taking place, the parking lot and other designated areas) students enrolled in YCST are not permitted to fraternize or socialize with students enrolled in the secondary school and/or daycare. This policy extends from casual socialization to, and including, developing close personal relationships. The YCST administration assumes that adult students understand their superordinate position relative to the secondary students and daycare students; therefore, the adult student becomes the party responsible should any type of relationship develop. With the exception of administratively authorized interaction, or where there are jointly operated classes containing both adult and high school students, adult students are expected to have little to no contact with the aforementioned students. Adult students arriving at YCST before their classes begin should stay in their training area, provided their instructor is present. If the instructor is not present, adult students are expected to stay in the main lobby area or cafeteria, when not in use, until their classes begin. Adult students should only be traversing between their assigned locations, classes and areas they have been directed to by appropriate staff members; they should not be roaming the halls of the school or loitering in proximity to the secondary and/or daycare classrooms while classes are in session.

Breaking the Policy: Depending on the circumstances, adult students who break the fraternization and socialization policy for the first time may receive a verbal and/or written warning from either the Administrative Director of the school, the Director of Adult & Continuing Education Center, or designee. A second offense may result in probation, suspension or involuntary discharge from the school, based upon the decision of the Director of Adult & Continuing Education Center.

Acceptable Use of Technology

Usage of technology while enrolled at the school is subject to the terms and conditions of the YCST email and Local Area Network (LAN) Access Acceptable Use Policy. Failure to abide by the guidelines outlined in this policy will result in suspension of the student's right to utilize technology at school, including but not limited to the internet and email, and may result in further disciplinary action. The Director of Adult & Continuing Education Center/Nursing Education Program Supervisor can be contacted with questions regarding this policy.

Email and Local Area Network (LAN) Access Acceptable Usage Policy: All access to the Internet and LAN (Local Area Network) is limited to school-related activities and purposes and is restricted to faculty members and students. Access will be permitted under the direct supervision of the instructor and will be limited to educationally related activities and purposes. All Internet and LAN access is to be accomplished only through school-owned and/or authorized equipment. YCST prohibits possession and/or use of any personally owned equipment for these purposes within the YCST school zone without prior permission.

Internet Use at YCST, Clinical or Externship Sites: Students should not be using any electronic devices at the school or clinical/externship site while training unless prior permission from the site or school is obtained to do so. If permission is granted by the site or school, students are required to adhere to all rules, policies and expectations that the school and/or site facility has regarding the use of electronic devices, including the use of its wireless internet on students' own personal electronic devices. Students have no expectations of privacy when using the internet at YCST or the sites. YCST reserves the right to prohibit students from using electronic devices at clinical/externship sites, if such usage is deemed to be disruptive to the educational program.

Social Media Policy

The Adult & Continuing Education Center at YCST recognizes that social media can be a useful tool. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist students in making responsible decisions about the use of social media, the following guidelines are established for appropriate use of social media.

Students who identify themselves as YCST adult education students, when posting content to any social media site should not represent that they are speaking on YCST's behalf, and are strongly encouraged to refrain from making disparaging, harassing or threatening comments regarding YCST, its students/faculty/staff and clinical/externship sites. Inaccurate, inappropriate, threatening, or harassing postings that substantially disrupt YCST's educational environment may result in disciplinary action being taken against students, including but not limited to removal from the program. Postings that attempt to describe any patient and/or patient care situation at clinical/externship sites, directly or indirectly, will be considered a violation of patient confidentiality and will result in dismissal from the program. If you have any doubt whether a potential subject of a social media post is permissible, check with your instructor first before posting.

Disciplinary Procedures

Any student who is found to have violated the Student Conduct Policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

Complaint

- Any member of YCST (i.e., faculty, staff, student) may file a complaint against any student for misconduct or for otherwise being in violation of YCST's policies. The complaint shall be submitted, in writing, to the Director of Adult & Continuing Education Center/Nursing Supervisor. Complaints should be submitted as soon as possible after the alleged violation occurred.
- The Director of Adult & Continuing Education Center/ Nursing Supervisor shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.
- Unless otherwise provided by law, YCST generally will not disclose the name of the person making the complaint to the accused student unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

- Within a reasonable period of time after the complaint is received, the Director of Adult & Continuing Education Center/Nursing Supervisor will notify the student of the complaint and the alleged violation of the Student Conduct Policy. This notification may be in written form or through oral communication. The student will meet with the Supervisor to discuss the complaint and alleged violation. The Supervisor will render and communicate the decision to the student.
- If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Director of Adult & Continuing Education Center/Nursing Supervisor may make a determination of violations of YCST policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
- The determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of YCST by the Director of Adult & Continuing Education Center/Nursing Supervisor.

