

Appeal Process:

Appeals may be made in writing using the appeal form. Students may obtain the appeal form by contacting the WTC. The Administrator will set up a meeting with the student in reference to his or her request to re-enter. The Administrator's decision on all appeals is final. A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

A student, who wishes to appeal Academic Warning Status and with a loss of Title IV, HEA eligibility, must submit a written request to the Campus Administrator within ten (10) business days of being notified that they are in non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal:

- death of a relative,
- an injury,
- or illness of the student
- or other special circumstances.

The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Administrator will notify the student in writing of the decision and all decisions are final.

If the student is granted an appeal, they will then be placed on Financial Aid Probation, which is a status assigned by the institution to a student who fails to make SAP. Note the appeal has been granted for one payment period only.

Reestablishment of Status

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- Making up missed tests and assignments and increasing grade average to 70% or better, and/or
- Increasing cumulative attendance to 67% by the end of a Warning or Probation period.

Reinstatement of Financial Aid

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

Course Incompletes, Repetitions, and Non-Credit Remedial Courses

Course incompletes, repetitions, and non-credit remedial courses have no effect on the institution's SAP.

Required Documentation (provided by the Williams Technical College)

This is a list of required documentation provided to the student during enrollment and orientation;

- Enrollment Requirements Form
- Course Description
- Completion/Licensure Statistics form
- Physical Demands form
- Safety Requirements form
- Campus Consumer Crime Statistics Information
- Student Handbook

- Consumer information

Title IV, funding and SAP Evaluation Points

SAP evaluation periods are based on instructional hours and weeks completed for the program of enrollment at the school. Students will be notified of all SAP evaluation results at the end of each payment period. The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

Attendance and Absences

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed period. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system.

Late arrivals may enter school 15 minutes after class begins, students who are more than 15 minutes late must meet with the Director of Education or Program Coordinator to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled "freshman" phase. Students who miss 10 consecutive school days (14 calendar days) without communicating with the Director of Education/designee may be terminated on the 11th consecutive school day as an unofficial withdrawal.

Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Title IV, HEA Quantitative Requirements = Maximum Time Frame (150% process):

The maximum period is equal to 1.5 times the published length of the course.

Program	Clock Hours	Actual Weeks Required	Max Time Allowed
Electronic Healthcare Records	722	28	1083 Hours
Clinical Medical Assistant	600	23	900 Hours
Sterile Processing Technician - Days	742	285	1113 Hours
Sterile Processing Technician – Evenings	742	48	1112 Hours
Cardiovascular Phlebotomy	900	35	1350 Hours
Practical Nursing	1586	49	2379 Hours
***Nursing Assisting	80	4	N//A

*** Not Financial Aid Eligible

Repeated Courses

If a student fails to pass a course or receives a grade below a 'D', he/she must retake the course. The student shall make prior arrangements to enroll in the course, for an additional fee, when it is next regularly scheduled. Repeated courses are charged at the rate of \$10.00 per clock hour of the repeated course (s).