

Lancaster County Career & Technology Center
PRACTICAL NURSING PROGRAM
HEALTH SCIENCES CAMPUS

Location:

422 Beaver Valley Pike
Willow Street, PA 17584
Telephone: 717-464-7063
Fax: 717-735-7072

Mailing Address:

1730 Hans Herr Dr.
PO Box 527
Willow Street, PA. 17584-0527

Approved by:

Pennsylvania State Board of Nursing

Lancaster County CTC is accredited by:

**The Commission of the Council on Occupational Education, 7840 Roswell Road,
Building 300, Suite 325, Atlanta, GA 30350.**
Telephone: 800-917-2081 Website: www.council.org

MISSION STATEMENT

The mission of the Practical Nursing Program is to prepare individuals for skilled, innovative, and productive careers as a practical nurse.

History

The Practical Nursing Program, an integral part of post secondary education in Lancaster County, began in September 1958, under the auspices of the Lancaster City School District. In July of 1970, the program was transferred to the Lancaster County Career and Technology Center, Willow Street Campus. August of 2012 the program moved to the Health Sciences Campus at 422 Beaver Valley Pike, Willow Street PA. The program is accredited by the Commission of the Council on Occupational Education and approved by the Pennsylvania State Board of Nursing.

Affiliations

The Practical Nursing Program is affiliated with many healthcare facilities. The sites are utilized for clinical rotations and have been approved for use by the State Board of Nursing.

ADA/EOE/Non-Discrimination Information

Statement of Nondiscrimination

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Director of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584. Telephone: 717-208-3124.

The Philosophy of the Practical Nursing Program

The faculty of the Practical Nursing Program, in accord with the Lancaster County Career & Technology Center, provides opportunities for adults to enrich their lives and advance their careers.

We Believe:

- Practical Nursing is an integral part of nursing. The Practical Nurse participates in the nursing process in various settings, in accordance with the Pennsylvania Nurse Practice Act.
- In the integrity and worth of all human beings without conditions or limitations. The individual, as a member of society, is a multifaceted, dynamic being, in a state of constant adaptation, deserving of respect.
- Society is a group of individuals composed from various political, spiritual, educational, socio-economic and cultural backgrounds working within the democratic process.
- Nursing is a caring, interpersonal activity, which assists the individual in meeting their basic human needs. Nursing is an art, and a science, a process which promotes, maintains and restores optimal health of the individual, family, and society. Nurses actively participate in and adhere to the legal and ethical standards of the profession.
- Teaching and Learning is an interactive process between the teacher and the student providing an education through the acquisition of a specific body of knowledge, technical skills, and socialization into the role of the practical nurse.
- Education is a process of behavioral change. It is dependent upon the student's active participation and self-discipline, facilitated by competent faculty direction. The faculty recognizes that abilities vary. In order to facilitate the optimal development of each learner's potential, the faculty attempts to provide flexibility in the curriculum.
- Nursing education is an organized sequence of experiences within a specified period of time in which the student gains cognitive, affective, and psychomotor skills, progressing from simple to complex. The student becomes an active participant in the nursing process based on the program's conceptual framework.
- The conceptual framework provides the basis for the structure of the curriculum in regards to development, implementation, and evaluation.
- Continuing education is a life long process. Excellence is created by the individual taking responsibility for career development, professional and personal growth. He or she recognizes the value of participating in professional and community organizations and educational programs.

Employment Outlook

You can be eligible for your NCLEX licensing exam in 12 to 18 months. The quality of our program is reflected in the high percentage of our graduates who successfully complete the National Council of State Board Licensing Exam. Employers know this, and actively seek our graduates. In fact, our graduates have consistently enjoyed an excellent job placement rate.

LPNs and other dedicated health care professionals are in strong demand. The health care field is enjoying above average growth of employment opportunities in all areas of practice.

LPNs can find employment in: nursing homes, hospitals, Veterans Administration hospitals, rehabilitation facilities, psychiatric facilities, home health care, private duty, schools and industries, doctor's offices, or in the United States Army.