Appeal Procedure for Disciplinary Action: Any student wishing to appeal a disciplinary decision may do so following the Student Complaint procedure as outlined in Appendix 2 of this Catalog & Handbook.

SECTION 7: HEALTH & SAFETY

Campus Security

The Adult & Continuing Education Center at York County School of Technology (YCST) is committed to the safety and welfare of our students, employees and visitors. We encourage everyone to report crimes promptly to the Adult & Continuing Education Center.

YCST is not responsible for loss or damage to any personal possessions and/or property. Students' personal property is not covered by the school's insurance.

Information concerning campus crime statistics is available by request from the Adult & Continuing Education Center. These reports of crime are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

Drug-Free and Alcohol-Free Facility

YCST is committed to protecting the safety, health and wellbeing of all students. It is recognized that alcohol and drug use presents a significant threat to our school and to the safety of students.

YCST is a drug-free/alcohol-free school. Students are not permitted to possess, consume or distribute alcohol or illegal drugs while on school property. Students are also not permitted to attend class while under the influence of any illegal substance or alcohol. If a student is visibly under the influence, they will be required to leave class immediately. The YCST staff will assist such student in securing transportation off of the premises. Any hours missed will be the responsibility of the student to make up in accordance with their program's makeup policy.

Although one of the goals of having a drug-free/alcohol-free environment is to encourage students to seek help with alcohol and/or drug problems, if an individual violates this policy the consequences are serious. Treatment for alcoholism and/or other drugs use is mandatory for the student as a requirement to return to class. The financial responsibility for treatment belongs to the student. In addition, students found responsible for violating this policy are subject to the jurisdiction of the State of Pennsylvania.

Tobacco-Free Facility

It is illegal to possess or use tobacco on the YCST premises or in/on any property, buses, vans, and vehicles that are owned, leased or controlled by the school. Violating this policy will result in a fine. Any reports of student violation of this policy will be explored by the YCST administration. Disciplinary action for violation of this policy may not be limited to legal ramifications and may include school disciplinary action such as suspension or termination.

Search of Student Property

YCST reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of the YCST staff that a serious risk to the health, safety and welfare of students and/or the school community exists. This includes but is not limited to vehicles brought onto school property, lockers, backpacks and clothing.

Injuries and Accidents

No healthcare facilities are available at YCST. Basic first aid supplies are available through the Adult & Continuing Education Center. Students with health problems should consult their family physician. The YCST cannot assume responsibility for personal illness, injuries, or losses sustained on or off campus by any student.

Notification: Students/visitors should notify the Adult & Continuing Education Center immediately of all injuries and/or accidents that occur on the property of YCST. Students with preexisting conditions/chronic health issues are encouraged to provide related information and an emergency contact in the event an incident occurs. An incident report will be completed for any occurrence.

Weapons

Possession of any weapon is prohibited on YCST property and at school sponsored events. This policy applies to employees, students and individuals visiting or conducting business on YCST property. Weapons stored in vehicles are considered to be on YCST property, and therefore are in violation of this policy.

A weapon is defined as:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearms, BB/pellet guns, flare guns, stun guns, or dart guns and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm, including but not limited to any hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

Any weapon on campus in violation of this policy will be confiscated. Violation of this conduct policy by students will be adjudicated in accordance with YCST's policies for student conduct. Depending on the circumstances, violation of this policy may subject the offender to discipline up to and including dismissal from YCST.

Personal Protective Equipment

For personal safety, students are required to wear appropriate personal protective clothing and equipment in accordance with their program requirements. Students are required to wear safety glasses at all times in shop programs where full eye protection is deemed necessary. **No exceptions will be made.** Students must provide their own safety glasses and protective gear. Students may be required to wear safety shoes, hairnets, aprons, gloves or other protective clothing as necessary depending on the particular program in which the student is enrolled. Safety is a priority in every class and safety rules will be strictly enforced.

