

CENTER FOR EMPLOYMENT TRAINING



TEXAS



STUDENT CATALOG

**ACADEMIC YEAR
2025-2026**

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CENTER FOR EMPLOYMENT TRAINING

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Center for Employment Training

Corporate Office

701 Vine Street
San Jose, CA 95110
Main: 408-287-7924
Toll: 1-800-533-2519
www.cetweb.org

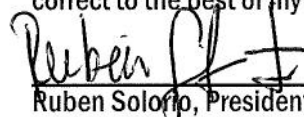
Accreditation

The Center for Employment Training (CET) is a private postsecondary institution and is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / GAX: 770-396-3790, www.council.org.

State License

In Texas, the Center for Employment Training is approved and regulated by:
Texas Workforce Commission Career Schools & Colleges
101 East 15th Street, Austin, Texas, 78778-0001
Tel. 512-936-3100
<http://twc.state.tx.us/svcs/propschools/career-schools-colleges.html>

"The information in this catalog is true and correct to the best of my knowledge"


Ruben Solano, President / CEO

The Student Catalog

The Student Catalog is a comprehensive guide to the institutional policies and services CET students have a right to receive. Part of the Student Catalog is the supplement handbook

titled "Catalog Addenda," which provides distinctive information on the training programs, tuition, textbooks, faculty qualifications, and facility description pertaining to each CET campus. CET reserves the right to update or modify the Student Catalog, Catalog Addenda, or any section thereof, at any time as needed during the academic year.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

While the Student Catalog is offered in bilingual English & Spanish translated format, the official institutional policies will be the English version for all, regulatory compliance, and other interpretive purposes.

Disclaimer: The Center for Employment Training (CET), a private, non-profit, postsecondary, accredited career technical education institution, strives to serve individuals from all backgrounds and is dedicated to providing fair and accessible opportunities through its programs and services. CET reserves the right to determine eligibility and the provision of services at its sole discretion, in accordance with applicable laws, institutional guidelines, and available resources. CET remains focused on fostering a supportive and respectful environment for all while upholding its mission and operational integrity.

CET History, Philosophy, & Mission

CET History

The Center for Employment Training is a community-based non-profit organization that specializes in providing integrated job training, remedial education, vocational English instruction, and human development training. Established in San Jose, California in 1967, CET has become a large network of training centers throughout California, and Texas – all utilizing a common design. Since CET opened its doors, over 150,000 people have been trained and placed in unsubsidized jobs.

Founded by Father Anthony Soto and Russell Tershy, the first CET training center was opened in the barrio “Sal Si Puedes” (“Get Out if You Can”) in San Jose’s east side. The staff of this small training program provided trainees with the skills needed to gain employment as machinists and placed them into jobs.

Anthony Soto served on CET’s Board of Directors until his death in 1997. For thirty-two years, until his retirement in 1999, Russell Tershy served as CET’s Executive Director. Hermelinda Sapien, who served as Deputy Director for twelve years,

was the next President/CEO of CET. Currently, CET is leaded by Deacon Ruben Solorio.

Philosophy

CET exists expressly for the purpose of helping those who want to help themselves. CET believes in the dignity of the individual and that each individual has a right to a job that will pay enough to fulfill basic human needs. CET’s continuing education program is designed to serve those most in need. Each student is treated as an individual with unique aspirations, needs, and abilities. All of CET’s training is to-the-point, short-term, and intensive. Most adults cannot spend several years gaining job skills; therefore, CET provides comprehensive, intensive, integrated training programs averaging six to nine months.

Mission

The mission of CET, an economic and community development corporation, is to promote human development and education by providing people with marketable skills training and supportive services that contribute to self-sufficiency.

Institutional Student Services

Holistic Approach

Since inception, CET's fundamental purpose was to develop and implement an effective method for training a diverse and needy population. The program therefore is designed as holistic, comprehensive, individualized, and adaptable to each person's needs.

Technical Skill Training

CET offers its students an open-entry, open-exit, competency-based employment training program. All instruction is in English. The program is individualized and covers the learning necessary for the desired occupational goals. A student advances along his/her own individual training plan, moving through academic and technical competencies, as he/she demonstrates the required mastery. The training includes a strong hands-on component using tools and equipment similar to those found in industry.

CET promotes good work habits through simulation of a business environment. Attendance and punctuality are always required in recognition of their importance on the job.

Each of CET's programs prepares the students for occupations that are in demand in the local labor market. The programs are designed in close cooperation with local employers to ensure that CET graduates fill industry needs. Because job conditions change quickly, CET continually checks job requirements and updates curricula and classroom equipment to meet industry needs.

Language of Instruction

Instruction in all programs offered by the institution is in the English language.

Integrated Basic Skills

CET provides contextualized academic instruction to all students. Vocational English and foundational education are systematically

integrated into the skill training curriculum and are delivered within the framework of the specific occupational program in which the student is enrolled.

GED Preparation

Some CET Centers offer GED preparation classes to individuals who do not have a High School Diploma or a GED Certificate. Refer to the Catalog Addenda for specific information about this service, if applicable.

Human Development

Students' work habits, behavioral patterns, and communication skills often have as much impact on job success as does technical knowledge. In order to prepare students for the demands of the world of work, CET provides a Human Development component. Students receive instruction in life skills, communication strategies, situations on the job, informational sessions by professionals on topics such as general health, parenting, budgeting, etc.

Job Placement Assistance

CET job developers work with students to prepare them to obtain jobs through the preparation of resumes, applications, and mock interviews. Job developers work with local industry to match CET trainees to available jobs. CET does not guarantee job placement, but does actively help job-ready individuals to find training-related jobs, follows up on students who leave the program and continues to offer additional placement assistance to those in need. In addition, CET prepares students to identify job opportunities and to compete in the job market on their own.

Instructional Unit Team

At the core of the CET training design is the Instructional Unit Team. The Unit Team meets on a regular basis to monitor the progress of each student and to ensure that student problems are dealt with by the appropriate staff member as soon as possible.

Instructors at CET have many years of experience and seniority in their skills areas. Job Developers work with industry to assist students with job placement. Although class size varies from day to day due to the open-entry/open-exit design, the CET student-to-instructor ratio is about twenty to one.

Job Retention Follow-Up

It is the policy of CET to maintain records of graduates and withdrawals from the program and provide post-training follow-up services to all former students. Follow-up activities include:

- Assistance primarily to ensure job procurement.
- Employment retention, and gathering of employment data of former students.
- Other follow-up activities may include dissemination of information on opportunities for further education, efforts to involve former students in CET initiatives, and conducting customer satisfaction surveys.
- Upon completion of any follow-up activity, the newly gathered information is entered into the MIS system permanent record.

Academic Advising

In order to ensure students, meet the requirements of academic satisfactory progress, the technical instructors (and other members of the Unit Team) meet with their students on a scheduled basis, and/or as often as needed. Issues such as timely competency completion, attendance, punctuality, behavior, goals, etc., are discussed and documented.

Individualized Case Management

Through the Unit System, use of Individual Employment Plans (IEP), and Monthly Conferences, CET assists students to identify and overcome barriers to training and employment. Resource development with individual students is initiated during the admissions process and continues throughout the training period. Referrals to social agencies or community resources are made as needed.

Federal Financial Aid

CET provides assistance to qualified applicants when applying for Federal Financial Aid. Applications may include one or more of the following: subsidized loans, unsubsidized loans, PELL Grants, SEOG, College Work Study.

