



2016-2017 Guide to Student Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, the following information is sent to prospective students and all enrolled students to inform them of the availability of specific types of consumer information. This guide contains a brief description of important information about Southeastern Technical College, financial assistance, graduation rates, campus security, student rights and responsibilities, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Printed copies will be made available upon request.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They include the right to: 1) inspect and review these records; 2) request an amendment to the records; 3) consent to or restrict disclosures of personally identifiable information in the records; and 4) file a complaint with the U.S. Department of Education concerning the college's alleged failure to comply with FERPA. The STC FERPA Policy Statement is available on the Office of Registrar's web site at:

<http://www.southeasterntech.edu/pdf/Student%20Affairs.pdf#page=3>.

STUDENT BODY DIVERSITY

Information on student body diversity in the categories of gender and ethnicity of enrolled full-time Federal Pell Grant recipients can be found at:

<http://www.southeasterntech.edu/pdf/AnnualReport2016.pdf>.

Additional information may also be obtained from the National Center for Education Statistics at:

<http://nces.ed.gov/collegenavigator/?s=GA&zc=30401&zd=50&of=3&id=368911>.

STUDENT GRIEVANCE PROCEDURES

Southeastern Technical College desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. If a resolution is not reached at the institution level, or if you believe that the nature of the complaint or its impact on the system as a whole warrants an immediate review by the Technical College System of Georgia (TCSG) administration, please contact the Student Affairs Coordinator at studentaffairs@tcsge.edu or call 404.679.1692. Students residing outside of the State of Georgia who are taking an online course may also file a complaint with an agency located in their State.

To submit a student concern/complaint internally (at the local technical level) please follow Southeastern Technical College's Student Grievance Procedure found in the Southeastern Technical College Catalog and Handbook Code of Conduct Section at:

<http://www.southeasterntech.edu/pdf/CodeofConduct.pdf>

Students may also file a complaint with the Technical College System of Georgia: [Student Concern/Complaint Instructions and Filing Process](#)

Students residing outside of the State of Georgia who are taking an online course may also file a complaint with an agency located in their State: [The Student Grievance Contact Information for Individual States](#)

Southeastern Technical College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#).

VOTER REGISTRATION

Applications for voter registration for Georgia residents are available at the Reception Desk in the main building on the Vidalia Campus and in the Student Affairs Office on the Swainsboro Campus. Detailed voter information is also located at the Secretary of State web site www.sos.georgia.gov/Elections. Nonresident students may find voter information about their specific states through the U.S. Election Assistance Commission at:

www.eac.gov.

FINANCIAL AID

Descriptions of available federal, state, institutional, and private sources of student assistance, application procedures, eligibility criteria, recipient selection criteria and criteria to determine award amounts, method to use PELL to purchase books, methods of disbursement, terms and conditions of Federal Work-Study employment opportunities, student rights and responsibilities, and satisfactory academic progress standards are available at the Office of Student Financial Aid, 3001 E. 1st Street, Vidalia, GA 30474 or 346 Kite Road, Swainsboro, GA 30401, or on the web at:

<http://www.southeasterntech.edu/prospectivestudents/financialaid.asp>.

A breakdown of the estimated cost of attendance used to determine student eligibility for federal student assistance is available at the Office of Student Financial Aid website, at:

<http://www.southeasterntech.edu/prospectivestudents/financialaid.asp>.

TUITION AND FEES

Costs for tuition and fees may be located on the web at:

<http://www.southeasterntech.edu/pdf/Financial%20Aid%20Information.pdf#page=4>.

Program-specific costs may be located on individual program pages found at:

<http://www.southeasterntech.edu/academics/all-programs.php>.

FINANCIAL AID DISBURSEMENT POLICIES AND PROCEDURES

If funds are remaining after tuition and fees are deducted from earned Title IV funds, the business office will issue payment to the student for the remaining balance the fourth week of the semester for PELL funds. Any student who is issued a Title IV refund and then found to have dropped or withdrawn from classes prior to completion of the 60 percent attendance point in the semester must return the unearned funds back to the college. Students who have amounts due will not be allowed to receive grades, transcripts, or register for classes until the amount owed is paid in full. Specific information about financial aid disbursements to student accounts can be located at:

<http://www.southeasterntech.edu/student-affairs/refunds-disbursements.php>.

NET PRICE CALCULATOR

A Net Price Calculator can be located on the Southeastern Technical College website at:

<http://www.southeasterntech.edu/student-affairs/net-price-calculator.php>.