Fire Alarms

In the event of a fire in the building, fire bells will sound. Fire instructions are placed in all rooms and every shop and students should familiarize themselves with these instructions. All students must leave the building at the sound of the alarm and proceed at once to the area designated for their classroom or shop. Students should assemble in a class group so that the instructor can take roll. Any individual found tampering with or setting off false alarms will be prosecuted to the full extent of the law.

Emergency Evacuation of the Building

In the event that it becomes necessary to evacuate the building, you will be informed over the school's public address system. Please follow all instructions given at that time.

Closing of the School

Please refer to the Adult & Continuing Education Center Academic Calendar in this handbook and in the course brochure for the schedule of adult classes, office closings and holidays. Specific make-up days are built into the school calendar. This calendar is subject to change.

Weather Delays & Cancellations

In the event of inclement weather or any other emergency situation, students will be notified via the School's "One Call" system. Information may also be posted on the YCST website and social media channels.

APPENDIX 1

2023/2024 Tuition & Fees

Full Time Diploma Programs and Short Term/Continuing Education Courses

AUTOMOTIVE TECHNOLOGY (900 hrs)

Pre-Entrance Expenses*		$ 135
Application Fee	*$ 25*	
Non-Refundable Acceptance Fee (This fee is included in the tuition)	*$ 50*	
*Uniforms**	*$ 60*	
Program Tuition		$ 13,025
Base Tuition	*$ 11,925*	
Lab/Technology Fee	*$ 1,100*	
Out-of-Pocket Program Fees*		$ 375
CDX Software Fee	*$ 150*	
Toolkit	*$ 225*	
Certification–PA Safety Inspection License	*$ 0*	
Certification–PA Emissions Inspection License	*$ 0*	
Estimated Cost of Program*		**$13,485**

COSMETOLOGY (1,280 hrs)

Pre-Entrance Expenses*		$ 135
Application Fee	*$ 25*	
Non-Refundable Acceptance Fee (This fee is included in the tuition)	*$ 50*	
*Uniforms**	*$ 60*	
Program Tuition		$ 14,730
Base Tuition	*$ 13,630*	
Lab/Technology Fee	*$ 1,100*	
Out-of-Pocket Program Fees*		$ 1,470
*Textbooks**	*$ 535*	
Toolkit	*$ 800*	
*Certification–Cosmetologist (Pearson Vue)**	*$ 135*	
Estimated Cost of Program*		**$16,285**

DENTAL ASSISTANT (900 hrs)

Pre-Entrance Expenses*		$ 175
Application Fee	*$ 25*	
Non-Refundable Acceptance Fee (This fee is included in the tuition)	*$ 50*	
*Uniforms**	*$ 100*	
Program Tuition		$ 13,025
Base Tuition	*$ 11,925*	
Lab/Technology Fee	*$ 1,100*	
Out-of-Pocket Program Fees*		$ 1,055
*Textbooks**	*$ 380*	
Toolkit	*$ 125*	
*Hepatitis series (3 step)–mandatory for clinical**	*$ 240*	
*Tetanus update–mandatory for clinical**	*$ 35*	
Certification–ICE Exam (DANB)	*$ 275*	
Certification–CPR	*$ 0*	
Estimated Cost of Program*		**$14,205**

HEATING, VENTILATION AND AIR CONDITIONING (HVAC) TECHNOLOGY (900 hrs)

Pre-Entrance Expenses*		$ 135
Application Fee	*$ 25*	
Non-Refundable Acceptance Fee (This fee is included in the tuition)	*$ 50*	
*Uniforms**	*$ 60*	
Program Tuition		$ 13,025
Base Tuition	*$ 11,925*	
Lab/Technology Fee	*$ 1,100*	
Out-of-Pocket Program Fees*		$ 650
*Textbooks**	*$ 400*	
Toolkit	*$ 250*	
Certification–ABC Core/HVAC Level 1 (ABC/NCCER)	*$ 0*	
Certification–EPA 608	*$ 0*	
Estimated Cost of Program*		**$13,760**

MECHATRONICS & INDUSTRIAL CONTROLS (900 hrs)