WIA 167 Grant/Other Grants

CET procures a variety of grants to assist eligible students with tuition and other living expenses. For decades CET has been able to secure an annual large grant directly from the Department of Labor to fund the tuition of WIA 167 eligible students. Students who meet the WIA 167 eligibility criteria may apply for emergency assistance for housing, food, clothing, childcare, transportation, eyeglasses, tool kits, etc. WIA 167 students also receive bi-weekly stipends while in training.

Student Records Retention & Access

CET maintains all hard-copy student records for five years or longer as might be required by specific contracts or state agencies. Electronic copies of student records including transcripts are kept permanently. A copy of an unofficial transcript is available at the CET Center where the student graduated. Certified official transcripts must be requested via:

<https://cetweb.edu/payments-form/>.

At the time of graduation, students must request an initial copy of their Graduation Certificate from the Center. Graduates are required to make arrangements with the Center to pick up their Certificate. There is no fee for the initial Graduation Certificate and unofficial Transcript.

All requests for subsequent copies of the Certificate of Graduation and/or Official Transcript must be made via <https://cetweb.edu/payments-form/>. The graduate's full name as registered with CET, the address where the students wish to have the document(s) mailed, must be clearly included in the request. The last four digits of the SSN, as registered with CET, must be entered in the Additional Information box. Non-graduates may

request a copy of their transcript via <https://cetweb.edu/payments-form/>. Fees for Subsequent Copies: Certificate of Graduation - \$10; Transcripts - \$5.

Graduation Ceremonies

Graduation ceremonies will be celebrated at least once a year per center at each campus. Graduates are encouraged to invite their families and close friends. Keynote speakers are engaged to participate in the celebrations. Gowns and accessories and the celebrations are free of charge to students and their invitees.

Student Council

The purpose of the CET Student Council, a group composed of elected student representatives from CET training programs at each center, is to represent the interests of the student body in student affairs and to serve as the chief representative body of students of CET. It provides services that help improve the quality of life of CET students and keeps the student body informed of relevant issues. The Council, with support from CET staff oversight, coordinates and regulates student activities including educational, recreational and cultural events as

well as fundraising activities to support such events and activities. The Council promotes professional behavior in the student body by offering opportunities for leadership and community service.

Health Fairs

Health fairs are organized in several of the campuses. Through these events students receive valuable information on local health services.

Externship

CET includes externships as part of the curricula for some programs.

Job Fairs

As an effort to assist graduates in finding employment, and to introduce CET to new employers, job fairs are organized on campus.

Voter Registration

CET provides voter registration forms at each campus. Students may also download information and voter registration forms from the following website: www.sos.cs.gov.

Non-Discrimination Policies

Equal Opportunity is the Law

Center for Employment Training (CET) is an Equal Opportunity/ Affirmative Action institution and complies fully with the non-discrimination and equal opportunity provisions found in Section 188 of *Workforce Innovation and Opportunity Act* (WIOA) and Title 29 CFR part 38.

CET does not discriminate against any individual in the United States based on race, color, religion, creed, sex [gender] (including pregnancy, childbirth, and related medical conditions, sex [gender] stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of applicant, or participant, in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity.

As a recipient of federal financial assistance, CET takes reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request, CET provides appropriate assistance to qualified individuals with disabilities to seek and procure, at no cost to the individual, auxiliary aids and services from partner agencies, including state rehabilitation, and other agencies, specifically designated and funded for such services.

What to Do When Experiencing Discrimination

A student who thinks he/she may have been subjected to discrimination under a WIOA Title I, financially assisted program or activity, may file a complaint within 180 days from the date of the alleged violation with either:

Human Resources Director
701 Vine Street, San Jose, CA 95110
Telephone: (408) 287-7924; Fax: (408) 294-7849

HumanResources@cetweb.edu 711 Relay
Service: 1-800-669-6820

Or

Director of the Civil Rights Center (CRC), U.S.
Department of Labor 200 Constitution Avenue
NW, Room N-4123, Washington, DC 20210. Or
electronically as directed on the CRC Website:
www.dol.gov/crc.

Contact information and a list of field offices can be obtained at www.eeoc.gov/goc offices, or by calling 1-800-669-4000, or TTY device number 1-800-669-6820.

The student may file the complaint with CET and must wait until either CET issues a written Notice of Final Action, or 90 days have passed or whichever is sooner, before filing with the CRC (see address above).

If CET does not give the student a written Notice of Final Action within 90 days of the day on which the student filed the complaint, the student does not have to wait for CET to issue that notice before filing a complaint with the CRC. However, the student must file the CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which the student filed the complaint with CET).

If CET does issue the student a written Notice of Final Action on the student's complaint, but he/she is dissatisfied with the decision or resolution, the student may file a complaint with the CRC. The student must file the CRC complaint within 30 days of the date on which he/she received the Notice of Final Action.

As stated above, CET complies with all nondiscrimination provisions found in Section 188 of WIOA and Title 29, CFR Part 38. For the full text of these policies, please contact the CET Human Resources Department:

Human Resources Corporate Headquarters
701 Vine Street, San Jose, CA 95110 Telephone:
(408) 287-7924

Admissions Policy

How To Apply

CET's doors are open to anyone 18 years of age and older who wants to learn a skill for placement into a job. Those younger than 18 years of age (but not younger than 16) may be admitted but must have a High School Diploma or GED. Those enrolling under the alternative ATB Test or 225-hour credit standard must be 18 or older.

Instruction is on-going, allowing students entry at any time. The instructional program is hands-on, individualized, and self-paced. The student-instructor ratio is generally 22 to 1. No previous academic experience is required. The training program ranges from 25-30 hours per week. An evening shift of 20-25 hours per week may also be offered at some locations. Students in the evening classes receive the same number of total instructional hours as day students by attending a greater number of weeks.

Interested persons may apply for training at any CET location during office hours or in the evening, by appointment, if evening programs are available. Students are generally accepted on a "first-come, first-served" basis. The only exceptions to this procedure are for students under a particular training contract that may require immediate enrollment or procedural delays.

Admission Requirements

CET does not have academic requirements for admission into any of the programs it offers. CET provides the necessary general education to enable students to benefit from the program of their choice. Following are a few non-academic special requirements:

- The Accounting Clerk program requires the absence of criminal record for theft.
- The Truck Driver program requires applicants to meet Department of Transportation (DOT) and CET requirements, including random drug testing during the course of training. For the specific description of these and other requirements, see the Catalog Addenda.

Applicants with records as described above may enroll in programs other than those with special requirements. The special admissions requirements above are based on the very limited or virtually, non-existent employment opportunities for graduates with criminal records directly related to the respective field of employment.

When an initial inquiry is made, the applicant is scheduled to attend a general information session presented by an Admissions Advisor. After the general information session, the applicant selects a particular program for training and the Instructor/Advisor provides a formal presentation of the program.

The following documents may be required to determine funding or enrollment eligibility:

- Last two years' Federal Income Tax Return of applicant and spouse, if married, or parent(s) Income Tax Return.

Proof of other Income: SSI, Disability, Workers Comp., etc.

- Last Employment or Unemployment Benefits check stub.
- Driver's License or other official picture ID.
- Social Security Card.
- Proof of Citizenship/Residency: original birth certificate, passport, permanent resident card, or Certificate of Naturalization.
- Original High School Diploma, or GED, or Foreign Equivalent, if applicable, or meet ATB guidelines.
- Proof of Selective Service Registration, if born on or after 1/1/1960 or proof of exemption.
- Emergency alternate contacts of close relatives - address, telephone and/or cell phone number.