Building a Career through Education

The Lancaster County Career & Technology Center's Practical Nursing Program, consistent with accepted principles of education, integrates theory, practice and hands-on experience. Students learn in an ongoing process, which builds on mastery of concepts, progressing from basic to complex. Theory learned in the classroom is applied through planned real-world experience in clinical nursing situations.

The program is approved by the Pennsylvania State Board of Nursing; graduates are eligible to take the licensing examination. The Lancaster County Career & Technology Center and its Practical Nursing program are accredited by the Council on Occupational Education.

Carl D. Perkins & Technical Education Improvement Act of 2006 (Perkins IV)

The Lancaster County Career & Technology Center (LCCTC) Practical Nursing Program receives support through the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV). This act is designed to help all students develop their academic, career, and technical skills to prepare for high skill, high wage, and high demand occupations in current or emerging professions. The act places an increased focus on the academic achievement of career and technical education students, improves state and local accountability, and strengthens the connections between secondary and postsecondary education through the development and implementation of Career and Technical Programs of Study.

Program Admission

The admission process to the LCCTC's Practical Nursing Program is as follows:

1. Submit application form online with the \$90.00 **non-refundable** application and testing fee.
2. Have your high school submit an official transcript, (as determined by the Pennsylvania Department of Education), or an official GED transcript, issued by the Department of Education. **All applicants must be high school graduates or have obtained a GED.** Have your high school send a transcript even if you did not finish high school.

*****Note: If you passed your GED in another state or completed preliminary education outside the United States, you must call the LPN program at 717-464-7063 to obtain the necessary forms to submit to the Department of Education.**

3. 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.
4. You will be notified of a testing date for the Test of Essential Academic Skills (TEAS), as soon as all of the items listed below are received by the school. The applicant's:

- 1) application to the program along with required fee as listed in #1
- 2) official transcripts as listed in #2

5. Attend a pre-enrollment meeting scheduled by the program administrative assistant after successfully passing the TEAS exam.
6. Submit \$200.00 admission fee for desired class (\$100.00 non-refundable) **after the pre-enrollment**. Payment must be made by check, discover, visa or master card, money order or certified check. **Cash will not be accepted.**

7. Clearances and requirements:

- Medical Exam completed on CTC Medical Form
- Two Step PPD - current within a year of entry to the program
- Drug Screen – must be done at Concentra, 113 Butler Ave, Lancaster PA 17601
- Clearances: dated within 45 days of the class start date
 - PA – <https://epatch.state.pa.us/Home.jsp>
 - FBI – <https://www.pa.cogentid.com/index.htm>
 - Child Abuse – <https://www.compass.state.pa.us/CWIS>

*The PN program follows the Prohibitive Offenses Contained in Act 169 of 1996 when reviewing clearances. In addition, some charges are not reflected on this listing and may prohibit you from taking the state board of nursing licensure exam.

- CPR – Adult, Child, and AED certification. The Health Care Provider Course through the American Heart Association is recommended. Online/computer courses will not be accepted.

Transfer Students

All transfer students must complete the standard application procedure. An official transcript must be sent from the previous institution(s) attended.

Transfer Credit

Earned credit 5 years or less (time of completion of course and date of enrollment in Lancaster County Career & Technology Center) in human anatomy and physiology may be submitted for review. All other courses will be reviewed regardless of time since completion.

Credits with a grade of "C" or above will be accepted from other institutions, if the work satisfactorily parallels courses offered by Lancaster County Career & Technology Center/Practical Nursing Program.

Credits for transfer of a nursing course will only be awarded upon successful completion of standardized achievement tests and skill evaluation.

Advanced Placement

Individuals seeking advanced placement in the LCCTC Practical Nursing Program due to previous scholastic experience will be evaluated as follows:

1. Comparison of transcripts to required Practical Nursing Courses.
2. Evaluation of skills required by the Practical Nursing Program.
3. Successfully completing standardized achievement tests.