Pre-Entrance Expenses*		$ 135
Application Fee	*$ 25*	
Non-Refundable Acceptance Fee (This fee is included in the tuition)	*$ 50*	
*Uniforms**	*$ 60*	
Program Tuition		$ 13,025
Base Tuition	*$ 11,925*	
Lab/Technology Fee	*$ 1,100*	
Out-of-Pocket Program Fees*		$ 1,364
*Textbooks**	*$ 419*	
Toolkit	*$ 750*	
Certification–OSHA 30 Hour General Industry (Career Safe Online)	*$ 0*	
Certification–Forklift Operator (Optional)	*$ 195*	
Certification–Level 1 Siemens Mechatronic Systems (Optional)	*$ 0*	
Estimated Cost of Program*		**$14,474**

MEDICAL ASSISTANT (900 hrs)

Pre-Entrance Expenses*		$ 175
Application Fee	*$ 25*	
Non-Refundable Acceptance Fee (This fee is included in the tuition)	*$ 50*	
*Uniforms**	*$ 100*	
Program Tuition		$ 13,025
Base Tuition	*$ 11,925*	
Lab/Technology Fee	*$ 1,100*	
Out-of-Pocket Program Fees*		$ 880
*Textbooks**	*$ 400*	
Toolkit	*$ 25*	
*Physical Examination with Immunization (Current 2 Step Mantoux TB Test)***	*$ 150*	
Certification–CCMA (NHA)	*$ 160*	
CCMA Prep Package	*$ 85*	
Certification–Healthcare Professional w/CPR & AED	*$ 0*	
*Criminal (PATCH)/FBI (Cogent)/Child Abuse Checks***	*$ 60*	
Estimated Cost of Program*		**$14,030**

***Mandatory*

**Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected. All figures are subject to change without notice. JOC Approved (2/23/23)*

2023/2024 Tuition and Fees

Full Time Diploma Programs and Short Term/Continuing Education Courses

MEDICAL BILLING & CODING (900 hrs)

Pre-Entrance Expenses*		$ 175
Application Fee	*$ 25*	
Non-Refundable Acceptance Fee (This fee is included in the tuition)	*$ 50*	
*Uniforms**	*$ 100*	
Program Tuition		$13,025
Base Tuition	*$ 11,925*	
Lab/Technology Fee	*$ 1,100*	
Out-of-Pocket Program Fees*		$1,320
*Textbooks**	*$ 400*	
*Physical Examination with Immunization (Current 2 Step Mantoux TB Test)***	*$ 150*	
Certification—Certified Professional Coder (CPC) (AAPC)	*$ 425*	
Certification—Healthcare Professional w/CPR & AED	*$ 0*	
AAPC Membership	*$ 125*	
Practicode CPC-A Practicum	*$ 220*	
Estimated Cost of Program*		**$14,470**

PRACTICAL NURSING (1,540 hrs)

Pre-Entrance Expenses*		$ 600
Application Fee	*$ 25*	
Pre-Entrance Exam (TEAS)	*$ 115*	
Non-Refundable Acceptance Fee (This fee is included in the tuition)	*$ 200*	
*Physical Examination/Immunizations (Current 2-step PPD, Tetanus)**	*$ 150*	
*Drug Screen**	*$ 50*	
*Criminal History Report, FBI, & Child Clearance Report**	*$ 60*	
Program Tuition		$ 19,045
Base Tuition	*$ 14,870*	
Lab/Technology Fee	*$ 1,100*	
Assessment Technologies Institute (ATI) NCLEX Review Fee	*$ 2,275*	
Supplies Fee	*$ 800*	
Program Tuition (Out-of-State)		$ 21,045
Base Tuition (Out-of-State)	*$ 16,870*	
Lab/Technology Fee	*$ 1,100*	
Assessment Technologies Institute (ATI) NCLEX Review Fee	*$ 2,275*	
Supplies Fee	*$ 800*	
Out-of-Pocket Expenses*		$ 1,365
*Textbooks**	*$ 800*	
*Uniforms**	*$ 200*	
Certification–Healthcare Professional w/CPR & AED	*$ 0*	
Temporary Permit to Practice	*$ 70*	
State Board Application to Test	*$ 95*	
NCLEX Testing Application	*$ 200*	
Estimated Cost of Program*		**$20,810**
Estimated Cost of Program* (Out-of-State)		**$22,810**