This feature will provide an estimate of typical expenses and financial aid to attend Southeastern Technical College. The estimates may be used to help students determine “net cost” —likely out-of-pocket expenses to attend Southeastern Technical College. For more details contact the Office of Student Financial Aid, 3001 E. 1st Street, Vidalia, GA 30474 or 346 Kite Road, Swainsboro, GA 30401, or on the web at:

<http://www.southeasterntech.edu/student-affairs/financial-aid.php>.

TRANSFER CREDIT

Southeastern Technical College recognizes previous postsecondary coursework by accepting credits earned from other regionally or nationally accredited institutions that are applicable to the student's program of study. A student who presents credit for evaluation and transfer must be aware that the awarding of credit does not guarantee that institutions subsequently attended by the student will accept those credits. For more information consult the Southeastern Technical College Catalog online at:

<http://www.southeasterntech.edu/pdf/Admissions.pdf#page=12>.

TEXTBOOK INFORMATION

Textbook information by term including required texts and costs is available at the Southeastern Technical College Bookstore website at:

<http://www.southeasterntech.edu/student-affairs/bookstore.php>.

This booklist can be used to purchase new and used textbooks for classes. For additional information contact the STC Bookstore, 3001 E. 1st Street, Vidalia, GA 30474 or 346 Kite Road, Swainsboro, GA 30401, phone (478) 289-2217.

REFUND POLICIES

A refund is money due a student or financial aid source when a student has withdrawn or dropped a class. Two refund policies are in effect at Southeastern Technical College. The refund policy used varies depending on

the type of financial aid a student is scheduled to receive or if the student has completely withdrawn from school or have been administratively dropped. Information on the college refund policy and the requirements for the return of Title IV grant assistance by students who withdraw from the college is located at:

<http://www.southeasterntech.edu/student-affairs/refunds-disbursements.php>.

STC Refund Policy

This refund policy applies when a student has totally withdrawn from school and paid cash or received a HOPE Scholarship/Grant payment. This policy states that pre-registered students may receive a full refund of all tuition and fees paid if they cancel prior to the scheduled enrollment date. Students who withdraw/drop during the first three (3) school days of each term will receive 100% of tuition charges refunded for each course dropped. Students who withdraw/drop after the third consecutive school day will receive no refund of tuition and fees.

Federal Refund Policy

Students receiving assistance from Title IV programs (Federal PELL Grant or FSEOG) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60% of the term, he or she will have earned 100% of the aid for that period. If the student completed 60% or less of the term, the percentage of the period completed is equal to the percentage of aid earned.

The percentage completed will be calculated by counting the number of days completed up to the point of withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student established eligibility prior to the withdrawal date.

The Title IV aid earned is first used to pay the tuition, fees, and bookstore charges the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the student will receive the balance due in the form of a refund check prior to the end of the term. If the amount of Title IV aid earned is insufficient to cover these charges and any payments already made to the student, the student is liable for these charges and they must be repaid before the student will be allowed to enroll in another term of study at Southeastern Technical College. Examples are available in the Office of Financial Aid.

Refund of Books and Supplies

Students will receive a full refund if:

- Books are returned with proof of purchase (receipt); and
- Books are returned in new, resalable condition (no marks, writing, or soiling; plastic packaging or boxes unopened).

No refunds will be made for:

- Expendable supplies and equipment (i.e. cosmetology kits, tools, uniforms, diskettes, etc.);
- Books that have been written in.

NOTE: Refund requests for books and supplies must be made within two (2) weeks of the term in which they were purchased and intended for use. This deadline is enforced in all cases.

COLLEGE WITHDRAWAL POLICY

The official college policy on withdrawal from courses is contained in the online STC Catalog located at:

<http://www.southeasterntech.edu/pdf/Registration.pdf#Page=3>.

Students should contact their academic advisor with questions about the academic impact of their withdrawal. Recipients of veterans' education benefits or federal and/or state of Georgia financial aid should contact the Office of Student Financial Aid, 3001 E. 1st Street, Vidalia, GA 30474 or 346 Kite Road, Swainsboro, GA 30401.

INFORMATION ABOUT THE INSTITUTION

Descriptions of academic programs, degree offerings and instructional facilities are available in the STC Catalog at:

<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>.

