



800 Manchester Avenue, Media, PA 19063  
610-892-1500  
PIT.EDU

## ENROLLMENT AGREEMENT

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (Main): \_\_\_\_\_ Phone (Alt.): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Start Date: \_\_\_\_\_

Prior College(s): \_\_\_\_\_ Planning to pursue a Bachelor's after PIT? Y / N

### ADMISSIONS REQUIREMENTS

#### Proof of High School Graduation:

- Students must be a high school graduate or possess the recognized equivalent of a high school diploma. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a United States of America High School Diploma by a credential evaluation service.

INITIAL \_\_\_\_\_

### GRADUATION REQUIREMENTS

- A diploma or certificate will be awarded when a student has accumulated all required credits with passing grades as defined in P.I.T.'s catalog.

### TUITION AND FEES

Tuition and fees are established by the P.I.T. Board of Trustees. The Trustees reserve the right to change tuition and fees at any time and without notice.

Tuition, Fees and Expenses for Associate Degree and Certificate Programs:

- Tuition is **\$380** per credit hour plus tech fees.
  - \* Additional fees may be charged

Tuition and Fees for the Practical Nursing Program:

- Full Time Tuition Practical Nursing **\$24,000**

\*Tuition listed above for the Practical Nursing Program include books, fees, and supplies. Tuition rates are reviewed regularly and may be adjusted on an annual basis, at minimum, by the College's Board of Trustees.

Additional Fees:

#### Cost of Fees

Cost of Fees are different for each program depending upon many factors such as the books, supplies, equipment, scrubs, etc. that are provided to each student and the level of instructional support required including off-site clinical experiences, degree of on-site laboratory experiences, and other factors.

#### Technology Fee

A Technology Fee per credit hour enrolled is charged to cover the costs of upgrading and maintaining P.I.T.'s state-of-the-art equipment, software, and related technology.

#### Assessment of Experiential Learning Fee and Accredited Institutional College Credit Fee

College credits may be awarded for courses from non-accredited institutions and/or experiential learning experiences. See the Admissions Office for assistance with this process. Fees for assessment activities include a \$150 portfolio evaluation fee plus \$75 per credit hour transferred.

#### Test-Out Examination Fee

Students will be charged a \$375 non-refundable fee to test out of a class. A student may only attempt to test out of a class within the first ten business days of a semester or term.

#### Graduation Fee

A charge of \$100 will be assessed each graduating student to cover the costs of caps and gowns, producing his or her degree or certificate, and for other direct commencement expenses.

#### Textbooks and Supplies

P.I.T. requires all students to obtain the recommended course selection textbook for all their classes. The required textbook list can be found at [www.PIT.edu](http://www.PIT.edu) with the suggested list price based on manufacturer's retail price. Students have the option to purchase new or used or rent books from anywhere of the students' choice. You can obtain a list of suggested retailers from your Student Support Service Counselor. You can also see your Student Support Service Counselor about our book exchange bulletin board. If a student qualifies and the student's funding includes a book allowance, the student may request a stipend up



to the amount of the scheduled book allowance in order to purchase the required textbooks. The stipend request must be made through the Business Office of P.I.T. where a check will be scheduled for disbursement to the student. If a student meets applicable requirements at least ten (10) days prior to the start of the payment period, then the stipend will be available no later than the seventh (7th) day of the payment period. All other requests will be disbursed to the student within fourteen (14) days of the request – provided the required funding has been received by the College.

#### NHA Certification Policy

The cost of associated NHA certification exams for students majoring in Certificate or Degree versions of the following programs: Clinical Medical Assisting, Medical Billing & Coding, , are included in the tuition of the program for a term of thirty (30) calendar days from the culminating term. If a student has not registered for NHA exams within aforementioned period, the student will be responsible for any and all exam fees.

#### **WITHDRAWAL AND ADJUSTMENT OF CHARGES:**

Students receiving financial aid are strongly encouraged to contact the Financial Aid Office before they withdraw from a course or withdraw from the College to determine the impact on current financial aid awards and the eligibility for receiving future financial aid.

INITIAL \_\_\_\_\_

#### **CANCELLATION OF ENROLLMENT POLICY**

100% adjustment from the time of term/semester registration and up to the end of the 5<sup>th</sup> day of term/semester start. **Students must notify P.I.T.'s Admissions department to cancel an enrollment.**

#### **ADD/DROP BILLING ADJUSTMENT POLICY**

Students with posted attendance within a given term/semester will be billed for ALL registered classes subsequent to the conclusion of the add/drop period regardless of individual class attendance. Any student who posts attendance during the drop/add period and does not withdraw, either through the student portal, notifying the Academic Records Office or Academic Support Counselor VIA e-mail or in person will be charged in full. The student can obtain an Official Total Withdrawal Form by logging on the P.I.T. Student Resource Website and accessing the Policy Portal or by visiting the Student Affairs Department.

#### **TOTAL WITHDRAWAL AND ADJUSTMENT OF CHARGES**

No refund of tuition will be issued that is greater than 100% of the tuition charged less any required deposits. Depending on the student's financial aid status, the College will apply the College's Withdrawal and Adjustment of Charges Policy and issue appropriate refunds according to the State or Federal Regulations for students receiving Title IV funding and other government funding. Full-time or part-time status of the student is confirmed as of the end of the Add-Drop Period.