Individuals seeking advanced placement will be expected to pass a skill evaluation appropriate to the level that the individual wishes to test out of.

Each individual seeking advanced placement will receive information regarding advanced placement evaluation and the associated cost of the evaluation. At the completion of the evaluation, the administrative staff will review the results of the advanced placement evaluation and discuss recommended placement within the Practical Nursing Program.

Students who successfully advance place into the program will have their tuition charge adjusted accordingly.

Articulation Agreement for Advanced Standing with the Program of Study

The Lancaster County Career and Technology Center's Practical Nursing Program is aligned with the Program of Study, 51.0899 Health /Medical Assisting Services, Other, through a statewide articulation agreement which offers up to 45 hours (3 credits) to eligible students in the "Nursing Principles and Practice- A" and "Nursing Principles and Practice – B" courses. These courses consist of the Basic Care portion of the 120 hour "Nursing Principles and Practice" course. Eligible students will complete all requirements for the Program of Study at the high school level, in addition to the Practical Nursing Program entrance requirements.

Eligible students should complete the Health/Medical Assisting Services, Other, CIP 51.0899, Program of Study at the secondary level within the last 3 years and submit the following documents to be considered for advanced credit:

1. Copy of the **NOCTI Certificate** demonstrating **Advanced** or **Proficient** level of achievement
2. *POS Perkins Statewide Articulation Agreement Documentation Coversheet*, completed by Secondary School Representative
3. *Secondary Competency Task List Coversheet*, completed by instructor, with attached *Secondary Competency Task List*
4. Official high school transcript

**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING TUITION & FEES – 2016/2017**

The Practical Nursing Program combines quality vocational training with affordability. The student is responsible for personal effects, including: uniforms, textbooks, malpractice and accident insurance, application and testing costs, and graduation expenses. Students are also responsible for their transportation to and from school and the clinical areas. Tuition is based on that percentage of the budget that is not funded by Health Occupations of the Department of Education. Financial aid is available to qualified students, and tuition will be divided into three installments for all students.

Tuition refund policy is as follows (does not include fees):

- A. Withdrawal during the first 7 calendar days of the term - 75%
- B. Withdrawal after the first 7 calendar days but within the first 25% of the term - 55%
- C. Withdrawal after 25% but within 50% of the term - 30%
- D. Withdrawal after 50% of the term - No refund

Students receiving Title IV funds will receive a refund as per federal Title IV refund regulations. After that refund has been tabulated, the student is responsible for paying the remainder of the tuition due to the Lancaster County Career & Technology Center. For the complete Refund Policy see the Financial Aid section.

The following costs are subject to change at any time.

IN-STATE TUITION

Charges	Entrance	Level 1	Level 2	Level 3	Total
Tuition - Day Class		\$3,532.00	\$3,532.00	\$3,532.00	\$10,596.00
Tuition - Evening Class		3,798.00	3,798.00	3,798.00	11,394.00
Level Fee		300.00	300.00	300.00	900.00
NCLEX Preparation Course				110.00	110.00
Technology Fee		306.00	276.00	276.00	858.00
Malpractice Insurance		75.00			75.00
Application Fee/Pre-Admission Test	\$ 90.00				90.00
Graduation Fee				115.00	115.00
Total - Day Class	\$90.00	\$4,213.00	\$4,108.00	\$4,333.00	\$12,744.00
Total - Evening Class	\$90.00	\$4,479.00	\$4,374.00	\$4,599.00	\$13,542.00

OUT-OF-STATE TUITION

Charges	Entrance	Level 1	Level 2	Level 3	Total
Tuition - Day Class		\$4,615.00	\$4,615.00	\$4,615.00	\$13,845.00
Tuition - Evening Class		4,878.00	4,878.00	4,878.00	14,634.00
Level Fee		300.00	300.00	300.00	900.00
NCLEX Preparation Course				110.00	110.00
Technology Fee		306.00	276.00	276.00	858.00
Malpractice Insurance		75.00			75.00
Application Fee/Pre-Admission Test	\$ 90.00				90.00
Graduation Fee				115.00	115.00
Total - Day Class	\$90.00	\$5,296.00	\$5,191.00	\$5,416.00	\$15,993.00
Total - Evening Class	\$90.00	\$5,559.00	\$5,454.00	\$5,679.00	\$16,782.00