WELDING TECHNOLOGY (900 hrs)

Pre-Entrance Expenses*		$ 150
Application Fee	*$ 25*	
Non-Refundable Acceptance Fee	*$ 50*	
(This fee is included in the tuition)		
*Uniforms**	*$ 75*	
Program Tuition		$ 13,025
Base Tuition	*$ 11,925*	
Lab/Technology Fee	*$ 1,100*	
Out-of-Pocket Program Fees*		$ 950
*Textbooks**	*$ 500*	
Toolkit	*$ 450*	
Certification–American Welding Society (AWS) D1.1 3G Unlimited	*$ 0*	
Estimated Cost of Program*		**$14,075**

BASIC WELDING (200 hrs)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
*Textbooks & Materials**	*$ 0*	
*Uniforms**	*$ 0*	
Tuition		$ 3,256
Certification–American Welding Society (AWS) D1.1 3G Unlimited	*$ 0*	
Estimated Cost of Program*		**$ 3,256**

COMMERCIAL TRUCK DRIVING (CDL) CLASS A (200 hrs)

Pre-Entrance Expenses*		$ 75
Application Fee	*$ 0*	
*Textbooks & Materials**	*$ 0*	
*Uniforms**	*$ 0*	
Permit (HazMat, Passenger & Doubles Endorsements)	*$ 0*	
DOT Physical and Drug Screen	*$ 75*	
Tuition		$ 5,500
Estimated Cost of Program*		**$ 5,575**

COMMERCIAL TRUCK DRIVING (CDL) CLASS B (160 hrs)

Pre-Entrance Expenses*		$ 75
Application Fee	*$ 0*	
*Textbooks & Materials**	*$ 0*	
*Uniforms**	*$ 0*	
Permit (HazMat, Passenger & Doubles Endorsements)	*$ 0*	
DOT Physical and Drug Screen	*$ 75*	
Tuition		$ 4,300
Estimated Cost of Program*		**$ 4,375**

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2023/2024 Tuition and Fees

Full Time Diploma Programs and Short Term/Continuing Education Courses

COMMERCIAL TRUCK DRIVING (CDL) SKILLS TESTING (3 hrs)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
Tuition (with own vehicle)		$ 250
Tuition (with YCST vehicle)		$ 290
Re-Test (per segment if unsuccessful in first attempt) (with own vehicle)		**$ 75**
Re-Test (per segment if unsuccessful in first attempt) (with YCST vehicle)		**$ 90**
Estimated Cost of Program (with own vehicle)*		**$ 250**
Estimated Cost of Program (with YCST vehicle)*		**$ 290**

COSMETOLOGY INSTRUCTOR (600 hrs)

Pre-Entrance Expenses*		$ 325
Application Fee	*$ 25*	
*Uniforms**	*$ 0*	
*Textbooks & Materials**	*$ 300*	
Tuition		$ 5,500
Estimated Cost of Program*		**$ 5,825**

DRIVER LICENSE TEST (45 mins)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
Tuition		$ 110
Estimated Cost of Program*		**$ 110**

DRIVER EDUCATION—ONLINE ONLY (30 hrs)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
Tuition		$ 65
Estimated Cost of Program*		**$ 65**

DRIVER EDUCATION—BEHIND-THE-WHEEL ONLY (6 hrs)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
Tuition		$ 350
Estimated Cost of Program*		**$ 350**

DRIVER EDUCATION—ONLINE (30 hrs) + BEHIND-THE-WHEEL (6 hrs)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
Tuition		$ 390
Estimated Cost of Program*		**$ 390**

DRIVER EDUCATION—ONLINE (30 hrs) + BEHIND-THE-WHEEL (6 hrs) + TESTING (2 hrs)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
Tuition		$ 470
Estimated Cost of Program*		**$ 470**

DRIVER EDUCATION—PARALLEL PARKING ONLY (30 mins)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
Tuition		$ 60
Estimated Cost of Program*		**$ 60**

EMISSIONS INSPECTOR CERTIFICATION (8 hrs)

Pre-Entrance Expenses*		$ 39.99
PennDOT Registration Fee	*$ 39.99*	
*Textbooks & Materials**	*$ 0*	
*Uniforms**	*$ 0*	
Tuition		$ 155.00
Re-Test Fee (if unsuccessful in first attempt)		**$ 40.00**
Estimated Cost of Program*		**$ 194.99**