*ANY CHANGES TO ENROLLMENT STATUS DURING ADD/DROP WILL REQUIRE FINANCIAL AID ADJUSTMENTS WHICH MAY RESULT IN AN ADDITIONAL BALANCE.*

#### **PHOTO RELEASE**

I give P.I.T., and its assigns, licensees, and legal representatives the irrevocable right to use my image in all forms and media and in all matters, including composite or distorted representations, for advertising, trade, or any lawful purposes. I waive any right to inspect or approve the finished product, including written copy, that may be created in connection therewith.

INITIAL \_\_\_\_\_

#### **CONTRACT ACCEPTANCE:**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I understand that all college policies are subject to change and will accordingly be updated on the College's website. I also understand that Pennsylvania Institute of Technology does not guarantee that a student who completes his or her program will pass certification, registration, licensing tests, or guarantee employment.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date



## STUDENT CODE OF CONDUCT

The Student Code of Conduct is the College's policy regarding academic and non-academic discipline of students. Its purpose is to set expectations of behavior that promote the safety and welfare of the College community; as well as to protect and preserve a civil and safe educational environment. The College seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, the intellectual development of students, and the general good of society. The College is not designed nor equipped to rehabilitate students who will not abide by this Code.

College jurisdiction and discipline is limited to conduct of registered full- and part-time P.I.T. students which occurs on all College premises, at College related or sponsored activities, or which adversely affects the College community and its good name. Any disciplinary actions taken are designed to protect and preserve a quality educational environment and to protect the rights of members of the College community, individually and collectively. Any student in violation of these policies is subject to disciplinary action up to and including expulsion from the College for the violations of the standards of conduct. The authority to take disciplinary action for any student in violation of the standards of conduct in any instance rests with the Dean of Student Services after approval of the President of the Pennsylvania Institute of Technology.

Students may be accountable to both criminal authorities and the College for actions which both violate the law and the Code. Thus, students may have to face both criminal charges and College disciplinary charges. It must be noted that the findings in one area will not be an acceptable challenge to the findings in the other and that double jeopardy is not an issue.

### **Academic Integrity at the Pennsylvania Institute of Technology**

Academic integrity is the pursuit of scholarly activity free of fraud and deception and is an educational objective of this institution.

### **Academic Dishonesty and Misconduct**

It is the policy at P.I.T. to discourage academic dishonesty. Academic dishonesty is defined as the attempt to mislead or deceive in order to influence the grading system or process. Academic dishonesty includes, but is not limited to:

- Cheating, including:
  - The use of unauthorized materials or devices such as crib notes or spell checkers during an examination,
  - Providing and/or receiving unauthorized assistance during an examination,
  - Possessing a course examination prior to the examination,
  - Using a substitute to take an examination or course;
- Plagiarizing in any form;
- Fabrication of information or citations;
- Facilitating the acts of academic dishonesty by others;
- Submitting the work of another person;
- Submitting work previously used without informing the instructor;
- Tampering with the academic work of other students; or,
- Attempting to bribe institutional personnel in order to attain academic advantage.

All matters involving academic dishonesty are serious violations of the Student Code of Conduct. Faculty members should report all violations to the Provost and may recommend penalties for initial violations of a serious nature or for recurrent violations (including dismissal).

**Attendance Policy – All Students**

- The **Mission** of the Pennsylvania Institute of Technology is to continue to enable students to succeed and provide the best four-year college transfer opportunities, career-enhancing education, and personal growth experience to committed learners.
- In accordance with the Mission, it is the policy of the College to record attendance accurately on a daily class session basis.
- Class attendance is regarded as a part of that career-enhancing opportunity and is therefore an obligation for the committed learner. It is designed to educate students in the importance of being punctual and dependable

**Scope**

- This policy defines attendance and the responsible parties for maintaining integrity in the attendance reporting process.
- It also identifies the responsible party for contacting students in case of excessive absenteeism.
- This policy applies to all programs at the college.

**Definition**

- **Attendance** is defined at P.I.T. as being in class 100% of required time per class session.

**Academic Records Office Responsibilities**

- The Academic Records Office (ARO) is responsible for the timely input of registration and Add/Drop paperwork to insure accurate class lists.
- The ARO is responsible for providing faculty with an accurate class list in Campus Vue.

**Faculty Responsibilities**

- It is the policy of the College that student attendance will be taken by instructors for each class session and recorded each day in Campus Vue pursuant to the College's procedures.
- Recording student attendance timely and accurately is a fundamental task of every instructor pursuant to the *Faculty Responsibilities* set forth in the *Full Time and Adjunct Faculty Handbooks*.
- Attendance must be posted in Campus Vue daily, no later than midnight each day.
- Students not listed on the class roster must be reported to the Academic Records Office and the Academic Manager to provide evidence of having enrolled in the course in question.

**Admissions Responsibilities**

- When a new student does not show up during the initial or add/drop period of a first class session, it is the Admissions Representatives who have the highest level of relationship with the new student, and it is they who will have the best chance of talking to the student about getting back on track with his/her attendance. Therefore, it is the responsibility of the Director of Admissions and/or the Admissions Representative to contact the student during the initial or add/drop period of enrollment. After the add/drop period, the responsibility for contacting students missing classes shifts to the Student Services Department.

