DROP, WITHDRAWAL, AND REFUND POLICY

Students are expected to arrange their academic schedule carefully and maintain the schedule throughout the semester. Necessary schedule changes must go through the Student Services Office and have the permission of the instructor of the course(s) affected by the schedule change. For an official withdrawal, students must complete a withdrawal form and submit it to the Student Services Office to complete the drop/withdrawal process. Drops and withdrawals are not official until the appropriate paperwork has been completed. The date used to determine eligibility for refund and grade status will be the date paperwork is completed, not the date the student stops attending class. A student will be given an unofficial withdrawal if they miss ten consecutive days of class without contacting the school. In case of an unofficial withdrawal, the notification date will be the last date of academic-related activity.

Students may add or drop courses from their schedules during the first 15 percent of the course meetings. Courses dropped during that time will not be reflected on a student’s transcripts and are eligible for a refund. The responsibility to apply for a refund rests entirely with the student.

Students may withdraw from a course any time through 80 percent of the course without penalty. The student will be assigned a grade of “W”. No academic credit is awarded. The course is not counted in the term or cumulative GPA at DMTC. Courses dropped after this time will result in a grade of “F” for the course.

When the class is canceled due to lack of enrollment or other cause, the school will notify the student and the student will receive a full refund.

When a registered student drops a class, the following will occur:

- No refund will be given for fees and other obligations not retrievable by the institution. Other non-retrievable fees are addressed in specific programs.
- A one hundred percent refund, less specified non-refundable fees (see Tuition and Fees) if the student withdraws before the class/program start date.
- A one hundred percent tuition refund, less a refund processing fee of 10 percent of tuition, not to exceed $50, if the student is enrolled full-time and withdraws prior to 15% of the course meetings.
- A one hundred percent tuition refund, less a refund processing fee of 10 percent of tuition, not to exceed $50, if the student is enrolled in a class 30 hours or more in length and withdraws prior to the second class meeting and within two days of the first class meeting.
- No refund will be given once 15 percent or more of the scheduled time for the class has elapsed.
- No refund will be given for classes less than 30 hours in length unless withdrawal takes place prior to the first class session.
- Records will not be released until all financial obligations to DMTC are fulfilled.

Allow two to three weeks for all refund checks to be processed.

The following additional information applies to students receiving financial aid:

- If a student is due a refund, any portion of that refund paid by financial aid will be returned to DMTC’s financial aid account to be distributed to the proper local, state, or federal agency.
- A student who withdraws prior to the midpoint of the term and who received financial aid proceeds for expenses, can no longer consider the funds to be for educational purposes. A Return of Title IV Funds will be completed (see Financial Aid section).
- A student who withdraws after 60% of the term and who received financial aid proceeds for expenses will not be required to repay any portion of the cash received. A student may be placed on Academic Alert or Warning or may be terminated from aid at the end of term due to lack of satisfactory progress (see Satisfactory Academic Progress).

FEES

The current base tuition rate for most courses is $75 per credit for Colorado residents and $150 per credit for out-of-state residents. The base tuition rate for courses in healthcare occupations is $120 for Colorado residents and $240 for out-of-state residents. The base tuition rate for courses in law enforcement is $95 for Colorado residents and $190 for out-of-state residents.

Note: Any remedial or makeup work will be charged by the full credit hour at the tuition rate for that program and is not covered by financial aid.

Under the provisions of the Colorado Revised Statutes, 1973, 23-7-102, a person must have been domiciled with intent to stay in Colorado for one full calendar year prior to school enrollment to be entitled to the resident tuition rate. Establishment of residency requires the adoption of Colorado as a place of fixed and permanent habitation. It involves not only personal presence, but also concurrently the intent to make that residence the true and actual home. Applicants may be required to submit additional documentation substantiating a claim of resident eligibility for tuition purposes.

Any student who willfully gives false or misleading information about residency status for tuition classification purposes will be subject to retroactive assessment of nonresident tuition and disciplinary and/or legal action.

All tuition and fees are due and payable at the time of registration. A letter of authorization from a public agency that accepts the responsibility to pay tuition and fees may be accepted in lieu of the cash payment. Registration is not complete until the student’s obligation is met in full. Exceptions to this policy may be made by the administration. No student will be allowed to register for current classes until all financial obligations from previous terms are cleared.