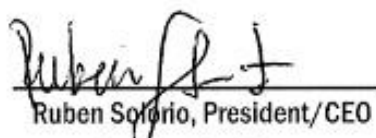
The student has the right to cancel the enrollment agreement and obtain a refund of charges paid

through attendance at the first class session, or the tenth day after enrollment, whichever is later. Either the student or CET may cancel the enrollment at any time during the ten-day cancellation period with no financial obligation incurred by the student.

Eligibility Criteria

- A person seeking to enroll in the Truck Driver Program must meet the following requirements:
- Must possess a valid Texas Class C Driver's License
- Must pass the Department of Transportation (DOT) physical exam
- Must pass a drug test
- Must be approved by the CET liability insurance company.

"The information in this catalog is true and correct to the best of my knowledge."



Ruben Solorio, President/CEO

Ability-To-Benefit (ATB) & Tuition

To receive Federal Student Aid funds, a student must be qualified to study at the postsecondary level. A student qualifies if s/he:

Has a high school diploma (this can be from a foreign school if it is equivalent to a US high school diploma);

- Has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
- Has completed homeschooling at the secondary level as defined by state law;
- Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance

requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or

- Has passed one of the approved ability-to-benefit (ATB) tests and be concurrently enrolled in an eligible career pathway program
- Has completed at least 6 credit hours or 225 clock hours which are applicable toward a degree or certificate by the postsecondary institution and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary CET relies on the actual high school diploma/transcripts or high school equivalency certificate to verify academic qualifications and not on the student's certification alone. CET uses ATB-ACCUPLACER test for students in fluent in English and ATB-CELSA test limited- English speakers. Student who take the ATB-CELSA test may be required to attend the Basic Skills program VESL classes as well

Adult Ed/Career Pathways Program (AECPP)

Students enrolled under one of the Ability-to-Benefit (ATB) alternatives and applying for Title IV Student Federal Aid must concurrently co-enroll in the Adult Ed/Career Pathways Program (AECPP). The AECPP Program focuses on individualized academic instruction and education services that increase a student's ability to read, write, and speak English, perform mathematics, or other activities necessary for the attainment of a high school diploma or its recognized equivalent. Attendance and participation in the AECPP Program is mandatory for students enrolled under ATB.

Articulation / Challenge Examinations

CET does not have articulations for any program with any other institution nor does it have a challenge system. CET does not award credits, therefore, transfer of credits does not apply to CET students.

CET has agreement similar to an articulation with San Jose City College through which CET students are taught by both CET instructors and San Jose City College faculty. CET students earn ECE units, which qualify them for employment in the respective

field and are accepted for further education at San Jose City College.

Experiential Credit

CET does not recognize prior credit or work experience earned at other institutions, except for applicants sponsored by the Veterans Administration. See “Veterans Receiving Educational Benefits Bulletin,” in this catalog.

Distance Learning

The Center for Employment Training (CET) is institutionally approved to offer Distance Education programs. In alignment with this approval, CET delivers select programs in a hybrid format that combines on-campus instruction with online learning components. At this time, CET does not offer any programs in a fully online

(100%) format. All hybrid programs maintain significant in-person instruction to ensure hands-on, competency-based training consistent with CET’s educational model.

Visa

CET does not provide Visa services.

Housing

CET does not provide dormitory facilities to students, nor does it provide assistance in finding housing. CET, however, does provide emergency housing assistance to students who meet eligibility requirements of specific funding contracts or private grants.

Academic Information

Attendance

CET attendance policy is based on the importance of regular attendance to achieve academic progress and on the standards practiced in occupational settings. Students are required to maintain 100% attendance to the extent possible. CET recognizes that due to unforeseen, extreme, and unmitigated circumstances, students may be absent. However, students should strive to maintain an absenteeism rate below 20% at all times, to avoid the risk of being terminated from the program.

Day classes are generally scheduled from 8:00 a.m. to 3:00 p.m., Monday through Friday. For specific program schedule, see the Student Catalog Addenda. Students are expected to attend all class sessions; daily records of attendance are kept for all classes. As academic progress is monitored individually, absent students are not given homework; nor are they given “makeup” work when they return, but are expected to resume their training where they left off before the absence.

The following attendance rules apply:

1. Students who are tardy will be advised and the number of clock hours attended for the day will be recorded on the class roll sheet.
2. A student who anticipates being absent should notify his or her instructor, or, if there is an emergency or situation beyond the student's control, the student must contact the instructor as soon as possible.
3. For any student who has a pattern of chronic absenteeism, the instructor and the students will establish short-term attendance goals.
4. A student who anticipates an absence of more than 10 consecutive days should request a Leave of Absence and submit it to the respective instructor. Students who are absent more than ten consecutive business days and have not requested a leave of absence will be terminated from the program.
5. A student who is absent more than 20% of the total program hours, and is also at a point

where a refund is due, will be terminated from the program. Under Title 40, Texas Administrative Code, Section 807.221-224, students terminated for unsatisfactory progress or for violation of the attendance policy cannot be readmitted until a minimum of one grading period has passed. In lieu of the grading period, CET will use a period of 15 calendar days as the waiting period. Students must submit a written statement requesting re-entry within 5 business days following the 15-day waiting period.

If approved, the student must comply with Satisfactory Academic Progress guidelines for attendance for the remainder of the program. The student must improve their attendance rate to 80%, or better, by the end of the next 25% scheduled hours to avoid being permanently terminated. If permanently terminated, the student will not be allowed to re-enroll until 12 months from the last day of attendance. The student will not be eligible to re-enter using the 180-day return policy.

1. Failure to maintain satisfactory progress may affect the student's financial aid award and/or private funding sources, as applicable.

Distance Education

The Center for Employment Training (CET) is institutionally approved to offer Distance Education programs. In alignment with this approval, CET delivers select programs in a hybrid format that combines on-campus instruction with online learning components. At this time, CET does not offer any programs in a fully online (100%) format. All hybrid programs maintain significant in-person instruction to ensure hands-on, competency-based training consistent with CET's educational model.

Hybrid Program: a program that makes available less than 100% of its required instruction via distance education (via online). The school designates which days to credit student attendance based on completion and

participation of on- line class activities. Students enrolled in Hybrid Programs will earn 30 hours of weekly attendance in two different methods for full-time programs (when perfect attendance is earned):

- a) For regular attendance: students attend on-campus, face to face instruction, on set days as published in the Student Catalog Addenda and Program Syllabus, for 6 hours per day; and,
- b) For school designated online (hybrid) attendance: students participate in synchronous/asynchronous online activities: discussions, assignments, quizzes, other class

work, and required number of substantive posts, as assigned by instructor.

Traditional and hybrid days are not interchangeable. Hybrid classes will be held as published in the campus Student Catalog Addenda; they may also be published in the program syllabus.

Staff In-Service

CET allows up to six days per year for staff in-service training. Students will not attend training during staff in-service days. Student absences will not be counted towards program completion hours.

Holidays

CET observes the holidays listed below. Holiday time is not counted toward program or course completion hours.

Holidays (School will be closed) for Jul 1, 2025 - June 30, 2026	
New Year's Day - 01.01.26	Independence Day 07.04.25
Martin L. King's B-day 01.19.26	Labor Day 09.01.25
President's Day 02.16.26	Veterans Day 11.11.25
Cesar Chavez Day 03.31.26	Thanksgiving 11.27-28.25
Memorial Day 05.25.26	Winter Holiday Break 12.22.25 – 01.02.26
Juneteenth Day 06.19.26	

CET will be closed for 1-2 weeks, usually the days which fall between Christmas and New Year's Day. The CET Board of Directors reserves the right to amend the holiday schedule as needed.

