GUIDELINES/POLICIES


Cancellation: If CVCC needs to postpone, cancel, or combine classes for any reason, including low enrollment, we will notify you by phone or email. You will have the choice to transfer to another section of the same class or receive a full refund or a voucher to apply to your next registration. CVCC cannot assume responsibility for any conflict in business or personal affairs that affect your ability to attend class. Refunds will be processed as stated in our refund policy.

Concealed Carry: Unless otherwise authorized by law, pursuant to Ohio Revised Code SECTION 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

Consumer Information: Refer to our website for admission guidelines, refund policies, graduation rates, the median debt of students who completed programs and other important information. See Student Resources on the Adult Education and Nursing pages at www.cvccworks.edu

Course Admission: Registration is open to anyone 16 years of age or older. High school students who are enrolled in a regular high school program must have written permission from their parents and the school principal or counselor to register for a course. Documentation will be required for programs that indicate a high school diploma or GED is a prerequisite.

District Senior Citizens: At the time of registration, verification of age may be required (60 or over).

Drug and Alcohol Use and Prevention: CVCC adheres to Federal regulations regarding drug use and prevention. Possession, use of and distribution of illicit drugs, and unlawful possession and use of alcohol are strictly prohibited. Anyone who violates this regulation will be subject to disciplinary action.

Financial Aid (for those who qualify): The following programs are eligible for Federal Financial Aid: Practical Nursing Full and Part Time, Cosmetology, Pharmacy Technician and Registered Medical Assisting. Students need to submit a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov, please add Cuyahoga Valley Career Center school code 016576 on your application. Three days after submitting your FAFSA contact Martha Sluka 440-746-8337 to discuss your eligibility prior to registering for the program. Once you have been accepted into a program and have paid your seat fee contact Martha Sluka to schedule your Financial Aid appointment.

To remain eligible for Federal Financial Aid all students must maintain Satisfactory Academic Progress (SAP), GPA and attendance requirements which are detailed in each program student handbook. Students must also be able to complete their programs within 150% of the published time to be maintaining SAP and remain Financial Aid eligible. Students not in compliance will be responsible for paying the portion of financial aid unable to be received.

CVCC offers the following Federal Title IV funding: Pell Grants and Direct Loans: Subsidized and Unsubsidized Stafford Loans and Parent Plus Loans for dependent students.

(continued)
Financial Aid (cont.)

Direct Loans: Student loans must be repaid. Repayment starts 6 months after completing or withdrawing from the program. Online Entrance Counseling and Master Promissory Note (MPN) must be completed prior to the start of the program if students wish to use funding for the first tuition payment and books and supplies, if eligible. Exit Counseling is required at the time of withdrawal or graduation. For further information, visit www.direct.ed.gov.

Students withdrawing who receive Federal Financial Aid may not be eligible for all funding that was scheduled. Calculations will be made using the Return of Title IV Funds policy, which is mandated by the U.S. Department of Education. Students may end up owing money out of pocket to Cuyahoga Valley Career Center.

The Financial Aid office will work with county agencies to process Workforce Investment Act (WIA) funding. Scholarships obtained by the student will also be processed by the Financial Aid office.

Veterans Benefits are available for programs approved by the VA. Please contact Linda Buck at 440-746-8125 to discuss.

Adult Students at CVCC are covered under the Family Educational Rights and Privacy Act (FERPA) please visit our website http://www.cvccworks.edu/FinancialAid.aspx for more information.

Internet Usage: Staff members and students accessing the Internet through the Board’s computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

Refund Policy:
Refunds are issued in the method fees were paid, either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

As of the First Day of Class: Student assumes responsibility for the entire tuition and fee. No refunds are given.

Withdrawal More than 1 Week before First Class: Full refund of course tuition fee, less a $20 service charge.

Withdrawal Less than 1 Week before the First Class: Refund equal to 50% of the tuition less a $20 service fee.

Textbook/Material/Supply/Uniform Fees: Non-refundable

Non-Refundable Classes: If a class is identified as non-refundable, the above terms do not apply.

Classes Cancelled by CVCC: Students will automatically receive a 100% refund for classes cancelled by CVCC.

Registration Confirmation: Registration confirmation will be sent via email or mail.

Returned Checks: $35 fee is charged for each returned check.

School Closing: When the building is closed due to inclement weather or an emergency ALL classes are canceled. Consult local radio and/or television stations.

Special Needs: Reasonable arrangements will be made for persons with special needs if requested at least two weeks before the first day of class. Please call 440.746.8210 to make arrangements.
GUIDELINES/POLICIES

**Statement of Liability:** The Board of Education of Cuyahoga Valley Career Center school district, its members, officers and employees expressly disclaim any responsibility or liability for any personal injuries or the loss and/or damage to personal property. Individuals requesting registration in a course offered by Adult Education must assume the risk of all such injury or loss.

**Student Conduct:** CVCC’s goal is to provide a positive learning experience and a safe environment for students, faculty, and staff. While at CVCC, you will be expected to observe building regulations. CVCC reserves the right to dismiss a student for behavioral issues, cheating, or violating CVCC policies or guidelines.

**Textbooks, Materials and Supplies:** Textbooks are distributed in class. All costs related to textbooks, class materials, and supplies are included in the course fee, unless otherwise specified and are NON-REFUNDABLE. Textbook prices are subject to change without notice.

**Tuition:** Due at time of registration. Students assume full responsibility for the entire amount of the tuition and fees upon registration. Payment plans for career development programs are offered as a courtesy to assist with tuition payment. Withdrawing from a program during the term of the payment plan does not void the responsibility to pay the full tuition amount. All tuition is subject to change.

**Districts Eligible for District Resident Tuition:**
- Brecksville-Broadview Heights School District
- Cuyahoga Heights School District
- Garfield Heights School District
- Independence School District
- Nordonia Hills School District
- North Royalton School District
- Revere School District
- Twinsburg School District

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students. The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI (race, color and national origin), Title IX (sex), Section 504 (disability) should be directed to the Compliance Officer at 440.526.5200.