**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING TUITION & FEES – 2016/2017**

The table below comprises expenses to be paid by the student either prior to beginning the Practical Nursing Program or graduation expenses. These expenses cannot be billed to the school and covered by student financial aid. Students can, however, apply for financial aid in excess of the cost of tuition and fees in order to be reimbursed for these expenses.

The following costs are subject to change at any time.

PROGRAM FEES

Charges	Pre-Entrance	Graduation	Total
Text Books	\$ 848.50		\$848.50
Criminal History Report	10.00		10.00
FBI Criminal History Report	36.00		36.00
Child Abuse History Report	10.00		10.00
Medical Examination (Estimated)	318.00		318.00
Drug Screen	43.50		43.50
CPR Course - Adult, Child, and AED (Estimated)	80.00		80.00
Supplies: Watch, Calculator, Stationery	100.00		100.00
Uniform: 2 Sets, including warm-up jacket and non-skid shoes	255.00		255.00
Temporary Permit to Practice		35.00	35.00
State Board Application to Test		35.00	35.00
NCLEX Testing Application		200.00	200.00
Total	\$1,701.00	\$ 270.00	\$1,971.00

This program is partially funded through the PA Department of Education. Tuition is billed 3 times during the program. If you are a self-pay student: 20% is due by the first day of class and the remaining balance will be divided into biweekly payments due on the 1st and 15th of the month. Balance must be paid by the end of the level. If you qualify for Financial Aid, your aid will be deducted from your balance. Any outstanding balance after Financial Aid is applied must be paid as stated above.

Level Repeaters taking one course: balance must be paid before the final exam is taken. 20% is due by the first day of class and the remaining balance will be divided into weekly payments with a zero balance due before the final.

All payments must be in the form of Visa/Master/Discover Card, American Express, Money Order, or Check. CASH WILL NOT BE ACCEPTED.

Failure to comply with negotiated payment plans will prevent the student from taking final exams. The Program may refuse to issue grades, transcripts, or a diploma and deny registration or readmission to students who owe money to the Program or have failed to return Program property.

Practical Nursing Class Information

12-Month Daytime Program

Daytime classes begin in January, May, and September and are held at the Health Sciences Campus of the Lancaster County Career & Technology Center. Classes meet Monday through Friday between the hours of 8:00am - 3:00pm for theory, and 7:00am - 3:00pm for clinical experience.

18-Month Evening Program

Evening classes begin in March and September and are held at the Health Sciences Campus of the Lancaster County Career & Technology Center. Classes meet Monday through Thursday between the hours of 4:00pm - 9:00pm for theory, and 4:00pm - 10:00pm for clinical experience.

Practical Nursing Curriculum Outline

<u>Level I</u>	Theory	Practicum
Nursing Principles and Practice	120 hours	144 hours
Community Health	30 hours	
Body Structure and Function	60 hours	
Nutrition	30 hours	
Growth and Development	30 hours	
Vocational Relationships	30 hours	
Introduction to Medical-Surgical Nursing	<u>36 hours</u>	
Total Theory Hours	336 hours	
Total Practicum Hours		144 hours
Total Hours - Level I		480 hours
<u>Level II</u>		
Maternal / Newborn Nursing	30 hours	24 hours
Pharmacology	60 hours	
Medical- Surgical Nursing I	<u>100 hours</u>	<u>330 hours</u>
Total Theory Hours	190 hours	
Total Practicum Hours		354 hours
Total Hours - Level II		544 hours
<u>Level III</u>		
Nursing of Children	30 hours	24 hours
Medical-Surgical Nursing II	<u>152 hours</u>	<u>345 hours</u>
Total Theory Hours	182 hours	
Total Practicum Hours		369 hours
Total Hours - Level III		551 hours
<u>Total Program</u>		
Total Theory		708 hours
Total Practicum		<u>867 hours</u>
Total Program		1575 hours

For English as an Additional Language Students

For access to tutoring and independent-study materials to improve language and academic skills, you may contact: Immerse International, 321 Manor Avenue, Millersville, PA 17551 717-872-7085 or Lancaster Lebanon IU13, 31 South Duke Street, Lancaster, PA 17602 717-293-7636.