Updated 7/29/14
Some programs require the purchase of books, tools, supplies, or equipment. Most books and supplies are available for purchase at the college bookstore. Instructors will provide students with a list of any additional items that are required and are not available through the bookstore.

The following are additional fees that may be assessed:

- ABMP Membership for Massage Therapy – Nonrefundable
- Activity/Graduation Fee – Nonrefundable
- Building/Maintenance Fee – Nonrefundable
- Copy of Certificate or Unofficial Transcript ($2)
- Course Fees – Nonrefundable
- Deferred Payment Fee – Nonrefundable
- Insurance Fee – Nonrefundable
- Lab/Clinic Fees for Healthcare Programs ($20 per credit) – Nonrefundable
- Malpractice Insurance for PN/Nursing Assistant – Nonrefundable
- Malpractice Insurance for EMT – Nonrefundable
- Official Transcript Fee ($5 per transcript) – Nonrefundable (Allow 3-5 working days to process. Overnight or express requests will be an additional $20 fee.)
- Preregistration Fee for Nursing ($125) – Nonrefundable
- Program Fee ($10 per credit unless otherwise noted) – Nonrefundable
- Program Fees Healthcare ($30 per credit) - Nonrefundable
- Program Fees Law Enforcement ($50 per credit) - Nonrefundable
- Refund Processing Fee (10% of Tuition, not to exceed $50) – Nonrefundable
- Registration Fee ($5 per class) – Nonrefundable
- Replacement Certificate Fee (within one year) ($10) – Nonrefundable
- Skills Fees for Law Enforcement ($20 per credit) – Nonrefundable
- Supplies - Nonrefundable
- Technology Fee - Non-refundable
- TABE Testing Fee ($10 per section) – Nonrefundable
- TABE Retake Fee ($10 per section) - Nonrefundable
- TEAS Testing Fee for Practical Nursing($45) - Nonrefundable

**Financial Aid**

Financial Aid programs are available to postsecondary students enrolling in eligible programs at DMTC. Students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. These applications are available in the Student Services and Financial Aid offices at DMTC. It is important to apply as soon as possible because it may take four to eight weeks for processing information by mail.

Students may file their FAFSA online at www.FAFSA.ed.gov. DMTC also has computers available for prospective students to complete their FAFSA. Students who are experiencing difficulties completing their FAFSA are encouraged to make an appointment with the Financial Aid Director or contact the office by phone at 970-874-7671.

Eligibility for financial aid for all need-based aid is dependent upon demonstrated financial need and the availability of funds through the U.S. Department of Education, State of Colorado, and private lenders.

Financial aid awards may include a combination of gift aid (scholarships and grants) and self-help aid (employment and loans.) A student receiving financial aid through DMTC may accept awards from outside agencies or individuals, but the combination of private awards and school assistance may not exceed financial need. The student is responsible for reporting any outside assistance or changes in financial situation to the Financial Aid office so the financial aid award can be reviewed and appropriately adjusted. Financial aid is awarded to students with the lowest Expected Family Contribution and/or greatest need first, with Pell grants awarded first. Remaining aid is awarded as available. Any aid refused will not be replaced with other forms of aid. Any student with remaining needs of $500 or less is classified as having no need, and no additional aid will be awarded except Federal Work Study.

Every student has the right to appeal his/her financial aid package. If the student is not satisfied, he/she must file an appeal with the Financial Aid office within three days after the financial aid package is presented to the student. The Financial Aid Office will then assemble the Financial Aid Committee composed of the Financial Aid Officer, the Student Services Coordinator, one other management staff, and an instructor. The committee and the student will meet no later than five days after the appeal is filed, at which time any award changes will be decided.

All financial aid funds will be disbursed first to cover the tuition and fees for the program a student is enrolled in. Any proceeds from financial aid through the Financial Aid Office are made available to students only after enrollment in a program is verified. Direct Loan proceeds for first time

*Updated 7/29/14*
students at DMTC will be disbursed to students after a student has been enrolled for 30 days. Grant funds remaining after meeting a student’s program cost will be distributed to the student by check after the program’s census date.

Students must be enrolled in an eligible program to be eligible for financial aid. Please see the Financial Aid Officer for the number of credits required to be considered a full-time student for financial aid eligibility for the program you are interested in.