**Student Service Responsibilities**

- It is the responsibility of the Student Services Department to intervene when a student misses two consecutive classes. This is done before the student is withdrawn or in danger of receiving a grade of "FA" for the course.



### **Student Responsibilities**

- Students wishing to withdraw from the college or an individual course must notify Student Services and meet with a Financial Aid Advisor to understand how their withdrawal from the course or the College will impact their current financing and their financial aid in the future.
- Students who stop attending one or more of their scheduled classes without submitting the necessary paperwork may receive a grade of "FA" in all courses which they failed to attend.
- It is the responsibility of the student to provide the college with any issues that will affect attendance in class.
- Degree, PN, PTA, and SPP students may notify any department (Academic Affairs, Student Services, Student Financial Services, Business Office, or Academic Records Office) if they want to totally withdraw from the College. If any department other than Student Services is notified, it is the responsibility of that department to notify the appropriate Student Services Academic Support and Financial Literacy Counselor who in turn will process the official withdrawal through CampusVue.

Students must bring in documentation to show why they were absent if they want to make up work/assignments/exams. The following documented reasons may allow students to make up their work:

- Illness—self or family member (doctor's note) if more than 3 days,
- Court appearance—note from court clerk or court appearance papers,
- Jury Duty--note from court clerk or court appearance papers,
- Military training—note from commanding officer or other official documentation,
- Job interview—business card or other specific contact information of the person who interviewed with student,
- Bereavement—obituary, funeral card or leaving ceremony program

### **Attendance Verification**

Some students need to have their attendance verified by the College because of the requirements of some outside agency. This is typically recorded on a **FORM** supplied by the outside agency. The College is prepared to help students with this requirement, but by verifying attendance the College is required by law to take on additional responsibilities that can only be met by the following procedure.

#### **All students needing their attendance verified must comply with the following procedure:**

1. Such **FORMS** may only be signed by the appropriate College Representative.
2. Please give the **FORM** that must be completed to your instructor with as much advance notice as reasonably possible.
3. After you give the attendance **FORM** to your instructor to verify, please take the **FORM** to the Executive Assistant to the Provost in Media in Room T215A on the 2<sup>nd</sup> Floor of the Academic Building.
4. These individuals will ensure that the **FORM** is signed and will make a copy of the **FORM** for the College's records as required by federal regulations.
5. Students should remember that this process may take some time to complete depending on the availability of personnel and the other high priority matters needing attention.
6. The signed **FORM** generally will be available to you within one (1) business day after you submit the **FORM**.
7. The completed and executed **FORM** may be picked up at the appropriate College Representative's office or work station.

### **Disruptive and Abusive Student Behavior**

## FINANCIAL AID

P.I.T. understands your education is an investment in your future and our Financial Aid Representatives will help you finance that future the easiest way possible. P.I.T. participates in Federal and State Grant programs, Federal Student Loan programs, and scholarships. Our primary goal is to provide a customized plan to help our students reach their career goals.

The **Free Application for Federal Student Aid (FAFSA) must be filed** before a student can receive any financial aid. FAFSA's must be filed by the following **Deadline (ALL STUDENTS): May 1** (whether or not you received PHEAA in the previous academic year)

**Prior to the semester or term start**, students must complete all paperwork and sign the award letter. If ALL paperwork is not complete students can start school, however students will have **ONLY** a 5 day grace period to complete paperwork and be financially cleared or the student will be removed from class.

### Financial Aid Hold

Students who have been put on hold by the Financial Aid Department will have the following hold codes:

- **SAP (Satisfactory Academic Progress)** – Students on SAP Probation hold are not making Satisfactory Academic Progress and are no longer able to receive financial aid.
- **Missing / Incomplete Documents** – Student's on this hold still owe the Financial Aid Department documentation to complete their financial aid file. Students in this category are not permitted to attend class until they have brought in all documents needed.

If students fall into one of these categories, and they have fulfilled their obligations they will be removed from Financial Aid Hold.

### Financial Aid Process

- A. Financial aid applications
  1. Student default and enrollment status with National Student Loan Data System (NSLDS) is confirmed
  2. FAFSA (Free Application for Federal Student Aid) is completed online
  3. Loan application forms are completed (Master promissory note and entrance counseling)
  4. Consumer paperwork completed
  5. High school diploma, transcript, or GED received by the Admissions department and verified it is on file with Financial Aid
  6. Other documents required and received (i.e. tax returns)
  7. F/A policies reviewed with student
  8. Financial aid package estimated
- B. Financial Aid Package Finalization Process
  1. Programs, campus, and start date confirmed
  2. Confirm all documents needed are received
  3. FAFSA processed and verification completed
  4. Student/parent loans certified
  5. Student is "Fully Packaged"
  6. Business Office approves/signs off on registrations for students who are fully packaged
- C. Cash received is batched by F/A and forwarded to Business Office to post to students' accounts
- D. Business Office confirms batch, draws and posts cash