Guidance and Counseling Policy

The guidance program goal is to assist the student in adjusting to situations and problems in and out of school. Students are encouraged to seek guidance when needed for academic, financial, personal or professional matters. The Coordinator of Special Populations provides individual and group counseling. Faculty members and school counselors also participate in the program. Faculty also provides academic counseling and tutoring in both the academic and clinical areas for any student enrolled in the program.

DISABILITY SERVICES
for
The Lancaster County Career and Technology Center
Practical Nursing Student

Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA), identify a person with a disability as anyone with a physical or mental impairment that substantially limits one or more major life activity such as walking, seeing, hearing, speaking, working, or learning. Persons who have a history of a disability are also covered by the regulations. Disabling conditions may include, but are not limited to:

Asperger's Syndrome/Autism Disorder	Attention Deficit/Hyperactivity Disorder
Blind/Low Vision	Head Injury/Traumatic Brain Injury
Hearing Impaired/Deaf	Learning Disability
Physical and Systemic Disorders	Psychiatric/Psychological Disorders

It is the student's responsibility to identify his/her disability to the Nursing Program Assistant Director if an accommodation is requested. Any student request or inquiry regarding program accommodations for disabilities should be made as early as possible after admission into the program, or even before a student contemplates enrollment. If a student does not seek an accommodation for a disability, the Nursing Program Assistant Director and instructors will assume the student is able to complete the program requirements without the need for accommodations.

All students with disabilities that seek an accommodation of the educational program shall provide documentation from his/her health care provider that substantiates the disability, explains the impairments or limitations created by the disability, the type of accommodation being requested, and an explanation why the accommodation is necessary for the student to participate in the program. The Practical Nursing Program reserves the right to make inquiries of the student, his/her health care provider, and individuals with appropriate medical or disability accommodation expertise to determine what, if any, reasonable accommodations can be made to the program for a particular student. Accommodations cannot be provided for a student, if LCCTC does not understand the student's disability or possess sufficient information to entertain a disabled student's request.

In general, all documentation should be typed on letterhead stationary or be in report format and should include the following information:

- A clearly stated diagnosis of the disability that explains the impairment or limitation created by the disability and the type of accommodation being requested.
- The documentation should explain the student's functional limitation to successfully participate in an academic/clinical environment designed to prepare students for a career in practical nursing.
- The printed name, title, professional credentials, and signature of the health care provider that is treating the student, substantiating the existence of the student's disability and explaining the need for the requested accommodation, i.e. clinical psychologist, psycho-neurologist or, school psychologist.
- The date of the evaluation and submitted documentation shall be within one (1) calendar year of the student's expected enrollment in the Practical Nursing Program. LCCTC reserves the right to waive this requirement, if it reasonably believes that the school has sufficient information to consider the student's accommodation request.
- A school plan such as an individualized education plan (IEP) does not constitute documentation of disability but can be included as part of a more comprehensive assessment battery.
- A physician's prescription pad note is not acceptable as documentation.

Upon receipt of the above documentation, the student will meet with the Assistant Nursing Program Director to discuss the creation of an accommodation plan designed to assist the student reach his or her educational goals. The discussion may encompass whether a student has a disability, whether accommodations are necessary for the student to participate in the program and whether any requested accommodations are reasonable. The student may appeal any decision regarding the proposed accommodation plan through the regular appeals process. Accommodations provided during the instructional portion of the program cannot alter the curriculum or regular class standards. Moreover, the school cannot guarantee that the same accommodations offered to a disabled student can or will be provided when a student takes the NCLEX-PN examination.