Southeastern Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Southeastern Technical College. All other queries about programs, services, or admissions should be directed to Southeastern Technical College at (912) 538-3100 or (478) 289-2200. More information on accreditations held by the college can be found at:

<http://www.southeasterntech.edu/about-stc/accreditations.php>.

SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES

Information concerning Southeastern Technical College's disability services is available by contacting Helen Thomas on either campus. Her address and phone number is, 3001 E. 1st Street, Vidalia, GA 30474 (912) 538-3126.

<http://www.southeasterntech.edu/student-affairs/services-to-students-with-disabilities.php>.

RETENTION AND GRADUATION RATES

Retention and graduation rates for STC first-time full-time freshman cohorts are available upon request from the Registrar's Office, 346 Kite Road, Swainsboro, GA 30401 or on the web at:

<http://nces.ed.gov/collegenavigator/?q=Southeastern+Technical+College&s=all&id=368911#retgrad>.

PLACEMENT INFORMATION

Information on placement of and types of employment obtained by graduates of Southeastern Technical College's degree programs can be obtained from the Office of Career Services at 3001 E. 1st St., Vidalia, GA 30474 (912) 538-3207 or 346 Kite Road, Swainsboro, GA 30401, (478) 289-2272 or on the web at:

<http://www.southeasterntech.edu/student-affairs/job-placement-reports.php>.

COPYRIGHT INFRINGEMENT

The Office of Information Technology oversees the policies and sanctions related to copyright infringement and liabilities students may face for unauthorized distribution of copyrighted materials. Information about copyright infringement is available by contacting the Office of Information Technology at (912)-538-3149 or on the web at:

<http://www.southeasterntech.edu/pdf/Code%20of%20Conduct.pdf#page=11>.

INSTITUTIONAL DRUG AND ALCOHOL POLICY

The Southeastern Technical College Policy on Alcohol and Other Drugs is published annually in the Catalog and Student Handbook. The abuse of alcohol and the use of illegal drugs by members of the Southeastern Technical College community are incompatible with the goals of the college. In order to further the college's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the college has established a policy on alcohol and other drugs. The college's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. Other alcohol-related misconduct is also prohibited. The college also does not tolerate employee misconduct related to alcohol or other drug abuse. Sanctions are detailed for students and staff who violate this policy. The Southeastern Technical College Drug and Alcohol Policy may be found on the web at:

<http://www.southeasterntech.edu/pdf/Campus%20Security.pdf#page=10>.

Additional information may be obtained by contacting Southeastern Technical College Director of Safety and Security, Travis Akridge, 3001 E. 1st Street, Vidalia, GA 30474; phone (478) 299-3530.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Effective communication is one of the major challenges in emergency management. The college has a comprehensive emergency notification system and campus-wide email system. Details about these methods of communication are available through the Office of Safety and Security, 3001 E. 1st St., Vidalia, GA 30474; phone (478) 299-3530 or at:

<http://www.southeasterntech.edu/student-affairs/emergency-preparedness.php>.

CAMPUS SAFETY AND CRIME

In compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f), Southeastern Technical College is required to disclose, on an annual basis, data on crimes committed on campus and campus safety policies and procedures. Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime.

In compliance with federal law, the Office of Campus Safety and Security makes available safety and crime statistics, a daily crime log and fire log. These logs are available for view by contacting the Office of Safety and Security at 3001 E. 1st St., Vidalia, GA 30474 or (478) 299-3530. The Annual Crime Report may be found at:

<http://www.southeasterntech.edu/pdf/Campus%20Security.pdf>.

GAINFUL EMPLOYMENT INFORMATION

Final regulations published in the Federal Register on October 29, 2010, require institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation (GE programs). Those regulations also provide that institutions must disclose to prospective students certain information about the institution's GE Programs. Gainful Employment information on all Gainful Employment programs at Southeastern Technical College may be found on individual program pages located at:

<http://www.southeasterntech.edu/academics/all-programs.php>.

VACCINATIONS

Although not required for admission, Southeastern Technical College strongly encourages students to seek immunizations for preventable diseases. You can contact your personal physician or local Health Department to ensure your immunizations are current. The student is responsible for any fees charged by the provider for immunizations.

The Southeastern Technical College Guide to Student Consumer Information is produced by the Office of Financial Aid.

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346 Kite Road
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Phone: (912) 538-3107
Fax: (912) 538-3156

Email: finaid@southeasterntech.edu

Web: <http://www.southeasterntech.edu/student-affairs/financial-aid.php>