Financial Aid Application and Verification
Any student applying for financial aid is subject to verification at the discretion of the Financial Aid Office. Students selected for verification will be asked to provide appropriate documentation and information prior to any funds being disbursed to them. All students selected by Central Processing Systems for verification will be verified by the Financial Aid Office prior to disbursement of funds.

Process of Application for Financial Aid and Verification:

1. Student must complete a Free Application for Federal Student Aid (FAFSA) to determine his/her eligibility. These applications are readily available at the school. The student will be advised by the school’s Financial Aid Officer, during the initial interview, of the required documents necessary to complete the application. Note: For 2012-13, students must have a high school diploma or GED to apply.

2. Upon completion of the FAFSA, contact the Financial Aid Office to arrange electronic filing. At this time, the student will be told when to contact the Financial Aid Office for results and verification.

3. Corrections to a student's ISIR must be made prior to verification.

4. If a student is selected for verification, the student will be instructed to provide the necessary verification documents within ten days.

5. Each applicant selected for verification will be required to submit the necessary documentation (i.e. IRS Tax Transcript or W-2 Forms, certification of household size and number in college, and all other documentation for taxable and/or non-taxable income) to verify the following: household size, number enrolled in college, adjusted gross income (AGI), U.S. Income Tax paid, and certain untaxed income/benefits. Applicants will also be thoroughly reminded of their responsibilities with respect to verification of application information including the deadlines for completing actions required. See Financial Aid Officer for requirements.

6. NO Financial Aid will be disbursed to students selected for verification until verification is completed.

7. If corrections are necessary, the Financial Aid Office will assist the student in filing an electronic correction of data utilizing the IRS Data Transfer tool if applicable. When the correction is received, any additional verification will be completed.

8. The student will be advised, in writing, of any awards that change.

9. In the event an applicant has filed fraudulent information, and it has been thoroughly determined to be fraudulent, the Financial Aid Officer will advise, in writing, the Office of Inspector General (OIG)-Denver, 1244 Speer Boulevard, Room 211, Denver, CO 80204.

Applicants are encouraged to ask any questions necessary to ensure thorough understanding of the verification process and/or school policy.

Financial Aid Programs
Applications for the following financial aid programs are available in the Financial Aid Office.

Centennial Scholars Program – Awarded to students who have graduated within the past two years with a 3.75 cumulative GPA and are enrolling full time in programs at DMTC. Maximum award is $500. Recipient must reside in Colorado and be a legal citizen or eligible non-citizen as verified through FAFSA.

DMEA Scholarship – Awarded to a student enrolled full time in any certificate program at DMTC. Applicants must be a DMEA customer. Maximum award is $500. Recipient must reside in Colorado and be a legal citizen or eligible noncitizen as verified through FAFSA.

Roger Coursey Memorial Scholarship – Awarded to a Law Enforcement Academy student. Maximum award is $500. Recipient must reside in Colorado and be a legal citizen or eligible noncitizen as verified through FAFSA.

Ronald Nelson Memorial Scholarship – Awarded to a Law Enforcement Academy student. Maximum award is $500. Recipient must reside in Colorado and be a legal citizen or eligible noncitizen as verified through FAFSA.

Montrose Women’s Club Scholarship – Awarded to a female resident of Montrose County enrolled in a certificate program at DMTC. Maximum award is $500. Recipient must reside in Colorado and be a legal citizen or eligible noncitizen as verified through FAFSA.

Title IV (U.S. Department of Education)

Pell Grant - Awarded in amounts ranging from $555 to $5,550 per year. Individual grant amounts depend on the cost of the program and level of eligibility as determined by the U.S. Department of Education. (FAFSA)

Supplemental Education Opportunity Grants - Awards range from $400 to $1,000 per year. A SEOG is awarded according to lowest Expected Family Contribution (EFC) as determined by FAFSA results (ISIR). SEOGs are awarded throughout the year based on EFC and availability of funds.

Federal Work Study – Maximum award is $3,000 per year. Available to assist students with documented need through part-time employment. Most of these jobs are on campus. The Career Services Office may also be able assist students with part-time, off-campus employment in the private sector.

Updated 7/29/14
Direct Loan - Maximum Direct Loan eligibility is $5,500 for dependent students and $9,500 for independent students; this includes previous loans for the school year. Student loans are available to qualified students to assist with educational expenses. The interest on a subsidized loan is paid by the U.S. Department of Education while the student remains in school and during the grace period. Repayment begins six months after the student completes his/her vocational program. Students must also be enrolled in a full-time certificate program to qualify for loans. Students with a previous loan can have loans deferred by the Financial Aid Office.