"The information in this catalog is true and correct to the best of my knowledge."


Ruben Solorio

Constitution Day & Citizenship Day

Constitution Day and Citizenship Day is a combined event that is annually observed in the United States on September 17. This event commemorates the formation and signing of the Constitution of the United States on September 17, 1787. It also recognizes all who, by coming

of age or by naturalization, have become US citizens. When Constitution Day falls on a weekend CET will observe the day during the preceding or following week.

Leave of Absence (LOA)

A student may be granted a leave of absence. A leave of absence is a temporary interruption in a

student's program of study. The LOA policy requires the students submit a written request specifying the reason for the LOA; such requests must be signed and dated. There must be a reasonable expectation that the student will return from the leave of absence to continue his or her education. Under no circumstances may a student exceed three leaves of absences totaling 90 calendar days or one 90-day cumulative leave of absence time. LOA extensions are considered additional leave. CET does not charge the student any additional institutional fees for a leave of absence.

If the student is receiving financial aid, he or she must contact the Financial Aid Office to find out, prior to the leave of absence, the effect that the student's failure to return from a leave of absence may have on his or her loan repayment terms, including the expiration of the student's grace period. Upon the student's return, the student simply resumes or continues the same payment period and coursework.

LOA Appeal

Under extreme circumstances, an appeal for a subsequent leave of absence may be granted for up to an additional 90 calendar days, if the Center Director determines that the subsequent leave of absence is necessary due to unforeseen circumstances, and it is documented that the leave of absence is granted for jury duty, military reasons, personal hardship, determined on an individual basis, or circumstances covered under the Family and Medical Leave Act of 1993. The Appeal for a Leave of Absence Form must be completed and must include documentation of the circumstances for the appeal. The form and supporting documents are submitted to the Instructor and Center Director for signature approval. A copy of the signed form is provided to the student. The Center Director will provide the form and supporting documents to MIS for processing. MIS will process or request additional information, if needed. Once processed, MIS will sign the form and provide a copy to the Center Director. Leaves of absence

and appeal cannot exceed 180 calendar days under any circumstances.

Re-entry Within 180 Days

A student has the right to withdraw from a program at any time and must inform his or her instructor of the decision to withdraw immediately. A student that withdraws and returns to the same program within 180 days from the student's last date of attendance will be treated as if the student did not cease attendance for the purposes of determining the student's financial aid award for the payment period. The balance of the original eligibility for that payment period is reinstated and the student is immediately eligible to receive all financial aid funds that were returned, if any, when the student ceased attendance.

A student must successfully complete the payment period's clock hours and weeks of instructional time to progress to the next payment period (if any).

Students who are administratively terminated or expelled for violations of CET guidelines, policies, or for any violations of the CET Code of Student Conduct will not be allowed to re-enter under the 180 day re-entry rule.

Facilities

CET is in the business of preparing men and women for jobs in the local market where the CET campus is located. CET strives to simulate industry and business by offering a training environment with work conditions and equipment that are comparable to those used by local employers.

All training facilities follow accepted postsecondary school guidelines. The centers are located in easily accessible areas to facilitate the use of public transportation. Information about specific facilities is provided to prospective students during the general information session and tour of the center. A description of the facility is also included in each center's Catalog Addenda.

Faculty

CET shall employ instructors who possess the academic, experiential, and professional qualifications to teach, including a minimum of a high school diploma (or its equivalent) and a minimum of three years of industry experience, education, and training in current practices of the subject area they are teaching or the equivalency of the minimum qualifications in the technical area of instruction. Experience working with persons of diverse socioeconomic and ethnic backgrounds will also be required.

CET will not employ or continue to employ an instructor who has been adjudicated in a judicial or administrative proceeding as having violated any provision, or as having committed any act that would constitute grounds for the denial of a license under any state regulation such as CA Section 480 of the Business and Professions Code. The Catalog Addenda for each campus describes the qualifications of the faculty.

Photography and Audio/Video Recording

The use of audio or video recorders, cameras, or any other electronic reproduction devices is not permitted in the classroom, unless pursuant to an accommodation plan. No audio/ video recording or still pictures of any class/training session, or of staff and students, is allowed without the written authorization of the CET Human Resources Director. CET will abide by any state, local, or federal laws regarding the use of photography and audio recording devices.

Libraries & Other Resources

The school maintains sufficient instructional resources, i.e., print books, eBooks, media materials, periodical, and supplies for all students in the classrooms at each campus location. Print materials check out are managed in each classroom by the instructor. Digital resources, eBooks, videos, simulations, etc., are maintained in the school's canvas LMS. All Students receive digital access codes to the LMS upon enrollment in their program of choice.

Books, Uniforms, and Toolkits

CET will provide students a set of books for the educational program in which they enroll. In some programs, students will receive a set of uniform items, scrubs and/or shirts. Students enrolled in certain programs will receive a toolkit and personal protective equipment (PPE). This information, when applicable to a program, is contained in the Catalog Addenda program description. Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks, CET is able to provide instructional materials for students at below competitive market rates. Prices are subject to change without notice.

Effective July 1, 2016, students who receive Title IV financial aid may have the right to opt out of this arrangement and choose to purchase certain books, toolkits, and uniforms on their own and have the cost deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books that have been customized for CET training programs nor can they opt out of purchasing PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. Students will be responsible for replacement of lost, stolen, or damaged items and may incur liability for cost of the materials should they withdraw prior to completion of the program.

Medical Insurance

Students are responsible for their own medical costs during their attendance at CET. Although CET has a limited student accident insurance plan, each student should have his/her own medical coverage for unforeseen health problems or accidents.

Standards of Student Achievement

CET does not measure academic achievement in terms of traditional grades. CET's programs are

competency-based. Students are evaluated on specific practical and knowledge standards. To measure progress, students are formally evaluated upon the completion of each competency and the hours of attendance completed. Competence is determined through written, oral, or practical demonstration, with a minimum passing score of 70% for each one. Assessment tests may also be administered electronically via computer (on campus). Also, students must complete 100% of the program actual hours and must complete all program competencies within 100% of actual program hours and 150% of the published scheduled program hours.

Graduation Requirements

To be eligible for the Certificate of Graduation, students must complete 100% of the program hours and must complete all program competencies within 100% of actual program hours and 150% of the published scheduled program hours. Students that exceed 150% of scheduled program hours are not eligible to receive a Certificate of Graduation. Actual program hours are recorded hours of actual student attendance; scheduled program hours are hours when the school is in session and the student is expected to attend class.

CET reserves the right to withhold a Certificate of Graduation in cases of unreturned books or materials, missing documentation or signatures, or when a tuition balance is due.

Transfer Policy-“Notice Concerning Transferability of Credits and Credentials Earned at CET”

CET does not award academic credit for any of its programs. Instead, students who successfully complete a program are awarded a Certificate of Graduation. As such, traditional credit transferability does not apply.

The transferability of clock hours and CET certificates is solely at the discretion of the receiving institution. CET cannot guarantee that any other college, university, or training provider

will accept a student's certificate or clock hours for credit or advanced standing. Students who plan to pursue further education should contact the prospective institution in advance to determine whether their CET training will be recognized.

If a receiving institution does not accept the CET certificate or coursework, students may be required to repeat some or all of their training. For this reason, students are encouraged to ensure that CET aligns with their educational and career goals prior to enrollment.

Internal Transfers Between CET Campuses

Students may transfer between CET campuses if they remain enrolled in the same program. In such cases, students will resume training where they left off, with no additional tuition or fees assessed.