E. Student financially cleared for start and/or return to class

### **Process for Students Not Financially Cleared by Deadline**

- A. Financial Aid sends list to Admissions and Student Services
- B. Students are removed from classes until they are cleared by Financial Aid
  1. New students are notified by Admissions Representative.
  2. Admissions Representative meets with Financial Aid Representative to identify problem.
  3. Admissions Representative pulls student out of class at end of class.
  4. Admissions Representative accompanies student to waiting Financial Aid Representative who confirms in writing what student needs.
  5. Admissions Representative obtains commitment that student will respond to all issues/requests from Financial Aid Representative and appointment is made with Financial Aid Representative.
  6. Student returns to class for the balance of the day.
  7. Student resolves financial aid problem during appointment with Financial Aid Representative.
- C. Continuing students are contacted by Counselors
  1. Students are notified by Counselor.
  2. Counselor meets with Financial Aid to identify problem
  3. Counselor pulls student out of class at end of class.
  4. Counselor accompanies student to waiting Financial Aid Representative who confirms in writing what student needs.
  5. Counselor obtains commitment that student will respond to all financial aid issues and an appointment is made with Financial Aid Representative.
  6. Student returns to class for the balance of the day.
  7. Student resolves financial aid clearance during appointment with Financial Aid Representative.
- D. Student can only return to class once cleared.
- E. Exceptions to policy are approved by the President or Vice President.
  1. Students are taken to the President or Vice President for financial aid resolution.

### **Grants**

P.I.T. participates in the following grant programs:

- **FSEOG:** Federal Supplemental Opportunity Grant – Students who show the most need may be eligible for this grant. The funding for this grant is limited. Criteria are based on the student's eligibility and availability prior to awarding. You **MUST** have filled out the FAFSA.
- **FWS:** Federal Work-Study Program: The College participates in the FWS program. Please see the Student Federal Work-Study Handbook on the Student Portal at <http://my.pit.edu>.
- **PHEAA:** Pennsylvania Higher Education Assistance Agency Grant. This is a grant from the Commonwealth of Pennsylvania. Students must apply for this grant online at [www.pheaa.org](http://www.pheaa.org). Students will receive correspondence from the Commonwealth of Pennsylvania advising them of their eligibility. A student must be enrolled in a 2 year **degree** seeking program to be considered for this grant.
- **Pell Grant:** A Pell grant is a Federal Title IV Grant available for those who qualify. To be considered for this grant you **MUST** fill out the FAFSA.

### **Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid**

#### **Return of Title IV Funds Policy**

The U.S. Department of Education requires a school to compute the amount of Federal Title IV Financial Aid Funds received during a payment period or period of enrollment which have been earned by the school or the student at the time when his or her enrollment terminates. This is based upon the date that the student ceases attendance. A student who completely withdraws at, or before 60% of the term or semester, may have to return a portion of their unearned Financial Aid. They may owe tuition, fees, or a repayment of federal funds.

A Return of Title IV Funds (R2T4) calculation determines the percentage of Financial Aid that students have earned. This is based on the number of calendar days students attended, divided by the number of days in the payment period or period of enrollment (excluding official scheduled breaks of 5 or more days). The amount of funds disbursed and that could have been disbursed is then multiplied by the percent derived from the previous formula which will give you the amount of Title IV earned by the student. The school will return the lesser amount of the aid to be returned, as compared to the institutional charges, multiplied by the percentage of unearned Financial Aid. This amount will be the difference between the amount of Title IV aid due from the school and the amount of Title IV aid to be returned. The unearned portion of the Title IV funds received must be returned to the government.

If the student did not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get the student's approval before the funds can be disbursed. The student may choose to decline all, or part, of the loan funds so that they do not incur additional debt. Students who wish to have loan funds credited to their account will need to make a request in writing to the Financial Aid Office within 14 calendar days of receiving their notification letter.

The student will be responsible to pay any unpaid charges incurred by the institution having to return Title IV funds.

#### **Timeliness of R2T4's and Refunds**

Once the institution has determined that the student has completely withdrawn, an R2T4 calculation must be performed within 30 calendar days. All refunds determined from the R2T4 calculation must be made within 45 days that the school determined the student withdrew. The institution will notify the student in writing of their revised eligibility after their R2T4 calculation is completed.

#### **Priorities of Refunds**

If the College has received an excess of funds on the student's account, the College will give priority to refunds as follows:

1. Direct unsubsidized loans;
2. Direct subsidized loans;
3. Direct Plus (Parent) Loan;
4. Federal Pell Grant;
5. FSEOG Federal Supplemental Educational Opportunity Grants.

#### **Payment of Outstanding Balance**

***The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Student will be billed if a balance is due to the College after the refunds have been calculated. Any remaining cash balance is due and payable in full immediately on the unpaid balance. The College has the right to assign outstanding balances for collection without prior notice to Student.***

**If you wish to officially withdraw from College, you are expected to notify the Proper Personnel of your intentions and to Comply with the following procedure:**



- A. Contact your Student Services Counselor, the Dean of Student Services, or Assistant Dean of Academic Affairs either in person or in writing. Contacting any other employee, including your instructor, is not considered an official notification.
- B. Indicate that you intend to officially withdraw from college. It is preferable, but not required, that you make this request in writing on the forms designed for this purpose.
- C. Provide the date that you expect to stop attending class.
- D. Provide a reason for your withdrawal.
- E. Meet with your instructor to ensure that all of your academic records are in order.
- F. Meet with your Financial Aid Advisor to review your Financial Aid Package and to receive an Exit Interview, which includes details about your loan indebtedness, if any.
- G. Meet with your Student Accounts Representative to rectify your account, if necessary.