ENHANCED VEHICLE SAFETY INSPECTOR CERTIFICATION (4 hrs)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
*Textbooks & Materials**	*$ 0*	
Tuition (includes CAT IV & manual)		**$ 110**
Re-Test Fee (if unsuccessful in first attempt)		**$ 40**
Estimated Cost of Program*		**$ 110**

FORKLIFT OPERATOR TRAINING (6 hrs)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
*Textbooks & Materials**	*$ 0*	
Tuition		$ 200
Estimated Cost of Program*		**$ 200**

NAIL TECHNICIAN (200 hrs)

Pre-Entrance Expenses*		$ 360
Application Fee	*$ 0*	
*Textbooks & Kit**	*$ 300*	
*Uniforms**	*$ 60*	
Tuition		$ 3,000
Out-of-Pocket Program Fees*		$ 103
*PA State Board Nail Technician Licensure Exam**	*$ 103*	
Estimated Cost of Program*		**$ 3,463**

NURSE AIDE TRAINING (120 hrs)

Pre-Entrance Expenses*		$ 417
Application Fee	*$ 0*	
*Criminal History Report & FBI Report**	*$ 47*	
*Textbooks & Materials**	*$ 200*	
*Uniforms**	*$ 60*	
*Physical Examination/Immunizations (Current 2-step PPD)**	*$ 110*	
Tuition		$ 1,300
Estimated Cost of Program*		**$ 1,717**

PHLEBOTOMY (160 hrs)

Pre-Entrance Expenses*		$ 190
Application Fee	*$ 0*	
*Textbooks & Materials**	*$ 90*	
*Uniforms**	*$ 100*	
Tuition		$ 1,285
Out-of-Pocket Program Fees*		$ 195
*Certified Phlebotomy Technician Exam (NHA)**	*$ 120*	
*Certified Phlebotomy Technician Prep Package (NHA)**	*$ 75*	
Estimated Cost of Program*		**$ 1,670**

PLUMBING APPRENTICESHIP (RELATED TRAINING) (144 hrs)

Pre-Entrance Expenses*		$ 225
Application Fee	*$ 0*	
*Textbooks & Materials**	*$ 225*	
*Uniforms**	*$ 0*	
Tuition		$ 1,800
Estimated Cost of Program*		**$ 2,025**

VEHICLE SAFETY INSPECTOR CERTIFICATION (12 hrs)

Pre-Entrance Expenses*		$ 0
Application Fee	*$ 0*	
*Textbooks & Materials**	*$ 0*	
Tuition (includes initial Category of testing, CAT I or CAT II, & manual)		$ 225
Additional Category & Re-Test Fee (if unsuccessful in first attempt)		**$ 55**
Estimated Cost of Program*		**$ 225**

**Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected. All figures are subject to change without notice. JOC Approved (2/23/23)*

APPENDIX 2

Student Complaint Procedure

Students enrolled in the Adult & Continuing Education Center at York County School of Technology (YCST) are expected to abide by all programs rules outlined in Joint Operating Committee Policies, the applicable student Catalog & Handbook as well as their individual instructor's reasonable expectations regarding student behavior and the course syllabus. Students may be subject to disciplinary action for violating these policies, rules and expectations. The complaint procedure outlined below is the procedural mechanism to be used when a student wishes to challenge or review a student being placed on probation; or when students are suspended, dismissed or removed from an Adult & Continuing Education Center program. This procedure is not for academic matters. For students in the Nursing Program, the appropriate administrator is the Nursing Education Program Supervisor. For students in the Adult & Continuing Education Center programming the appropriate administrator is the Assistant Director.

Definition: For purposes of this procedure, a "complaint" is defined as a disagreement of a student enrolled in an Adult & Continuing Education Center program with an administrative decision that either results in the student: (1) being placed on academic or disciplinary probation, (2) temporarily suspended from an adult program for disciplinary reasons, or (3) dismissed or permanently removed from an adult program for any reason.