Program Changes Within CET

Students who wish to change programs after the cancellation period must formally withdraw from their current program and re-enroll in the new program. Full tuition will apply to the new enrollment.

Administrative Termination

CET reserves the right to terminate a student from the training program if the student does not comply with CET's rules and policies or after 10 days of consecutive absences and the student failed to submit an LOA request. If not actively involved in class, the student will be notified of such termination at his or her last address of record.

Satisfactory Academic Progress (SAP)

It is important that all students achieve academic progress toward timely program completion. CET strives to have students complete their program within 100% of the published program hours. To measure satisfactory academic progress, CET evaluates attendance and completion of competencies at the end of three distinct timeframes: 50% of scheduled hours, 100% of scheduled hours, and 150% of scheduled hours:

1. **Attendance (Quantitative):** At the end of each 50% scheduled timeframe, students should strive to maintain 100% attendance rate. Students may be absent due to extreme circumstances; however, students must have a minimum attendance rate of 75% of the scheduled hours.
2. **Competency Completion (Qualitative):** At the end of each 50% timeframe of scheduled program hours, the student must complete minimum competencies at a rate of:
 - 33% of the number of competencies or more at 50% of scheduled program hours.
 - 67% of the number of competencies or more at 100% of scheduled program hours.
 - 100% of the number of competencies at 150% of scheduled program hours.

At the end of each 50% scheduled timeframe, the student's academic progress will be measured. If the student meets both criteria of attendance and competency completion, the student will receive a report of Satisfactory Academic Progress.

At the end of the first 50% scheduled timeframe, if the student does not meet the minimum attendance rate of 75%, and/or a minimum completion rate of competencies (67% of the total number of comps per timeframe) the student will be placed on a Warning status for the next 50% timeframe of the program. The student and instructor will agree on a Corrective Action Plan designed to return the student to a status of Satisfactory Academic Progress and meet monthly to assess progress.

At the end of the next 50% timeframe, the student's academic progress will again be measured. If the student meets the required standards, the student will be removed from Warning and will receive a Report of Satisfactory Academic Progress. If the student does not meet the minimum attendance rate of 75%, and/or a minimum completion rate of competencies (67% of the total number of comps per timeframe) the student will be placed on a Probation status for

the next 50% timeframe of the program. The student and instructor will agree on a Corrective Action Plan designed to return the student to a status of Satisfactory Academic Progress and meet monthly to assess progress.

At this point, if the student is a financial aid recipient, the student will have his/her financial aid eligibility suspended. The student may appeal the status of Probation for competencies. If the appeal is approved, financial aid will be reinstated under the Probation status.

NOTE: If the student does not complete the program upon reaching 150% of the scheduled program hours, the student will not be eligible for a graduation certificate.

This chart shows Attendance and Competency completion requirements in a 900-hour program at each 50% timeframe of scheduled hours:

SAP Timeframes of Scheduled Hours			
In a 900-Hr. Program with 12 Competencies:	1st 50% Timeframe	2nd 50% Timeframe	3rd 50% Maximum Timeframe
Scheduled Program Hours	450	900	1350
Minimum Required Hours of Attendance	338	675	900
Minimum No. of Competencies to be Completed	4	8	12

Satisfactory Academic Progress Appeal Procedure

The student, who wishes to appeal the status of Probation, must initiate the process by submitting a written request to the Center Director. The student may appeal the Probation status based on injury, illness, death of a relative, or other special circumstances. The student must submit the appeal within ten class days from the date he received the notification of the status of Probation. The request must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him to make satisfactory progress by the next 50% time- frame of scheduled hours.

The Center Director, in consultation with Corporate Financial Aid, Education, and MIS/Contracts Departments, will evaluate the appeal within five business days from the date of receiving it. The Center Director will immediately notify the student in writing of his/her decision.

REINSTATEMENT: A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the Probation status.

Financial Aid Satisfactory Academic Progress

CET expects all of its regular students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of federal regulations (FSA). Financial Aid SAP differs from the Academic SAP. The FA-SAP is measured in actual hours of attendance; student must reach mid-point of the program in actual hours and in good standing for the financial aid process to proceed:

1. Meet the minimum attendance rate of 75%.
2. Meet the minimum number of required competencies.
3. Meet the minimum number of instructional weeks.
4. Complete the program within the maximum timeframe (150%) of one and one-half (1½) times the length of the program, as stated in the enrollment agreement. For example, if the student is enrolled in program of 900 hours, 30 weeks, he or she must complete within 1350 hours or 45 weeks.
5. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

If a student has met the three criteria (attendance, competency completion, and instructional weeks), or if the student is under a SAP status of Warning upon the completion of 450 actual hours, the student will be deemed

eligible and the Financial Aid Officer will request the second (2nd) payment on behalf of the student.

Students who are under a SAP status of Probation are not eligible for financial aid unless there is an approved SAP Appeal for the Probation status.

Request for Status of “Incomplete”

A status of “incomplete” will be recorded for a student who withdraws after completing more than 75% of actual attendance, if the student requests the status at the time the student withdraws and the student withdraws for an appropriate reason unrelated to the student’s academic status. A student who receives a status of incomplete may re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete competencies without payment of additional tuition.

The “incomplete” status will become a “Withdrawal” if the 12-month period expires and the student has not returned; the student then will no longer be eligible to complete his/her training program.

Academic Year Definition

The U.S. Department of Education requires all institutions to define their academic year. At CET the academic year is defined as a period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction.

Instructional Week Definition

For financial aid purposes, a week of instructional time is any period of 7 consecutive days in which at least 1 day of regularly scheduled instruction, examination, or (after the last day of classes) at least 1 scheduled day of study for examinations occurs. Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination. Therefore, the weeks of instructional time may be less than the number of calendar weeks that elapse between the first day of classes and the last day of classes or examinations.

Enrollment Definition

Full Time: Students that are enrolled at CET in a program that is scheduled for 24 hours of instruction or more per week.

Part-Time: Students that are enrolled at CET in a program that is scheduled for less than 24 hours of instruction per week.

Definition of Regular & Full Time Student

Full-Time student: A person who is enrolled or accepted for enrollment at an institution whose program offers twenty-four clock hours of instruction per week.

Regular student: A person who is enrolled or accepted for enrollment at an institution for the purpose of obtaining a degree, certificate, or other recognized educational credential offered by that institution. If a person is not yet beyond the age of compulsory school attendance in the state where the CET is located, it may enroll the person as a regular student if the person has a High School diploma or its equivalent.

GPA Equivalency

For purposes of GPA verification, the following equivalencies will be used: 70-80% = 2.0 GPA; 81-90% = 3.0 GPA; 91-100% = 4.0 GPA

Veterans Receiving Educational Benefits Bulletin

Admissions

Veterans and their spouses who are receiving educational benefits are given priority for enrollment and access to services such as job placement assistance.

CET will inquire about the prior education and training of veterans and eligible individuals, request and evaluate transcripts and other records, and grant credit in clock hours as appropriate based on the evaluation results. The program length may be shortened, tuition may be reduced, or both, as applicable. Transcripts, evidence of evaluation, and evaluations results will be maintain in the student's file and an electronic copy will be kept in the Customer Information Management System (CIMS).

Students receiving VA GI Bill®, CH 33, benefits must use their books and supplies stipend to pay for toolkits and books that have NOT been customized for CET. VA Students are expected to pay for these items during the 10-day enrollment period. Tuition will be reduced accordingly.

