



# CALIFORNIA CAREER SCHOOL

*Our Students Drive Our Success!*

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OFFERING QUALITY VOCATIONAL TRAINING SINCE 1970

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## RIGHTS & RESPONSIBILITIES

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### Rights

All students are entitled to and guaranteed fair and equitable treatment in the awarding of financial aid. In addition, there shall be no discrimination of any kind. Appeals procedures exist for anyone who feels that a violation has occurred; consult with the director of financial aid for details.

All students have the right to receive full and open information about various financial aid programs and their eligibility. In addition, they have the right to know the selection and review processes used in awarding financial aid.

All students have the right to know the costs of attending CCS, the refund policies in case of withdrawal from CCS, the academic programs offered by CCS, the faculty and physical facilities of the institution, and data regarding student retention at CCS.

The following information concerning student financial assistance may be obtained from the Financial Aid Office:

- 1) Student financial assistance programs for students enrolled at California Career School. The procedures and forms by which application for student financial assistance is made;
- 2) Student eligibility requirements for financial assistance and the criteria used in determining how financial assistance is distributed among eligible applicants who enroll California Career School.
- 3) Rights and responsibilities of receiving financial assistance, including aid provided under federal Title IV student assistance programs, and criteria for continued student eligibility under each program;
- 4) Standards the student must meet to make satisfactory progress for the purpose of establishing and maintaining eligibility for financial assistance, and the criteria to reestablish eligibility;
- 5) Method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
- 6) The terms of any loan received as part of the student's financial aid package and the necessity for repaying loans;

All students have the right to receive full and open information about various topics as provided by law. The following information may be obtained from departments as indicated:

- 1) Information concerning CCS policies, procedures and facilities for students and others to report criminal actions or other on-campus emergencies may be obtained from the office of the Operations Manager. Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may also be obtained from the office of the Operations Manager.

- 2) Information regarding student retention and graduation rates at CCS, and, if available, the number and percentage of students completing the program in which the student is enrolled or has expressed interest may be obtained from the office of the Operations Manager.
- 3) Information concerning grievance procedures for students who feel aggrieved in their relationships with CCS, its policies, practices and procedures, or its faculty and staff may be obtained from the Operations Department.

### Responsibilities

All financial aid recipients agree to attend and complete the training program that they are enrolled in, to report withdrawal from CCS, and to notify the Financial Aid office of any changes in their financial or marital status. Students who accept financial aid agree to report to the Financial Aid office any additional resources received including, but not limited to, scholarships and grants from outside sources.

Recipients of financial aid must use the funds to meet education costs only. Any other use of the funds is prohibited by law.

Students who are receiving financial aid must maintain satisfactory academic progress. See the section below for details.

### Satisfactory Academic Progress Standards

All students, including financial aid recipients, must maintain scholastic academic progress as outlined in the California Career School catalog and Financial Aid policies and procedures.

Federal and state regulations governing student financial aid programs require California Career School to ensure that each student who is receiving financial aid maintains satisfactory academic progress (SAP) toward a certificate objective. These regulations allow the institution to set the standards of SAP as long as “those standards are reasonable, are applied consistently and are at least as strict as the requirements for all students, and measure progress toward the certificate for all periods of enrollment regardless of whether the student is receiving financial aid.” As required, a quantitative and qualitative measurement has been defined in the Satisfactory Academic Progress Policies and Procedures.