

Student Consumer Information Guide

Introduction

The Tennessee Technology Center at Shelbyville is one of 26 state-wide area schools made possible by legislation enacted by the General Assembly of Tennessee. The school is located two miles from downtown Shelbyville on the Tullahoma Highway (US-41A). The school is a center to serve persons from a broad geographic area by providing technical instruction and skill development in technical occupations. The programs are designed for two purposes:

- (a) train or retrain people for gainful employment
- (b) add to the skills and knowledge of workers who are already employed.

To fulfill the purpose, the institution is designed to prepare the student for employment or enable the worker to advance in employment by providing the necessary skills and related technical information within the shortest time possible using the following categories:

- (a) Preparatory Instruction
- (b) Supplemental or upgrade skill enhancement

The open-entry, open-exit individualized approach to instruction offered by the TTCS allows the school to accommodate the needs of students with varied backgrounds.

STUDENT ELIGIBILITY

Everyone is encouraged to apply for financial aid. To qualify, the individual must meet the eligibility requirements specified by the particular program desired. In general, you are eligible for Federal aid if you meet the following requirements:

- (1) You are enrolled as a regular student in an eligible program, and working toward a certificate or diploma.
- (2) You are a U.S. citizen or an eligible non- citizen.
- (3) You are making satisfactory academic progress in your course of study and meeting attendance standards.
- (4) You are not default on a National Direct Student Loan, Stafford Student Loan (formerly called GSL), or Plus Loan, and you do not owe a refund on a Pell Grant or a Supplemental Educational Opportunity Grant.
- (5) Have a valid Social Security Number.
- (6) You are registered with the Selective Service, if you are required to do so.
- (7) You must sign a Statement of Educational Purpose/Certification Statement on refunds and default.
- (8) Be a high school graduate or have an average score of 45.0 or better on a G.E.D. test; or be beyond the age of compulsory school attendance (be 18 or older) and able to benefit from instruction provided.

Students without a high school diploma or GED must establish the ability to benefit from instruction provided by

passing an independently administered test approved by the U.S. Department of Education.

Financial Aid Programs Available

The Tennessee Technology Center at Shelbyville has the following major financial aid programs:

- \$ Federal Pell Grant
- \$ Federal Supplemental Educational Opportunity Grant
- \$ Federal Work Study
- \$ Wilder-Naifeh Technical Skills Grant
- \$ Tennessee Student Assistance Award
- \$ Veteran Benefits
- \$ Workforce Investment Act
- \$ Tennessee Opportunity Program for Seasonal Farm workers
- \$ Tennessee Department of Vocational Rehabilitation

Grants are financial aid that does not have to be paid back.

Work-Study lets a student work and earn money to help pay for their education.

Undergraduates may qualify for Federal Pell Grants, or Campus Based (Federal Supplemental Education Grants and Federal Work Study). Graduate students may qualify for Federal Work-Study but not Federal Supplemental Educational Opportunity Grants nor Federal Pell Grants.

Methods and Dates Application Forms and Instructions are Available

To apply for financial aid the applicant should:

- \$ Complete the Free Application for Federal Student Aid as soon as possible after January 1 each year.
- \$ Read the instructions very carefully when you apply for financial aid. Most mistakes are made because students do not follow instructions.
- \$ Pay special attention to any questions on income, because this is where most mistakes are made.
- \$ Submit the Free Application for Federal Student Aid to determine eligibility and financial need. The FAFSA is available in the Student Services Department. It is advisable, before the application is mailed, to have a student services representative review it for accuracy. In approximately four weeks you should receive your Student Aid Report.
- \$ The SAR must be taken to Student Services as soon as possible. Your SAR will contain the information you gave on your application plus your Expected Family Contribution (EFC) number. The EFC number is used in determining your eligibility for federal student aid. The school will use the SAR as the basis to pay you, if you're eligible.
- \$ When all documents have been received, the Financial Aid Counselor will calculate your eligibility for assistance. Please be aware, financial aid eligibility will not be calculated until all forms and information required are received by the school.

Criteria Used to Determine Satisfactory Progress

SATISFACTORY PROGRESS -- maintain at least a C average for each term and complete 91% of the scheduled hours for which enrolled.

Student Rights

You have the right to find out from the school the following:

- (a) what financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs. You also have the right to know how a school selects financial aid recipients.
- (b) what the procedures and deadlines are for submitting applications for each available financial aid program.
- (c) how the school determined your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in your cost of education. It also includes the resources considered in calculating your need (such as parental contribution, other financial aid and assets). You also have the right to know how much of your financial need has been met and how and when you'll receive your aid.
- (d) how the school determines each type and amount of assistance in your financial aid package.
- (e) how the school determines whether you're making satisfactory academic progress, and what happens if you're not. Whether you continue to receive federal financial aid depends, in part, on whether you're making satisfactory progress.
- (f) If you're offered a federal work-study job, what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you'll be paid.
- (g) who the school's financial aid personnel are, where they're located, how to contact them for information.
- (h) You have the right to know your school's refund policy.