CET allows VA students to begin attending classes upon submission of a VA Certificate of Eligibility (CH 31 or 33) or a Statement of Benefits. CET advises VA students that they must maintain the training schedule agree upon in the enrollment agreement (full time or part time). Any reduction in the scheduled hours during the enrollment period may result in the VA student being terminated from the program.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and receive a full refund of all charges paid through either the first day of class attendance or the 10th calendar day after enrollment, whichever occurs later.

Transfer Policy

"Notice Concerning Transferability of Credits and Credentials Earned at CET"

CET does not award academic credit for any of its programs. Instead, students who successfully complete a program are awarded a Certificate of Graduation. As such, traditional credit transferability does not apply.

The transferability of clock hours and CET certificates is solely at the discretion of the receiving institution. CET cannot guarantee that any other college, university, or training provider will accept a student's certificate or clock hours for credit or advanced standing. Students who plan to pursue further education should contact the prospective institution in advance to determine whether their CET training will be recognized.

If a receiving institution does not accept the CET certificate or coursework, students may be required to repeat some or all of their training. For this reason, students are encouraged to ensure that CET aligns with their educational and career goals prior to enrollment.

Internal Transfers Between CET Campuses

Students may transfer between CET campuses if they remain enrolled in the same program. In such cases, students will resume training where they left off, with no additional tuition or fees assessed.

Program Changes Within CET

Students who wish to change programs after the cancellation period must formally withdraw from their current program and re-enroll in the new program. Full tuition will apply to the new enrollment.

Satisfactory Academic Progress (SAP)

It is essential that students receiving Veterans Affairs (VA) educational benefits demonstrate consistent academic progress to ensure the timely completion of their training programs. The

Center for Employment Training (CET) expects VA students to complete their programs within 150% of the published program length. However, VA educational benefits are only payable for up to 100% of the scheduled program hours.

To assess satisfactory academic progress (SAP), CET conducts evaluations at three key milestones:

- Upon completion of 50% of the scheduled program hours
- Upon completion of 100% of the scheduled program hours
- Upon completion of 150% of the scheduled program hours

SAP is evaluated using both quantitative (attendance) and qualitative (competency completion) measures, as outlined below:

1. Quantitative Measure – Attendance

At each evaluation point, students are expected to strive for full attendance. While CET acknowledges that unforeseen and extreme circumstances may occasionally impact attendance, students must maintain a minimum attendance rate of 75% of the scheduled program hours, corresponding to a maximum absenteeism rate of 25%.

2. Qualitative Measure – Competency Completion

In order to demonstrate academic progress, students must complete the required program competencies at the following minimum rates:

- At 50% of scheduled program hours: Completion of at least 33% of the total program competencies.
- At 100% of scheduled program hours: Completion of at least 67% of the total program competencies.
- At 150% of scheduled program hours: Completion of 100% of the total program competencies.

NOTE: All students are allowed to complete their program within 150% of the program length. VA benefits may stop at 100% of the program length. VA student should plan to complete all competencies by 100% of the scheduled program hours.

Failure to meet the minimum standards of attendance or competency completion may result in academic probation or loss of VA education benefits. Students are encouraged to work closely with instructors and support staff to ensure they remain on track for successful program completion.

At the end of each 50% scheduled timeframe, the VA student's academic progress will be measured. If the student meets both criteria of attendance and competency completion, the student will receive a report of Satisfactory Academic Progress.

If at the end of the first 50% scheduled timeframe, the VA student does not meet the minimum attendance rate of 75%, and/ or a minimum completion rate of competencies (67% of the total number of competencies per timeframe), the student will be placed on Warning Status (Probation for VA) for the next 50% timeframe of the program and promptly reported to VA. VA student and instructor will agree on a Corrective Action Plan designed to return the student to a status of Satisfactory Academic Progress.

Students under Warning Status (Probation for VA) remain eligible for financial aid. After the corrective action plan is in place due to not meeting SAP or conduct, it is presumed CET has established there is reasonable likelihood that the student will be able to maintain satisfactory progress and conduct in the future. Monthly meetings with student and instructor are scheduled to track academic performance and to address any other barriers student may encounter. Students receiving financial aid who are failing to make satisfactory academic progress and are placed on Probation Status (by CET) are no longer financial aid eligible. Probationary status may be appealed; if the

appeal prevails, financial aid eligibility may be re-established for one payment period. Students will sign reports as applicable and keep a copy for their records. SAP and other reports are kept in the CMS systems indefinitely.

For detailed information on the Satisfactory Academic Progress Appeal Procedure, Tuition, Cancellation, Refunds, and the Code of Student Conduct, please refer to their respective sections in this Student Catalog.

Absences and Leave of Absences of Military Service Members

Federal law and regulations protect active duty, guard and Reserve military personnel who are attending post-secondary education schools if they must miss school due to military orders.

Absences from their CET training program before, after, or in between performing services does not count towards this protection. Student eligibility for re-entry terminates upon dishonorable or bad conduct discharge; dismissal by sentence of court martial; sentenced to federal or state penitentiary or correctional institution.

This applies to the student who is a member of the National Guard or Reserve and who is called to active duty involuntarily or volunteers for an extended period of active duty. It applies to the student who starts an educational program while on active duty and who then must interrupt the educational program because of a deployment or a Permanent Change of Station (PCS). It also applies to a student who interrupts his or her education to enlist in a regular component of the armed forces. Such a person is entitled, as a matter of federal law, to resume either the educational program later, during or after the person's active duty service.

CET will treat his or her absences as an extended LOA and they will be exempt them from permanent termination for up to three years; medical conditions may require extra time. CET requires students (or an appropriate officer of the armed forces or official of the Department of Defense):

- Provide oral or written notice of service (timelines must be determined by the facts in each case);
- Provide a notification of intent to return to school within three years after the completion of the period of service. When a student is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service, student must notify CET within two years after the end of the period needed for recovery;
- Upon returning, VA students must provide required documentation.

In the event the student fails to apply for re-entry within these periods, s/he does not automatically forfeit his/her eligibility for re-entry.

The cumulative length of the absence and of all previous absences from school for military service may not exceed five years. If advance notice was not given and s/he was not precluded by military necessity, VA student may submit an attestation when seeking re-entry stating the he or she performed service that necessitated the student's absence.

If at the time of re-entry after an extended absence, a VA student is not prepared to resume the program where he or she left off, CET will make reasonable efforts at no extra cost to help the student become prepared, or to enable the student to complete the program including, but not limited to, providing refresher courses and/or allowing a student the retake pretests. CET is not required to readmit the student if it determines that there are no reasonable efforts it can take to prepare him or her to resume the program at the point where she or he left or to enable them to complete the program, or that after it makes reasonable efforts (those that do not place an *undue hardship* on CET), the student is not prepared to resume or complete the program. *Undue hardship* means an action requiring significant difficulty or expense considering the overall financial resources of CET and the impact of such action on its operations.

Standards of Student Achievement and GPA Verification

CET does not measure academic achievement in terms of traditional grades. CET's programs are competency-based. Students are evaluated on specific practical and knowledge standards. To measure progress, students are formally evaluated upon the completion of each competency and the hours of attendance completed. Competence is determined through written, oral, or practical demonstration, with a minimum passing score of 70% for each one. Assessment tests may also be administered electronically via computer-CANVAS (on campus). In addition, students must complete 100% of the program actual hours and must complete all program competencies within 100% of actual program hours and 150% of the published scheduled program hours (100% of scheduled hours for VA). For purposes of GPA verification, the following equivalencies will be used:

70-80% = 2.0
81-90% = 3.0
91-100% = 4.0 GPA.

Termination

When VA students terminate or interrupt the training program, CET will notify the VA within 30 days from the last day of the student's attendance.