The TEAS Test

(Test of Essential Academic Skills)

This is an on-line computerized test done at the Lancaster County Career & Technology Center

Purpose of the TEAS

The Test of Essential Academic Skills (TEAS) measures basic essential skills in the academic area domains of Reading, Mathematics, Science, and English and language usage. The test is intended for use primarily with adult nursing program applicant populations. The objectives assessed on TEAS®V are those which nurse educators deemed most appropriate and relevant to measure entry level skills and abilities of nursing program applicants.

The TEAS®V is a 170-item, four-option, multiple-choice assessment. To prepare in an organized and efficient manner, you should know what to expect from the real assessment.

Content Area	Number of Test Items	Amount of Time Allotted
Reading	53	64 minutes
Mathematics	36	54 minutes
Science	53	63 minutes
English and Language Usage	28	28 minutes
Total	170	209 minutes

*150 questions will be scored.

Two products are available to help as you prepare for the TEAS Assessment:

Test of Essential Academic Skills (TEAS) Study Guide

The study manual is written specifically to address the needs of students preparing to take the TEAS or those who need additional help after testing.

Strategies: “Your Guide to Classroom & Test Taking Success”

This book is available for test taking strategies.

Test of Essential Academic Skills (TEAS) Online Practice Assessment

The TEAS Online Practice Assessment is available for students desiring additional test preparation material.

For a complete student preparation package, the TEAS Online Practice Assessment and the TEAS Study Guide and book may be purchased at www.atitesting.com/onlinestore .

Answers your Important Questions

The Guide will also answer your two most urgent questions:

What is on the TEAS examination?

How can I best prepare for this test?

Observance of a few simple test taking guidelines can improve your understanding of what is required on the test, without a great effort on your part. For example, numerous investigations have shown that applicants can often save from one fourth to one third of their test taking time if they systemize their efforts in accordance with well researched, but well know, principles of test taking.

Reading & Math Skills

The Guide will assess your reading comprehension and basic mathematics skills that are assessed on the TEAS

Science Skills

Human Body Science, Life Science, Scientific Reasoning, Earth and Physical Science will be covered.

English and Language Usage Skills

Grammar and Word Meanings in Context, Spelling and Punctuation, and Structure will be covered.

Avoid Exam Stress

With the Guide you can anticipate the test with fewer unknowns and, therefore, less stress and anxiety as you prepare for the TEAS

Prepare for Your New Career

The Guide will also improve your basic academic processing skills of math, reading comprehension, Science, and English and Language Usage which is absolutely essential for success in your chosen career.

**To order the TEAS Study Guide visit www.atitesting.com
or call 1-800-667-7531**

FREE TEAS PREP Class

Location: Career Link of Lancaster 1016 North Charlotte St.

taught by IU13 Instructors

Contact Info: (717) 606-1364

Requirements: high school diploma and minimum score of 6.0 on TABE Reading test

New Choices Career Development Program Career Guidance Center

ATTENTION !!!

SINGLE PARENTS/DISPLACED HOMEMAKERS/ INDIVIDUALS IN TRANSITION

If you are a single mother, divorced, widowed or separated woman and are in need of some scholarship money to offset the cost of your education, call us for information. You may be eligible for some financial assistance from the New Choices.

To apply for any assistance from the New Choices / New Options program you must attend a 10-day (9 a.m to 3:00 p.m.) workshop on career identification, exploration and barriers to success.

This program is provided by the LCCTC and is free to participants. It is held at our office on 1650 Manheim Pike, Lancaster, PA. 17601. For more information call (717) 869-6363.