State of Colorado - (Colorado General Assembly)

Colorado College Responsibility Grant - Awards range from $400 to $3,000 per year. Colorado College Responsibility Grants are awarded to Colorado residents with demonstrated financial need.

Other financial aid resources may be available to assist in costs related to skills or vocational training.

The Training Advantage assists persons who are learning new employment-related skills or upgrading existing skills.

The Colorado Division of Rehabilitation assists persons who have handicapping conditions which impede employment.

GI Bill benefits are available to qualified veterans and their eligible dependents.

For further information on any of these agencies, contact the Financial Aid office.

Return of Title IV Funds

Any student on financial aid who officially or unofficially withdraws from classes before 60% of the semester is completed will have a Return of Title IV Funds completed within 30 days of their withdrawal. A Return of Title IV calculates the percentage of federal aid earned by the student. After the calculation, the Financial Aid office will notify the student in writing of the percentage of aid earned, the amount of Title IV funds returned by the College on the student’s behalf, and the amount, if any, owed by the student to the U.S. Department of Education or the school. (Note: If the amount owed by the student exceeds $50 and the student does not repay, he/she becomes ineligible for additional Title IV funds at any educational institution.)

DMTC will return Title IV funds in the following order, if applicable: 1) unsubsidized student loans, 2) subsidized student loans, 3) Pell grants, 4) Federal Supplemental Educational grants.

Any student who drops after 60% of the semester is considered to have earned his/her Title IV funds. Withdrawn students may be eligible for a Post-Withdrawal Disbursement. The Financial Aid Office will notify the student in writing if they are eligible for a Post-Withdrawal Disbursement. Students will have 30 days to accept or reject this disbursement.

Student Consumer Rights and Responsibilities

Students have certain rights and responsibilities relating to the financial aid process.

You have a right to know:

1. What financial aid programs are available.
2. What the application procedures and deadlines are.
3. How financial need is determined.
4. How and when you will be paid.
5. How much of your financial need has been met.
6. What type(s) of aid you have been awarded.
7. The satisfactory progress standards policy.
8. How to appeal decisions relating to your financial aid.

Your responsibilities include:

1. Completion of all application forms accurately and on time.
2. Submission of all additional requested documentation.
3. Reviewing and understanding all forms and procedures prior to enrollment.
4. Enrollment into an eligible program.
5. Reading, understanding, and accepting responsibility for all forms and agreements you sign.
6. Notifying DMTC of any changes in your marital and income status.
7. Notifying DMTC if your address or enrollment status changes.
8. Notifying any lender with which you have a loan of any changes in your address or enrollment status.
9. Repayment of any loan amount received while attending DMTC.
10. Maintaining satisfactory progress while enrolled at DMTC.
11. Notifying the Financial Aid Office if you have a change in status (i.e. reduction in classes taken) or if you plan to withdraw from a program.
12. Repayment of a portion of Title IV funds disbursed if you do not complete your program.
Satisfactory Academic Progress and Program Progress Policy

A student receiving financial aid is required to make measurable progress towards his/her occupational education goal. During each semester, the student must maintain satisfactory progress toward meeting the course objectives. A student must progress at a rate which would mean completion of his/her program within the number of semesters listed in the catalog as the length of the program, plus one additional period of enrollment. The student is eligible to receive financial aid for the length of time it normally takes a full-time student to complete the program. No aid will be awarded to students for remedial courses.

To maintain Satisfactory Academic Progress (SAP), a student must:

- Earn a Grade Point Average (GPA) of 2.00 or better based on all work for which the student is registered.
- Successfully complete a minimum of 75 percent of the normally scheduled and prescribed courses in which the student is enrolled.
- Maintain regular attendance, with absences being less than 10 percent of the grading period for the student's program.

Instructors will compute satisfactory progress at the end of each grading period and provide the Financial Aid Office a list of names, grades, and attendance of any student not meeting Satisfactory Academic Progress Standards.