Graduation Requirements

To be eligible for the Certificate of Graduation, students must complete 100% of the program hours and must complete all program competencies within 100% of actual program hours and 150% of the scheduled program hours. Students that exceed 150% of scheduled program hours are not eligible to receive a Certificate of Graduation. CET assists VA students who graduate with finding meaningful employment.

CET reserves the right to withhold a certificate in case of unreturned books or materials, missing documentation or signatures, or when a tuition balance is due.

VA Benefit Payments

CET policy allows students a maximum time frame of 150% of the schedule program hours to complete their training. However, students receiving VA benefits are typically eligible for VA benefits only up to 100% of the scheduled program. No VA benefit payments will be provided for training beyond this limit (exceptions may apply). CET will not impose any penalties, such as late fees; denial of access to classes; or require students entitle to educational assistance to borrow additional funds due to delayed Tuition and Fees payments from the VA under Chapter 31 or 33.

Refund

If a student receiving federal financial aid (Pell grant, Student Loans, Plus-Parent Loan) withdraws from school, the school and the student share responsibility for returning Title IV aid (financial aid money). For more information on Federal Refund Policy please see the specific section in this Student Catalog.

Institutional Refund calculation

CET also complies with State regulations; after performing the Return to Title IV (financial aid) federal funds calculations, a second refund calculation must be performed following state rules. For further details of the Institutional Refund Policy please see the specific section in this Student Catalog.

Reimbursement to Veterans and Eligible Persons

For general information or for resolution of specific payment problems, the veterans should call the DVA nationwide toll free number at 1-888-442-4551, or visit their website: www.gibill.va.gov.

Grievance Procedure

For information on the Grievance Procedure please see page 58. Helpful VA phone numbers:

- MyVA411 main information line: 800-698-2411 Hours: 24/7.
- Vets Center call center: 877-927-8387 Hours: 24/7.
- Women Veterans hotline: 855-829-6636.
- Veterans Crisis Line 988, Select 1, Hours: 24/7.

Financial Aid

Financial Aid Programs

The cost of training for CET students is paid through a variety of sources. CET contracts with city, county, state, and federal agencies, as well as public and private agencies, to provide job training and placement. As an accredited institution, CET is able to offer financial aid under Title IV of the Higher Education Act (HEA) as additional funding for qualified students.

The laws governing the Federal Student Aid (FSA) programs require that a person apply for aid with a form provided by the U.S. Department of Education (ED) and that no fee be charged for processing it. This form is the Free Application for Federal Student Aid (FAFSA®) form. To be considered for federal student aid, a student must complete a FAFSA form. It collects financial and other information used to calculate the Student Aid Index (SAI; formerly Expected Family Contribution or EFC) and to determine a student's eligibility through computer matches with other agencies.

More than 99% of the FAFSA forms are filed electronically. However, there are other options for individuals unwilling or unable to file electronically. Students and persons who provide data in the FAFSA form (contributors) must have an account username and password to access the form Create Account | Federal Student Aid. The new FAFSA is completed during the Admission process: FAFSA® Application | Federal Student Aid. As needed, CET's financial aid staff is available to help students and their families assess needs, identify sources of aid, and assist completing required forms and processes.

This new FAFSA Simplification Act, represents a significant overhaul of federal student aid including the Free Application for Federal Student Aid ((FAFSA®) form, need analysis, and many policies and procedures for schools that

participate. As part of this new FAFSA, the U.S. Department of Education has implemented a process to streamline the FAFSA application process. This process is called the FAFSA-FUTURE act Direct Data Exchange (FA-DDX), which is a tool with the Internal Revenue Service (IRS) to facilitate complete the FAFSA form. The previous tool to transfer the U.S. federal tax return information into their FAFSA form, will no longer be used. Implementation of the FA-DDX eliminates the need for most applicants (and their spouse or parents) to self-report their income and tax information reported to the IRS. Also federal tax information (FTI) that is transferred via the FA-DDX to the FAFSA form is considered verified for Title IV purposes. Unlike with the IRS-DRT, which allowed applicants to opt in, the FA-DDX requires applicants to provide consent for the Department of Education (FSA) to obtain FTI via the FA-DDX. Spouses and parents, as appropriate, will also be required to consent to the new data transfer for federal student aid (FSA) eligibility.

Available Financial Aid Assistance

CET participates in Federal Student Aid Programs which include Federal Direct Loans, Federal PELL and SEOG Grants, Federal Direct PLUS (for parents) Loan program, and Federal Work-Study. Students may also be eligible to receive funding through other Federal and State Programs.

1. Federal PELL Grants

The Federal PELL Grant program provides grants to assist students in paying for post-secondary education; grants do not have to be repaid. The amount of a grant is based on individual need based on the FAFSA Processing System (FPS) which uses data provided by the applicant and contributors on the FAFSA form to determine:

- Maximum Pell Grant (Max Pell)
- Minimum Pell Grant (Min Pell)

- Calculated Pell Grant based on SAI (Calculated Pell = Max Pell minus SAI) Student Aid Index (SAI) Formulas
- Formula A – Dependent Students
- Formula B – Independent Students without dependents other than a spouse, and
- Formula C – Independent Students with dependent other than a spouse.

The maximum Pell amount for the 2024-2025 award year is \$7,395.

2. Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG funds are limited and are awarded only to students with exceptional financial need. Students with exceptional need are those who have an expected family contribution of zero (based on automated analysis of the financial aid application) and who are eligible for the Federal Pell Grant program during the same award year. The maximum amount for the 2023-2024 award year is \$400. Efforts are made to have funds available for the whole year. Citizens of the Federated States of Micronesia and the Marshall Islands are not eligible for FSEOG grants.

3. Student Loans

CET participates in the Direct Loan Program (subsidized and unsubsidized). A subsidized loan is awarded on the basis of financial need and the federal government “subsidizes” the interest during the time the student attends school. An unsubsidized loan is not awarded on the basis of need, and the student will be responsible for the full amount of the loan plus interest from the time the loan is disbursed until it is paid in full. Citizens of the Federated States of Micronesia, the Marshall Islands and the Republic of Palau are not eligible for Federal Student loans.

Starting with the 2023-2024 Award Year, student and parent (PLUS) borrowers will be required to confirm they viewed the Annual Student Loan Acknowledgement (ASLA) on studentaid.gov before loans can be disbursed to CET. CET must

receive the confirmation for each borrower for each award year loans are borrowed before disbursing loan funds. This new process will assist borrowers in understanding the financial responsibility of funding their education.

Note: Students may also be eligible for an American Opportunity or a Lifetime Learning income tax credit, the interest paid on the loans of both of which, can be claimed when filing taxes. For more information on these tax credits look on the Internet at <http://www.irs.gov>.

4. PLUS Parent Loan

PLUS Parent Loan: The Direct Loan Program also offers the PLUS Parent Loan for parents of dependent students. The PLUS Parent loan requires personal credit history approval. Credit approval is valid for six months. If a parent borrower has an adverse credit history, but qualifies for a PLUS Parent loan due to extenuating circumstances or by obtaining an endorser, the parent borrower will be required to complete PLUS Parent Loan Counseling. For a more detailed explanation from the Department of Education, refer to the brochure Direct Loan Basics for Parents, at:

<https://studentaid.ed.gov/sa/sites/default/files/direct-loans-basics-parents.pdf>.