Please note: All complaints alleging bullying, hazing, sexual harassment, racial harassment, unlawful discrimination or unlawful retaliation shall be submitted to the administration pursuant to the procedures outlined in York County School of Technology Policies 103 (Nondiscrimination in School and Classroom Practices); 247 (Hazing); 248 (Unlawful Harassment); 248.1 (Sexual Impropriety) and 249 (Bullying).

An aggrieved student is defined as a student enrolled in an Adult & Continuing Education Center program and seeks to bring forth a complaint under this procedure.

A complaint to be considered under this procedure must be initiated within five school calendar/business days of the aggrieved person's notification of being placed on probation or being suspended, dismissed or removed from an adult program.

A school calendar/business day is a day the school is scheduled to be open. Complaints must be delivered to the appropriate administrator (or designee) in writing, with an original signature, not by email or fax. Correspondence between the aggrieved student and YCST during the review of their properly received complaint is permitted by email and fax.

Purpose: The purpose of this procedure is to provide students enrolled in Adult & Continuing Education Center programs at the YCST with a procedure to challenge or review administrative decisions involving students being placed on probation or being suspended, dismissed or removed from the Adult & Continuing Education Center program.

Nothing herein contained shall be construed to limiting the right of any students having such a complaint to discuss the matter informally with an appropriate member of the administration and having the complaint adjusted without availing themselves to the procedures outlined herein.

Procedure: Since it is important that complaints be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limits may, however, be extended by mutual agreement. If a complaint is not filed and/or appealed within proper time limits by the aggrieved person, the complaint shall be considered to be untimely and no further administrative action shall be required.

In the event a complaint is filed at such time that it cannot be processed through all the levels in the complaint procedure by the end of the aggrieved student's completion of the program, the limits set forth herein may be adjusted so that the complaint procedure may be exhausted in a timely manner.

The following procedural rules shall apply to all complaints filed under this procedure:

- Failure at any level of this procedure to appeal a complaint to the next level within the specified time limit shall be deemed to mean that the aggrieved student finds the administrator response to be acceptable and the matter shall be considered resolved.
- It is understood that students shall, during and notwithstanding the pendency of any complaint, continue to observe all assignments and applicable rules and regulations of the school until such complaint and any effect thereof shall have been fully determined. However, if an aggrieved student is suspended, dismissed or removed from an adult education program, the administration, in its sole discretion, shall decide whether or not a student shall be permitted to attend Adult & Continuing Education Center classes while a complaint is pending.

Level I—Any aggrieved student who has a complaint shall submit it in writing, with an original signature, first to the appropriate program administrator (or designee) in an attempt to resolve the matter. This must occur within five school calendar/business days of notification the decision that is the subject of the complaint.

Level II—If as a result of the review of the complaint at Level I, the matter is not resolved to the satisfaction of the student, within five school calendar/business days he or she shall set forth his or her complaint in writing, with an original signature, to the Adult & Continuing Education Center Director (or designee) of the YCST specifying: (1) the decision which is the subject matter of the complaint including the date it occurred, (2) the specific conduct or decision that is be disputed, (3) the relief being sought by the student, and (4) the reason the student is dissatisfied with the decision previously rendered. The Adult & Continuing Education Center Director (or designee) of the YCST shall communicate his or her decision to the student in writing five school calendar/business days of receipt of the complaint.

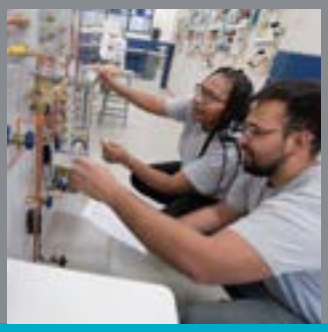
Level III—If as a result of the discussion in Level II, the matter is not resolved to the satisfaction of the student, within five school calendar/business days he or she shall set forth his or her complaint in writing, with an original signature, to the Director of YCST (or designee) specifying: (1) the decision which is the subject matter of the complaint including the date it occurred, (2) the specific conduct or decision that is be disputed, (3) the relief being sought by the student, and (4) the reason the student is dissatisfied with the decision previously rendered. The Director of YCST (or designee) shall communicate his or her decision to the student in writing five school calendar/business days of receipt of the complaint. The YCST Administrative Director's decision shall be considered final.










Adult & Continuing Education Center

at York County School of Technology

Education That Pays

2179 South Queen Street, York, PA 17402 | EducationThatPays.com