*Sponsored by the Lancaster County Career & Technology Center
For single parents, displaced homemakers, individuals in transition,
and persons interested in non-traditional careers*

FINANCIAL AID

Program Eligibility

Lancaster County Career and Technology Center 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
- Veteran's Education Assistance (1-888-442-4551)
- Lancaster County CareerLink
 - WIA / ITA (717-291-1231)
 - TRA/TAA (717-509-5613)
- Your Local County CareerLink Offices WIA / ITA funds
- Office of Vocational Rehabilitation (1-800-762-6306)
- New Choices Career Development (717-393-1735)

Advanced Placement

Students receiving advanced placement into the Practical Nursing program are eligible to apply for financial aid, but will have their financial aid processed based on the number of weeks and clock hours they have remaining in the program. Students receiving advanced placement of less than one academic year will enter as a grade level 1 student with the ability to advance to grade level 2. Students receiving advance placement equal to one academic year will enter the program at grade level 2.

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 payment 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 cancelled 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 timeframe 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 timeframe as defined for their program of enrollment or has been placed on an approved academic improvement plan.

Federal Pell Grants

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. To apply, go to www.fafsa.ed.gov to complete the Free Application for Federal Student Aid.

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. To complete this requirement, sign on to www.studentloans.org.

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.

Federal Direct Stafford Loan Program

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 Master Promissory Note (MPN). The MPN is valid for a period of 10 years.

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 10 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 REPAYED** to the US 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 US 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. Dept. 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 2 installments.

To complete a Federal Loan application, sign-on to the www.studentloans.gov website.

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. These loans must be repaid and payments are deferred (or payments are put off) while you are in school and during a six-month grace period you are given after completing or discontinuing study. **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.**

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 off) while you are in school and during a six-month grace period you are given after completing or discontinuing study.

Federal Parent PLUS Loan

Parent PLUS loans are available to parents of dependent students to assist in meeting the costs of education. Many Pennsylvania lenders participate in the PLUS program. 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.

Loan Limits

Independent students are eligible to borrow up to a total \$9,500 in their first academic year. Dependent students, as defined by government criteria during the FAFSA application process, are not permitted to borrow more than \$5,500 in their first year. 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.

Practical Nursing students, upon successful completion of their first academic year, are considered to have advanced to Grade Level 2 for financial aid purposes. Students are eligible to borrow an additional prorated loan amount for their remaining period of enrollment.

Loan Limits for Transfer Students

Students who transfer mid year into a Certificate, Diploma or Degree program at the LCCTC 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 the LCCTC. 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 an LCCTC 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 30 weeks in length. The 30 week limit applies to all students including those who change programs or those who transfer to another school.

Third Party Loans / Alternative Loans

Third Party Loans / Alternative Loans are loans obtained by students on their own. Private alternative education loans require the borrower to be a creditworthy student, parent or co-borrower. Generally the loans have a variable interest rate and charge a fee. Alternative loan checks are made co-payable to the student and the school. Therefore, the student must come in to the office to endorse the check. Students are notified when Third Party Loan/Alternative Loan checks 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.

Tuition Refunds for Class Cancellation

If a class is cancelled by the Lancaster County Career & Technology Center, all students will be refunded 100% of all pre-paid tuition and fees. Students are not required to request that prepaid tuition and fees be refunded. Refunds of pre-paid tuition and fees occur automatically and shall be made within 30 days of the planned start date of the class.

Tuition Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students who Withdrawal On or Before the First Day of Class

If a student fails to commence class or withdraws from class on the first day of school, the school will retain no more than \$100 of pre-paid tuition or fees. Students are not required to request that any prepaid tuition and fees in excess of the first \$100 be refunded. Refunds of pre-paid tuition and fees in excess of \$100 occur automatically and shall be made within 30 days of the planned start date of the class.

School Fee Refund Schedule

Students withdrawing from their program are eligible for partial tuition refunds. The following refund schedule for tuition applies following the first full class day.

Withdrawal during the first 7 calendar days of the term	- 75%
Withdrawal after the first 7 calendar days but within the first 25% of the term	- 55%
Withdrawal after 25% but within 50% of the term	- 30%
Withdrawal after 50%	- no refund

Refunds will be made on tuition charges for each Payment Period once a student is determined to be withdrawn from training at the Lancaster County Career & Technology Center. Tuition refunds will be calculated using the student's actual last day of attendance. Refunds of pre-paid tuition, when due, shall be made within 30 days of the student's last day of attendance.