**College and Financial Aid Satisfactory Academic Progress Policy (SAP) (effective August 9, 2016)**

Federal regulations require P.I.T. to establish and apply standards of financial aid satisfactory academic progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. SAP is a federal student aid (FSA) eligibility requirement and is administered by P.I.T. in addition to the academic standards of performance required under the P.I.T. Academic Progress Policy. The SAP policy is reviewed annually by the P.I.T. Financial Aid department. Furthermore, the College has additional requirements for academic progress that apply to all students regardless of financial aid status.

Students are evaluated at the end of each semester or term (Fall, Winter, Spring, and Summer) for financial aid SAP once they have attempted at least 6 credit hours. All students are evaluated on three standards: grade point average (qualitative measure), credit hour completion ratio (quantitative measure), and maximum timeframe. To maintain eligibility under SAP in "Good Standing," students must meet all three standards.

Attempted credits are defined as all hours, including remedial course work, for which the student enrolls at P.I.T. Completed credits are defined as all hours in which the student receives the grade of A, B, C, D, or P. Attempted, but not completed, credits are those in which the student receives the grade of F, FA, I, or W.

In addition, all students are evaluated each semester or term for general academic progress, in the manner described below.

**Standard 1: Grade Point Average (Qualitative Measure)**

Students must maintain a minimum qualitative measure of progress defined as the cumulative grade point average (GPA). The cumulative GPA includes all of the P.I.T. credit hours that the student has attempted. The requirements are listed below:

Students in a certificate program or associate degree program who have attempted 6 credit hours or more must maintain a minimum of a 2.0 cumulative GPA to continue receiving financial aid.

In addition, the College requires all students, regardless of financial aid status, to maintain requisite cumulative and term grade point averages. Students who do not maintain the cumulative grade point average of 2.0 for any term or summer session are placed on Academic Warning. Students placed on Academic Warning are required to meet with their Academic Support Counselor to review their scholastic standing. Students with Academic Warning status may be advised to consider registering for fewer courses until such time that they attain the required academic standing.



### Other Scholarship Sources:

Numerous private scholarships are funded by foundations, corporations, unions, fraternities and sororities, employers, as well as religious and civic organizations. Interested students may obtain further information on these scholarships from their high school guidance counselors, public library, and the internet.

Web sites include:

- <http://www.fafsa.ed.gov> (Free Application for Federal Student Aid)
- <http://studentaid.ed.gov/> (Federal Student Aid: An Office of the U.S. Department of Ed.)
- <http://www.pheaa.org/> (Pennsylvania Higher Education Assistance Agency)
- <http://gibill.va.gov/> (GI Bill Website: U.S. Dept. of Veterans Affairs)
- <http://www.todaysgibill.org/> (Today's GI Bill – Website Sponsored by ACE)
- [http://www.nasfaa.org/students/About\\_Financial\\_Aid.aspx](http://www.nasfaa.org/students/About_Financial_Aid.aspx) (National Association of Student Financial Aid Administrators: Students, Parents & Counselors Page)
- <http://www.careerinfonet.org/scholarshipsearch/ScholarshipCategory.asp?searchtype=category&nodeid=22> (Career One Stop, Scholarship Search Webpage – Sponsored by the U.S. Dept. of Labor)
- [www.fastweb.com](http://www.fastweb.com) (FastWeb)
- <http://www.aie.org/paying-for-college/> (TG™ Adventures in Education, Paying for College Webpage)
- [www.scholarshipprovider.net](http://www.scholarshipprovider.net) (Scholarship Provider.net)
- [www.finaid.org](http://www.finaid.org) (FinAid: The SmartStudent™ Guide to Financial Aid)

### Veterans Education Benefits

P.I.T. is approved by the U.S. Department of Veterans Affairs for Education and Job Training Programs at the Media Campus. All programs of study offered by P.I.T. at the Media Campus are approved for military veterans and sons and daughters of deceased veterans. P.I.T. is also a member institution of the Servicemembers Opportunity Colleges (SOC).

Standard admissions procedures apply to all veterans. New students should bring their original Discharge Document (DD form 214 / copy 4) or a Notice of Basic Eligibility (NOBE). Veterans attending college for the first time need to obtain a VA Form 22-1990 (Application for VA Education Benefits) from a P.I.T. Financial Aid Advisor or the Veterans Administration web site (<http://www.gibill.va.gov/apply-for-benefits/application/>). This form, together with a certified copy of the DD-214 should be submitted to a P.I.T. Financial Aid Advisor. Veterans transferring from another institution need only to complete VA Form 22-1995 (Request for Change of Program or Place of Training). This completed form must be submitted to a P.I.T. Financial Aid Advisor as soon as possible prior to the new program's start date.

After registration, a P.I.T. Financial Aid Advisor will certify the student's enrollment and forward the original forms to the Veterans Administration. Returning students should submit a copy of their student schedule to a P.I.T. Financial Aid Advisor for certification with the Veterans Administration. Any changes in enrollment status such as drops, adds, or withdrawals, as well as changes of major, must be reported to the Veterans Administration as soon as they occur.