Satisfactory Academic Progress for all students may be identified with the following statuses. Financial Aid restrictions apply only to those students receiving financial aid funding:

- Good Standing - The student is meeting all SAP standards.
- Alert - Student is in danger of not meeting SAP based on GPA or attendance. Students will be referred to the Academic Advisor for counseling and may be asked to develop an Academic Plan with the instructor and/or coordinator and the Academic Advisor to complete his/her certificate on schedule. The Academic Plan will contain clear objectives and specific milestones to improve the student's GPA and/or make up time missed by excessive absenteeism. The Financial Aid Office will be advised of the student's progress. If the student does not meet SAP by the end of the semester he/she will be placed on Warning.
- Warning - Student has not met SAP for the previous semester and will be placed on Warning for one additional semester. An Academic Plan will be developed to assist the student in obtaining his/her certificate.
- Academic Probation - If the student fails to meet the minimum requirements at the end of a Warning period he/she will be notified and placed on Academic Probation. Once a student is placed on academic probation, they must appeal and if the appeal is granted they may receive financial aid for another semester during which time the student must meet SAP standards. The student will be required to have an Academic Plan to assist him/her in completing the requirements to earn a certificate.
- Ineligible - Any student who has not met Satisfactory Academic Progress Standards for two consecutive semesters will not be eligible for federal or state funds for one semester. He/she will be eligible for financial aid reinstatement after successfully meeting Satisfactory Academic Progress for one semester or if an appeal is granted.

A student may appeal a financial aid probation or ineligibility by submitting a written appeal to the Financial Aid Office within five school days of receipt of notification. Appeals for reinstatement will only be approved for circumstances beyond the student's control.

STUDENT CONDUCT

Our students are expected to conduct themselves responsibly and appropriately at all times. The rights and feelings of others will be respected. Each student shall demonstrate a high regard for school facilities and property and the personal property of others. Failure to abide by accepted school conduct policies can result in suspension or termination from a program. In addition, restitution will be required by the student, if appropriate.

Students are expected to demonstrate academic honesty in their participation in their classes. Cheating, plagiarism, or knowingly furnishing false information will result in disciplinary action up to and including expulsion from the program. Examples of cheating include: looking at another individual's work during quizzes or exams; copying another individual's work; bringing notes on paper or an electronic device to a testing situation; sharing or posting course work or assignments on the Internet.

Students are expected to dress in a professional manner at all times. Each program has specific policies related to industry standards. Short skirts or shorts, spaghetti straps, tank tops, low-cut tops, and see-thru clothing are not appropriate classroom attire for any classes.

Regular attendance is the responsibility of the student and is considered by industry and DMTC to be a key factor in successfully completing a program and competing in industry. The attendance record is used in making job recommendations, granting certificates of completion, and determining grades. Poor attendance can reflect on grades and satisfactory completion of a program. Consequently, the student is strongly encouraged to become familiar with the attendance policy for the program he/she is enrolled in. Absences, class cuts, and tardiness of students receiving Veteran's educational benefits are reported to the Veteran's Administration. All make-up work should be arranged through the instructor. A student with excessive absences or lack of attendance in a program will be withdrawn from the program by DMTC's administration.

Student parking is allowed only in the student parking area in the front parking lots of DMTC during regularly scheduled class hours. Exceptions must be approved by administration. Vehicles may not block emergency exit areas, school bus loading zones, or designated fire lanes.

Because of the small size of our school, no campus security personnel are employed. Campus security is considered the responsibility of all DMTC employees.

Updated 7/29/14
Students in need of assistance or wishing to report a crime should contact their instructor or any other school employee. The appropriate law enforcement agency (Delta County Sheriff's Department) will be contacted as necessary. If no school employee is immediately available, the student should contact or call the Delta County Sheriff’s office at 874-2000 or dial 911 for assistance.

In the event of a crime or security problem on campus, the Delta County Sheriff will be contacted to investigate or aid in the situation.

In accordance with the Colorado Clean Indoor Air Act of 2006 and Colorado revised statute 25-14-103.5, which prohibits the use of tobacco on school property, the use of tobacco by postsecondary students, staff, and visitors is allowed only in designated areas. Tobacco and e-cigarette use is prohibited in the following areas:

- All indoor areas including classrooms, offices, rented space, lounges, labs, and restrooms.
- Vehicles owned or leased by the college.
- Parking lots and walkways around the campus.
- Any high school student attending DMTC is prohibited from using tobacco products while on campus.