Students Responsibilities

- (a) review and consider all information about the school's programs before you enroll.
- (b) pay special attention to your application for student financial aid, complete it accurately and submit it on time to the financial aid office.
- (c) know and comply with any deadlines for applying or reapplying for aid.
- (d) provide all additional documentation, verification, corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- (e) notify the school of a change in your name or address
- (f) read, understand, and keep copies of all forms you are asked to sign.
- (g) repay any overpayment discovered.

Means of Disbursing Financial Aid

Financial Aid checks will be disbursed 35 school days after the beginning of the term in the Business Office.

Phone Number for the Department of Education Student Ombudsman

1(877)557-2575

Terms and Conditions of Employment for the FWS Program

The Federal Work Study Program gives part-time employment to undergraduate and graduate students who need the income to help meet the costs of post-secondary education. To be eligible for a FWS job, a student must

meet all eligible requirements for federal financial aid. In addition, a student must have financial need. His/her cost of attendance must be greater than the Expected Family Contribution (EFC). FWS students may work up to 20 hours a week. The hourly wage is currently \$8.00 per hour. A student's total FWS award depends on need, the amount of money the school has for the program and the amount of aid the student gets from other financial aid programs.

Cost of Attendance

Books and Supplies Cost

Full-Time Classes:

Auto Body Technology	\$ 1034
Automotive Technology	\$ 1199
Business Systems Technology	\$ 1113
Computer Information Technology	\$ 1426
Drafting and CAD Technology	\$ 513
Heating, Ventilation, Air Conditioning & Refrigeration	\$ 425
Industrial Electricity/Electronics	\$ 1032
Industrial Maintenance	\$ 927
Machine Tool Technology	\$356
Patient Care Technology	\$1047
Practical Nursing	\$2499
Truck Driving	\$ 687
Welding	\$ 391

MAINTENANCE FEES

Hours	Tuition	Fees	Total
1-40	183.00	41.00	\$ 224.00
41-80	247.00	41.00	\$ 288.00
81-135	372.00	41.00	\$ 413.00
136-217	559.00	67.00	\$ 626.00
218-340	621.00	67.00	\$688.00
341-432	695.00	67.00	\$762.00

REFUND - REPAYMENT POLICY

The refund policy of this school is stated in the TTCS Catalog. If a student is due a refund on his or her tuition, according to the policy, part or all of that refund must be returned to the Title IV program accounts from which the money was disbursed. If the student has received a cash disbursement, a determination will be made by the financial aid department as to how much of that disbursement was used for non-institutional expenses which the student was in school.

TENNESSEE TECHNOLOGY CENTER
1405 Madison Street
Shelbyville, TN 37160

COURSES OF STUDY AVAILABLE

Day Classes

Auto Body Technology	5 terms (2160 hrs)
Automotive Technology	5 terms (2160 hrs)
Business Systems Technology	3 terms (1296 hrs)
Computer Information Technology	5 terms (2160 hrs)
Drafting & CAD Technology	5 terms (2160 hrs)
Heating, Ventilation, Air Conditioning and Refrigeration	5 terms (2160 hrs)
Industrial Electricity/Electronics	4 terms (1728 hrs)
Industrial Maintenance	5 terms (2160 hrs)
Machine Tool Technology	4 terms (1728 hrs)
Patient Care Technology	2 terms (864 hrs)
Practical Nursing	3 terms (1296 hrs)
Truck Driving	1/2 term (216 hrs)
Welding	3 terms (1296 hrs)
Technology Foundations	Variable

NIGHT CLASSES - PART-TIME

Dental Assistant	116 hrs.
Nurse Aide	132 hrs.
Computer Information Technology	2160 hrs.
Industrial Electricity	1728 hrs.
Industrial Maintenance	2160 hrs.
Machine Tool Technology	1728 hrs.
Welding Technology	1296 hrs.

Policies, procedures and program offerings are subject to change without notice.

Financial Aid Office

The Financial Aid Office staff is available during regular office hours to help you. If you have any questions, please call (931)685-5013 or come by our office in the Administration Building. Office hours are 7:00 a.m. to 3:30 p.m. Monday through Friday.

Support of the Americans with Disabilities Act

The Tennessee Technology Center at Shelbyville fully supports the Americans with Disabilities Act and will take any steps necessary to assure that anyone having a disability will receive whatever assistance is needed to be successful in any chosen program. Areas such as parking, walkways, sinks, water fountains, and doorways are easily accessible by any handicapped individual.