For additional information regarding veterans' benefits, refer to the Veterans Administration website: <http://www.va.gov/>. For additional information about using your VA benefits at P.I.T., contact Jack Dixon, P.I.T. Veterans Affairs Liaison, at 610-892-1541 or email [jdixon@pit.edu](mailto:jdixon@pit.edu).



### **Employer Tuition Reimbursement Plans**

Numerous Delaware Valley companies offer full or partial tuition reimbursement programs that are designed to assist employees advancing their careers through higher education. Students pay their tuition bill and then receive a full or partial refund from their employer. Students should inquire of their employers for further information.

### **Student Loans**

Students applying for student loans can use a lender of their choice. To see a listing of all lenders available in the United States please refer to: [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov).

### **Withdrawal From College – Effect on Student’s Financial Aid/Payment of Student Academic Debt**

The Office of Financial Aid is required by Federal statute to recalculate Federal Financial Aid eligibility for Title IV recipients who withdraw or are dismissed from the College. Federal Title IV Financial Aid must be recalculated in these situations.

Recalculation is based on the percentage of aid earned. Students earn aid based on the number of days in the entire program and the number of days completed.

Funds are returned to the appropriate federal program based on the percentage of unearned aid in the following order:

1. Unsubsidized Federal Stafford Loans,
2. Subsidized Federal Stafford Loans,
3. Federal Parent (PLUS) Loans,
4. Federal Pell Grants,
5. Federal Supplemental Opportunity Grants (SEOG), and
6. Other assistance.

If a student earns less aid than was disbursed, the institution will be required to return a portion of the funds and the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earns more aid than was disbursed to him/her, the institution may owe the student’s account a post-withdrawal disbursement. Per the FSA regulations, Verification, Updates and Corrections 2012-13 AVG-89, Chapter 4; 34 CFR 668.51-61: “A Pell applicant selected for verification must complete the process by the deadline published in the *Federal Register*. As of this writing the notice for 2012–2013 has not been published, but the deadline is expected to be September 27, 2013, or 120 days after the last day of the student’s enrollment, whichever is earlier.” If the student has student loans, the institution must obtain the student’s written permission before disbursing any student loans to the account after the student’s withdrawal.

## **BUSINESS OFFICE**

The Business Office is open Monday through Thursday from 8:00 AM to 5:00 PM and on Friday from 8:00 AM to 4:00 PM. Holiday and summer hours may vary due to changes in the schedule.

Prior to receiving final grades, registering for a subsequent term, or attending a subsequent term, student balances for the current term must be paid in full.

Students who are eligible to graduate and whose account is not paid-in-full are permitted to attend graduation ceremonies; however, a diploma and transcript will not be available to the student until the student's account is settled in full.

### **Book Purchase/Book Stipend Policy and Procedures**

P.I.T. provides students with the option for obtaining the required textbooks each term – to purchase the textbooks through any bookseller of the students' choice. This policy does not apply to students enrolled in programs where the books are included.

You can obtain a list of suggested retailers from your Student Support Service Counselor. You can also see your Student Support Service Counselor about our book exchange bulletin board.

Students whose tuition and fee charges are completely funded with Title IV aid in excess of all required and necessary charges will, if desired, be issued a check to pay for their books.

If a student qualifies and the student's funding includes a book allowance, the student may request a stipend up to the amount of the scheduled book allowance in order to purchase the required textbooks. The stipend request must be made through the Business Office of P.I.T. where a check will be scheduled for disbursement to the student. If a student meets applicable requirements at least ten (10) days prior to the start of the payment period, then the stipend will be available no later than the seventh (7th) day of the payment period. All other requests will be disbursed to the student within fourteen (14) days of the request – provided the required funding has been received by the College.

### **Tuition, Fees, and Expenses**

Tuition and fees are established by the P.I.T. Board of Trustees. The Trustees reserve the right to change tuition and fees at any time and without notice.

#### **Tuition**

Tuition is \$380 per credit hour plus technology fees, unless otherwise stated.

- A full-time student is defined as one who is enrolled in the P.I.T. Degree programs for 9 credits or more per semester or term. Students who register in the programs for more than 18 credits must have the Assistant Dean of Academic Affairs approve the request.
- Part-time students are defined as one who enrolls in 6 credits or less in the P.I.T. programs.
- **Tuition and Fees for the Practical Nursing Program**  
Full time tuition for the Practical Nursing Program is \$24,000. The tuition rate includes



books, fees, and supplies. Tuition rates are reviewed regularly and may be adjusted on an annual basis, at minimum, by the College's Board of Trustees.

### **Assessment of Experiential Learning Fee**

College credits may be awarded for courses from non-accredited institutions and/or for experiential learning experiences. See the Admissions Office for assistance with this process. Fees for assessment activities include a \$150 portfolio evaluation fee plus \$75 per credit hour transferred.

### **Returned Check Processing Fee**

A charge of \$35 will be assessed each time a student's check is returned by a bank withholding payment to the College.

### **Technology Fee**

A Technology Fee is charged per credit hour enrolled to cover the costs of upgrading and maintaining P.I.T.'s state-of-the-art equipment, software, and related technology.