Tobacco use must be located a minimum of 25 feet outside of any door or window in the building. Tobacco and e-cigarette use is permitted only in the following designated areas:

- East of the EMS/Law Enforcement building on the main campus

The responsibility for enforcing this policy lies with the staff and students of the college. Anyone violating the tobacco use policy will be asked to discontinue the use of the tobacco or move to the designated area. Repeat offenders may be subject to disciplinary measures. The college administration will use appropriate disciplinary measures for the repeat offender in accordance with the code of conduct of the college.

For any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances while on campus shall be in violation of the Board of Education policy.

For purposes of this policy, controlled substances include, but are not limited to: narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined by law, or any prescription or non-prescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board of Education and DMTC policy and regulations on administering medicines to students. This policy also includes substances that are represented to be a controlled substance or that the student believes to be a controlled substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle, or taking part in any school-sponsored or sanctioned activity.

Students violating this policy shall be subject to disciplinary action, which may include suspension and/or expulsion from school and referral for prosecution. In accordance with Colorado State Law, suspension or expulsion shall be mandatory for the sale or distribution of drugs or other controlled substances.

The annual campus security report can be found on our website at www.dmtc.edu. To request a printed copy, contact the Administration Office.

Student Grievance Policy

Student complaints or grievances should be resolved promptly and equitably at the lowest possible staff level. Each student is assured an opportunity for orderly presentation and review of his/her complaint or grievance without fear of reprisal. For the purpose of this policy, a grievance is defined as an alleged violation of the Board of Education policy or school rules that apply to all students. This policy does not establish student rights not explicitly established by statute or Board policy. All decisions relating to students remain within the continuing discretion of the administration and/or Board. The Board of Education, as appropriate, is subject only to the conditions and limitations prescribed by Colorado law and Board policy.

Students may discuss any problem at any time with any school personnel. Individuals or groups of students may also use the following complaint and grievance procedure to seek resolution of their complaint or grievance:

Step 1: The grievance or complaint shall be discussed in a conference with the school personnel directly involved with the complaint.

Step 2: To appeal a decision, the student(s) will submit in writing to the College Administrator’s office background information on the issue and the reason for the appeal. This form must be submitted within two school days after the informal conference described in Step 1 has been completed. The appeal will be decided confidentially and promptly, preferably within five school days. The results of this appeal will be communicated to both the student and the school personnel involved with the complaint.

Step 3: If the grievance is not resolved at Step 2, the student (or parents if appropriate) may then appeal to the Superintendent of Schools and shall provide written information including the student’s name, the school and a description of the problem. An investigation and decision will be made within ten working days and be communicated to the school director, the school personnel directly involved, and student (and parents if appropriate).

Notwithstanding the steps of the grievance procedure described above, a student may discuss any problem at any time with any school personnel.
**Student Records**

Any current or former student at DMTC is provided access to their records in compliance with the requirements of the Federal Family Educational Rights and Privacy Acts of 1974 (Public Law 93-380). In the event that the records are inaccurate, misleading, or otherwise in error, a student may make a written request for a hearing to correct those records.

The following items are considered to be directory information, and may be disclosed by DMTC without consent: a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. A student may refuse to permit the release of directory information by submitting a written notice of refusal to the Student Services office within the first ten days of a quarter/semester.

In general, DMTC will not disclose personally identifiable information from the student’s record to any individual without a written release from the student. However, DMTC may disclose personally identifiable information from a student’s records to the following people/agencies without prior written consent:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

**Student Support Services**

We can provide assistance to help students make career plans and develop a realistic occupational training program. We also recommend students utilize the many career preparation tools available on the College in Colorado web site at www.collegeincolorado.org. This web site includes a variety of tools to measure aptitudes, interests, and abilities, as well as tools for career planning and job search.

Any student who is having difficulty in his/her career or technical training program is encouraged to talk with the class instructor(s) to determine what options are available for individual assistance. Remedial math and English assistance is available through the local adult basic education programs.

The completion of a career and technical education program cannot guarantee employment. Our Career Services Center will provide job placement assistance to students who have met the objectives of their occupational training program, and who are ready for employment. Students must actively participate in their job search to find a successful job placement.

We make every effort to comply with the requirements of the Americans with Disabilities Act. Advising, tutorial assistance, and individual vocational guidance and planning are available to help students who have special needs. Our campus is constructed to accommodate handicapped students.