Accreditation

The Tennessee Technology Center at Shelbyville is accredited by the Commission of the Council on Occupations Education, 41 Perimeter Center East, NE Suite 640, Atlanta, GA 30346, (770)396-3790. Website: www.council.org
E-mail Address: bowmanh@council.org

Professional Affiliations

Air Conditioning Contractors of America (ACCA)
American Design and Drafting Association (ADDA)
American Society for Training & Development (ASTD)
American Welding Society (AWS)
Association of Publically Funded Truck Driving Schools
Association for Supervision and Curriculum Development (ASCD)
Automotive Service Excellence (ASE)
Brainbench
Computer Technology Industry Association (CompTIA)
Council on Occupational Education (COE)
Delta Pi Epsilon - Gamma Eta Chapter (Business Educators)
Educational Standards Corporation (ESCO) - Heating, Ventilation, Air Conditioning and Refrigeration, Industrial Electricity/Electronics and Industrial Maintenance
International Association of Administrative Professionals (IAAP)
International College Electronic Teachers Association (ICETA)
International Electronics Technician Articulation Committee (IETAC)
LaserGrade
National Association of Student Financial Aid Administrators
National Council of Instructional Administrators (NCIA)
National Institute of Metalworking Society (NIMS)
National League of Nursing (NLN)
National Vocational-Technical Honor Society (NV-THS)
Pi Omega Pi (National Business Teacher Education Honor Society)
Precision Metalforming Association (PMA)
Prometric
Shelbyville/Bedford County Chamber of Commerce
Society for Human Resource Management (SHRM)
Southern Tennessee Counseling Association (STCA)
TechRepublic
Tennessee Alliance for Continuing Higher Education (TACHE)
Tennessee Association of Student Financial Aid Administrators (TASFAA)

Tennessee Business Education Association (TBEA)
Tennessee State Board of Dentistry
Tennessee State Board of Nursing
Tennessee Board of Vocational Education

Drug Abuse Prevention Program

The Tennessee Technology Center at Shelbyville=s drug prevention program addresses two major concerns: 1) the maintenance of an environment in which students can learn, and 2) help for students and personnel whose development or performance is threatened by abuse of alcohol or drugs. Criminal activity and disruptive behavior must be controlled. However, individuals in need of treatment or early intervention should be referred to an appropriate program. In addition to responding effectively to alcohol and drug problems, the center seeks cooperation of local agencies and organizations in efforts to prevent the problems and encourage alternatives.

The Center=s Drug Abuse Prevention Program is designed to accomplish the following:

1. Assist center personnel and the community in preventing alcohol and drug abuse.
2. Provide the backing center officials need from parents, alcohol and drug professionals, other treatment providers, and law enforcement to deal effectively with the alcohol and drug abuse problem.
3. Provide help to individuals who need it and protection of learning environment for the majority of students.
4. Alcohol and drug education for students.
5. Information to students on their rights and responsibilities.
6. Employee assistance to deal with alcohol and drug problems of center personnel.

Student Right to Know Information

Course	Completion Rate*	Placement Rate**
Auto Body Repair	92%	91%
Automotive Technology	60%	83%
Business Systems Technology	87%	85%
Computer Information Technology	88%	78%
Drafting & CAD Technology	84%	73%
Heating, Ventilation, Air Conditioning & Refrigeration	85%	90%
Industrial Electricity/Electronics	84%	88%
Industrial Maintenance	87%	91%
Machine Tool Technology	61%	90%

Practical Nursing	72%	100%
Truck Driving	92%	86%
Welding	85%	82%

*Students counted in this group are first-time students who are certificate or diploma seeking, enrolled as a full-time student entering the school between July 1, 2005, and June 30, 2006 and completing within 150% of the required time for completion.

**Based upon most recent placement information (July 1, 2005 to June 30, 2006)

Crime on Campus Annual Report

Pursuant to the Federal [Student Right-to-Know and Campus Security Act](#) of 1990 and the Tennessee College and University Security Information Act of 1989, the 2003-2004 fiscal year statistics are provided. The number of actual offenses reported, the rate, and the population categories should be of interest.

Offense Category	Actual Offenses Reported	Rate per 100	Offenses Cleared	% Cleared	Clearance Persons Under 18 years
Homicide	0	0	0	0	0
Manslaughter	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Larceny	0	0	0	0	0
Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Forgery	0	0	0	0	0
Fraud	0	0	0	0	0
Embezzlement	0	0	0	0	0
Stolen Property	0	0	0	0	0
Vandalism	2	.02	0	0	0
Weapons	0	0	0	0	0
Prostitution	0	0	0	0	0
Sex Offenses	0	0	0	0	0
Drugs (Sale)	0	0	0	0	0
Drugs (Possession)	0	0	0	0	0
Gambling	0	0	0	0	0
Family Offenses	0	0	0	0	0
DUI	0	0	0	0	0
Liquor Laws	0	0	0	0	0
Drunkenness	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0
Vagrancy	0	0	0	0	0
Other	0	0	0	0	0

Tennessee Technology Center at Shelbyville

Campus Population Statistics

Students	710
Staff and Faculty Personnel	36
Security Personnel	0