### **Transcript Fee**

There is no charge for the first two P.I.T. transcripts requested by a student. Any additional transcripts are \$3 each.

### **Graduation Fee**

A charge of \$100 will be assessed each graduating student to cover the costs of caps and gowns and producing his or her degree or certificate and for other direct commencement expenses.

### **Tuition Payments**

- Students who are required to make tuition payments to the College are expected to do so on time. Should the student's account become delinquent at any time, the student risks dismissal from the College.
- Tuition payments may be made in person or mail via cash (Media only), check, money order, or with a debit/credit card. A more convenient way to make tuition payments and view your student account is via the P.I.T. Student Portal.

### **Tuition Refund Policy (Withdraw from a course)**

The College policy for the amount of the tuition and fee adjustment for the properly student-initiated Total Withdrawal from all courses in a given term for all students is:

- 100% adjustment prior to the first day of the term and up to the end of the 5<sup>th</sup> day of classes.
- 25% adjustment upon commencing the 6<sup>th</sup> through the 10<sup>th</sup> day of classes.

**Transcript Request**

Students and alumni may request transcripts from the ARO. An official transcript request form may be completed in the ARO, or a letter requesting the transcript can be mailed or faxed to the ARO at (610) 892-1522. The letter should include the following information: name, home address, home telephone number, approximate dates of attendance, last four (4) digits of the student's social security number, and the address to which the transcript is to be sent. The request letter requires the student's signature. There is no charge for the first two P.I.T. transcripts requested by a student. Any additional transcripts are \$3.00 each.

**Withdrawal from College*****IMPORTANT INFORMATION BEFORE DECIDING TO WITHDRAW:***

**Withdrawing from classes may impact the receipt of future financial aid. Students are required to contact the Financial Aid Office prior to withdrawing from any class to obtain information on the effects of this action.**

Many times a withdrawal requires a student to refund the College and/or the Federal Government a large portion of the financial aid that had been disbursed. (Examples of the federal financial aid refund policy are available in the Office of Financial Aid.)

Students earn financial aid each time they attend class. For that reason, federal funds may need to be returned for students who withdraw before the end of the term. At least sixty percent of the term must be completed or the student may be required to repay part of the financial aid disbursed for that term. When the total amount of unearned aid is greater than the amount disbursed, the student owes an overpayment. If an overpayment is due, the student is responsible for returning unearned aid to the appropriate Government Financial Aid agencies.

Also, a withdrawal may affect a student's GPA which can impact financial aid. (The Satisfactory Academic Progress Policy is available in the Office of Financial Aid and on the P.I.T. Policy Portal.)

**Procedure for Total Withdrawal from the College -- Associate Degree Students and School for Professional Programs (SPP) Students**

Students in an Associate Degree Program who wish to withdraw from the College must request the total withdrawal in writing (preferred) or by phone. Written requests must be sent (by mail, email or dropped off in person) to any of the Counselors in Student Services. Verbal requests can be made by phone, voicemail or in person to any of the Counselors in Student Services. In addition, the student must complete the *Official Withdrawal Form* that can be accessed through the Student Portal. The written request will be attached to the Official Withdrawal Form and copies will be sent to the Registrar and to the Director of Financial Aid. Once the forms are submitted, the Counselor from Student Services will enter the *AA Withdrawal Activity* in CampusVue and begin the electronic process. Counselors must note in the comment section that the withdrawal was initiated by the student.

**Procedure for Total Withdrawal from the College for Practical Nursing Program (PN) Students**

Refer to the *Student Handbook for the Practical Nursing Program* for the process to withdraw from the program or from individual classes.

**Withdrawal from A.S. Allied Health Technology Courses and School of Professional Career Certificate Courses**

Students earning a grade of "F", "FA", or "W" in any course are required to repeat the course with a passing grade or satisfactorily complete a substitute course as determined by the



College. Students may progress to the next course or courses in the program of study provided that any pre-requisite courses are satisfactorily completed.

If a student drops a course on or before the withdrawal deadline date set by the Registrar for each term, they receive a "W" (withdrawal) grade in the course. A grade of "W" does not affect the student's cumulative grade point average.

It is important that students are aware that withdrawal may impact their financial aid status. Full-time or part-time status is determined as of the end of the Add/Drop period. No adjustment of charges will be granted based on a change of status after the Add/Drop period. For further information, contact the Financial Aid Office.

#### **Withdrawal from Other Degree Course(s)**

If students drop a term taught course after the add/drop period of the term and before the last date to withdraw with a "W" grade as noted in the academic calendar, they receive a "W" (Withdrawal) grade in the course. A grade of "W" does not affect the student's cumulative grade point average. A course dropped or not attended during the last two weeks of a term may be recorded by the faculty members as an "F" (Failure) or "FA" (Failure because of excessive absences) grade. Under certain circumstances, an "I" (Incomplete) grade is given.

It is important that students are aware that withdrawal may impact their financial aid status. Full-time or part-time status is determined as of the end of the Add/Drop period. No adjustment of charges will be granted based on a change of status after the Add/Drop period. For further information, contact the Financial Aid Office.