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 (DOE) specifies that LCCTC must determine the amount of financial aid program assistance that you earn if you withdraw from your program of study. The DOE 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. If you received, or LCCTC received on your behalf, less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

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 earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all of your assistance.

When a student withdraws and refunds are required to be returned, the following distribution list is used to return the funds. 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
4. Sponsoring Agency
5. Student

If LCCTC is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) repay 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 arrangements with LCCTC 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.

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 a lender to reduce loan debt, held on account for a future tuition bill 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 either return the money to a lender or hold the balance on account.. Refunds to students will be processed through the school's Business Office. When refund checks are ready, they are available for pick up by students from the Admissions Office. All checks not picked up from the Admissions Office are mailed.

Tips on Finding Scholarships

Local Organizations - You can increase your odds of actually 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 sort of 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, the next thing is to check with the organizations that represent what you are planning on studying.

Unions - If you or your parents are members of a Union, all the major labor unions offer scholarships for members and their dependent children (AFLCIO, Teamsters, etc.)

Church - Check with your church. Your local parish may or may not have any scholarships for their members, but the Diocese or headquarters may have some 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 on scholarship information that has been sent to the school.

Newspapers - Read your local newspaper every day. Especially during the summer, watch for announcements of local students receiving scholarships. Find out where you can apply for the next year for that same scholarship. Watch also for actual announcements of local firms and organizations offering scholarships. If your local newspaper has a "library" (most do) ask the librarian at the paper to help you find scholarship information posted in the newspaper in past issues. Do not expect to find much information from your local newspaper, but it is another source.

Yellow Pages - Find out if any professional or social organizations have a chapter in your city. Call them and find out if they offer any scholarships, both nationally and locally. You may even want to check with major corporations in your area.

The Internet - Hit the major search engines, and run searches on scholarships, financial aid, organizations, colleges, universities, and grants - anything you can think of. 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 and parents to look out for six signs that a college 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 a list of 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, call directory assistance 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 to Finaid.org 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 s/he 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.

Scholarship Databases <http://www.finaid.org/scholarships/other.phtml>

Hispanic College Fund <http://www.hispanicfund.org/>

Scholarships for Native Americans <http://www.finaid.org/otheraid/natamind.phtml>

AXA Achievement Scholarship Program - for current high school seniors. <http://www.axa-achievement.com/>

General Scholarships

- **Scholarships**

<http://www.scholarships.com/>

- **SuperCollege**

<http://www.supercollege.com/>

- **Education Planner**

<http://www.educationplanner.com>

Major-Specific Database <http://www.finaid.org/otheraid/majors.phtml>

Scholarships for Students with Disabilities <http://www.finaid.org/otheraid/disabled.phtml>

Scholarships for Minorities <http://www.finaid.org/otheraid/minority.phtml>

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

Campus Locations

Willow Street Campus, 1730 Hans Herr Drive, Willow Street, PA 17584, Ph: (717) 464-7050

Health Sciences Campus, 422 Beaver Valley Pike, Willow Street PA 17584, Ph: (717) 464-7063

Brownstown Campus, Snyder & Metzler Roads, Brownstown, PA 17508, Ph: (717) 859-5100

Mount Joy Campus, 432 Old Market Street, Mount Joy, PA 17552, Ph: (717) 653-3000

Lancaster County Public Safety Training Center, 101 Champ Blvd. Manheim, PA 17545, Ph: (717) 537-4190

Program Disclosure Information

For program descriptions, lengths, admissions and transfer requirements; tuition, fees and refunds policy; financial aid information; prerequisite and completion information; graduation rates; median debt of students who completed the program; and other important information, please visit our website at www.lancasterctc.edu.

A complete listing of full-time and part-time faculty members, including degrees held and the conferring institution is available for review upon written request in the Executive Director's office at the Main Campus of the LCCTC.