#### **Withdrawal or Inactive Status**

**Unofficially Withdrawn:** A student will be considered **unofficially withdrawn** if they do not attend P.I.T., when they are scheduled to do so, for more than fourteen (14) calendar days. This is in accordance with the government's financial aid regulations stating that institutions that are required to take attendance are expected to have a procedure in place for routinely monitoring attendance records to determine in a timely manner to determine when a student withdraws. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than fourteen (14) calendar days after the student's last date of attendance as determined by the institution from its attendance records.

**Officially Withdrawn:** If a student provides notification to the school of his or her withdrawal, they will be considered **officially withdrawn**. If that notification is prior to the date that the school normally would determine that the student withdrew, the date of determination is the date of the student's notification. Notification after the fourteen (14) calendar day period, however, fixes the date of determination at fourteen (14) calendar days after the student's last date of attendance.

In all cases of withdrawal, the date at which a student is considered to have stopped attending the institution, for financial aid purposes and otherwise, is their last date of attendance as indicated by their instructors in the official attendance records.

PC Pass with a "C" grade PD Pass with a "D" grade PF Failing grade

Students enrolled in the Physical Therapist Assistant Program and the Practical Nursing Program should consult the specific program's *Student Handbook* for specific details regarding the grading system in that program.

### **"F," "FA," and "W" Grades**

The final grade of "FA" is assigned to students who failed to participate in course activities through the end of the term. This grade is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

Students earning a grade of "F", "FA" or "W" in any course are required to repeat the course with a passing grade or satisfactorily complete a substitute course as determined by the College. Students may progress to the next course or courses in the program of study provided that any pre-requisite courses are satisfactorily completed.

Students may withdraw from a course or course with a grade of "W" provided that the withdraw request is completed on or before the "last day to withdraw" for each term, as noted on the College's Academic Calendar.

Students are required to consult with a Financial Aid Representative prior to withdrawing from a course or courses to determine the effect on the student's financial aid eligibility.

### **Incomplete (I) Grades**

The grade of "I" (Incomplete) is a temporary grade assigned only after a Verification of Incomplete Grade form has been completed and approved by the instructor and the Dean or Assistant Dean of Academic Affairs. Forms for the incomplete grade privilege are available in the Academic Records Office and on the Student Portal.

It is the student's responsibility to petition for an Incomplete ("I") grade. If the petition form does not have the required signatures, an appropriate letter grade will be assigned. Deficiencies in required work, or a missed examination, must be made up by the last day of the following term or by an earlier date as assigned by the instructor and the Assistant Dean of Academic Affairs. The "I" grade will be changed to an "F" if the work or missed examination is not made up by the deadline. It is the sole responsibility of the student to complete the required work no later than 60 calendar days from the last class session or by an earlier date assigned by the instructor.

### **Instructor Absence**

If an instructor does not meet a class at the assigned hour, and no formal cancellation notice from the Assistant Dean of Academic Affairs has been posted, then one of the students should notify the Assistant Dean of Academic Affairs (610-892-1554) or the Provost (610-892-1578) or the President (610-892-1503). Instructions concerning procedures to be followed will be provided by the Assistant Dean of Academic Affairs.

### **Repetition of Courses**

A course may be repeated regardless of the earned grade or transferred credit either to effect a change in the student's grade point average or to review the content of a course previously taken. When a course is repeated, the former grade remains on the transcript but carries no credit and is not used in calculating the student's cumulative grade point average. The grade and credit assigned to the last repetition of the course are used in the calculation of the cumulative grade point average even if the second grade is lower than previous grades earned in the same course.



### **Special Topics Courses**

Several of the programs at P.I.T. offer "Special Topics" courses. These courses provide students with the opportunity to explore aspects of the program beyond what is offered in the regular classroom. Such courses require significant initiative on the part of students and are open only to students who have completed at least one term of study and who have the approval of the instructor and the Program Manager. Objectives, time commitments, and credits awarded are determined through consultation with the instructor subject to the approval by the Assistant Dean of Academic Affairs.

### **Student Opinion of Instruction -- Policy and Procedures**

#### **Policy**

It is the policy of the Pennsylvania Institute of Technology to give students an opportunity early in a course to express their opinion about instruction directly and confidentially to the instructors for their personal use and evaluation. Feedback from students enables instructors to modify instructional delivery in order to improve the educational experience for students.

The college will collect confidential student opinions throughout the term as is outlined in the Full Time Faculty Handbook.

#### **Procedures**

The instructor will conduct the survey process as follows:

- A. The instructor will place a questionnaire for each registered student in the course in a large envelope.
- B. The instructor will explain to students the purpose of the questionnaire and how student's opinions will be used to improve instructional effectiveness.
- C. The instructor will ask a student to administer and collect the completed, folded questionnaires. The instructor may leave the classroom during the administration of the questionnaire; however there is to be no discussion among the students while completing the questionnaire.
- D. The student administrator, without looking at the contents of the folded questionnaire, will place the completed questionnaires back in the envelope provided and give them to the instructor.
- E. The instructor will privately review the completed questionnaires and establish action plans to strengthen instructional effectiveness, if appropriate.
- F. The instructor will advise the academic supervisor that the *Student Opinion of Instruction* has been completed but will not be required to discuss the students' opinions.
- G. The instructor may provide feedback to the students about the results of the questionnaire and plans for instructional modifications, if appropriate.