5. Federal Work Study

Federal Work Study provides part-time jobs for students who are in need of additional earnings to meet education expenses. Earnings from a Work Study job do not have to be repaid. The program encourages community service work and work related to the course of study. The average Non-Community Service Work Study award for CET students is up to \$4,000 and the average Community Service Work Study award is up to \$5,000. Funds are paid as they are earned; payments are made on a bi-weekly basis by check issued by the payroll department; all eligible requirements must be met. Based on federal regulations, FWS student are not eligible to claim Unemployment benefits after their FWS

assignment is completed; FWS earnings are not subject to garnishment or attachment except to satisfy a debt owed to the Department. However, the State of California or other State or Federal agency may require CET to implement Income Withholding Order (IWO) for Child-Support or court-ordered debt repayments (line of credit, loans, etc.) which cannot be more than 50% of their income.

Note: Effective July 1, 2024, for the 2024-2025 Award Year citizen of the three Freely Associated States, Federation States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau are eligible for the following three Title IV, HEA programs: Pell Grants, Federal Work Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG); these citizens do not have an A-number/ARN. Students from the Freely Associated states remain ineligible for Direct Loan funds.

6. Texas Grant for Foster Youth

Foster Youth Programs by Texas Workforce Commission (TWC). TWC provides resources and information to help foster youth succeed. They focus on achieving financial stability and independence for young people in foster care. Foster Youth Programs - Texas Workforce Commission.

Texas Talent Connection Grant: A pilot program to connect foster youth and victims of sex trafficking (ages 16-25) to workforce education programs. Texas Talent Connection Grant Program | Office of the Texas Governor | Greg Abbott.

Youth Empowerment Scholarship by Texas Foster Family Association (TFFA): TFFA offers scholarships to foster and adopted children from the Texas foster care system who wish to pursue education beyond high school. This includes college, vocational/ technical schools, and junior colleges

Estimated Financial Assistance

In order to meet the student's need, CET awards financial aid funds in the following order to eligible students:

1. Federal Pell Grant
2. FSEOG (FSEOG funds are limited; per federal regulations, they are awarded only to students with the highest need.)
3. Direct Subsidized Stafford Loan
4. Direct Unsubsidized Stafford Loan
5. Parent PLUS Loan
6. Work-Study (Students must have a financial need to apply for these funds.)

Award packages are carefully crafted to meet the unique needs of each student. These packages are based on several factors, including financial need, academic achievements and institutional policies. Estimated Financial Assistance is the amount of aid a student can expect to receive from a federal, state, institution, or other sources, including grants, loans and the federal work study program.

The general rule in packaging is that the student's need-based aid must not exceed the student's financial need, and total financial aid and other financial assistance (OFA) must not exceed the student's cost of attendance (COA). If it is discovered that a student's aid package exceeds the student's financial need or COA, CET-Financial Aid Officer must attempt to adjust the aid package to eliminate the overaward.

Estimated Financial Assistance includes any educational benefits paid because of the student's enrollment at CET, such as (not all inclusive list):

1. Federal Pell Grant
2. FSEOG
3. Federal Subsidized and Unsubsidized Stafford Loans
4. Parent PLUS Loan
5. State Grants
6. Federal Work Study
7. Other Financial Assistance (OFA)
8. AmeriCorp Funds

Aid that is not considered as Estimated Financial Assistance is Veterans Education benefits, Iraq & Afghanistan Service Grant and do not impact student's eligibility to receive federal financial aid assistance.

AmeriCorps benefits are not included as Other Financial Assistance (OFA) when determining eligibility for Direct Subsidized Loans, but they are counted as OFA when determining eligibility for Direct Unsubsidized Loans.

When a student receives an AmeriCorps scholarship/award or VA Chapter 30 Montgomery GI Bill® benefits these are considered a resource rather than estimated financial assistance. It is not included in the determination eligibility for need-based aid. When awarding Campus-Based funds (FSEOG and Federal Work Study), funds will be excluded up to the amount of any Direct Subsidized Loan awarded to the student from the estimated financial assistance.

CET reserves the right to issue adjusted or revised Award Letters due to a change in award eligibility, the addition of outside or 3rd party scholarships/grants, or an error in the award or packaging calculation. The student accepts the financial aid award package by signing the Award Letter and/or Tuition Payment Plan.

Entrance/Exit Loan Counseling

All students borrowing for the first time are required to complete an "Entrance Loan Counseling Session". Students must complete the counseling session before the first disbursement of their loans. This Federal requirement educates borrowers about loan terms, conditions, rights, responsibilities, the loan process, and tips for managing educational expenses. After completing the Entrance Loan Counseling Session, the results are documented to confirm that this requirement has been completed (www.studentaid.gov). It is also a Federal requirement for student loan borrowers

to complete an "Exit Loan Counseling Session." Prior to graduating or leaving CET, students must report to the Financial Aid Officer for an exit loan counseling session. Exit counseling provides information to prepare students for repaying their federal student loans(s). When a student graduates, leaves school, changes address, or changes phone numbers, the student must give written notice to both the loan servicer and CET.

Repaying Student Loans

Students must repay their student loan balances, even if the student (1) does not complete the program of study; (2) cannot find employment; or (3) is not satisfied with the education or other services for which he or she paid.

Special Note to the Student

CET is required by Federal Law to advise you that, except in the case of a loan made or originated by the Institution (CET), your dissatisfaction with the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Direct Loan made to you.

If you obtain a loan to pay for an education program at CET, you will have to repay the full amount of the loan plus interest, minus the amount of any refund if you receive federal student financial aid funds. You may be entitled to a refund of the money not paid from federal financial aid funds.

Financial Literacy

CET requires all students to pass an educational program that offers financial literacy skills, student loan tracking. These skills include personal financial management, budgeting, and student loan debt management. This program is made available to students through its Canvas LMS.

Financial Aid Eligibility

Most eligibility for financial aid at CET is based on need. Financial need is determined by comparing the student's cost of attendance at

CET with their calculated ability to pay for their educational expenses at CET. In addition, to be eligible for financial aid a student must:

- Be enrolled or accepted for enrollment in an eligible program.
- Be a citizen or an eligible non-citizen.
- Have a valid social security number, except the Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.
- Demonstrate financial need, except for unsubsidized and PLUS Loan programs.
- Not owe money on a federal student grant or must have made satisfactory arrangements to repay it.
- Not be in default on a federal student loan or have made satisfactory arrangements to repay a federal student loan.
- Notify the school if the student defaults on a federal student loan.
- Be making satisfactory academic progress.
- Certify that the student will use federal student aid only for educational purposes.
- Be a high school graduate or hold a recognized equivalency of a High School Diploma, such as:
 - A General Educational Development Certificate (GED);
 - A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam (CHSPE) that the state recognizes as the equivalent of a high school diploma;
 - An Associates Degree.
 - Successful completion of at least 60 semester/trimester credit hours or 72 quarter hours that does not result in the

awarding of an associate's degree, but is acceptable for full credit toward a bachelor's degree.

- Has completed homeschooling at the secondary level as defined by state law; or
- Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education.
- Students without High School diploma, GED, or the above equivalent criteria that were enrolled in an eligible program of study prior to July 1, 2012 may be eligible to meet the requirements under Alternative Ability-to-Benefit (ATB) under the ATB test or clock/credit hour prior standards.
- To utilize the prior standards, the student need not have received financial aid funds for the enrollment prior to July 1, 2012; merely establishing eligibility in an eligible program is sufficient to continue using the prior ATB and clock/credit hour alternatives.
- Eligibility of Students in Career Pathway Programs: A student who does not have a high school diploma or an equivalent such as a GED certificate, or who was not homeschooled and who first enrolls in an eligible program of study on or after July 1, 2012 can only become eligible for Financial Aid using one of the following ATB alternatives if the student is also enrolled in an "eligible career pathway program:"
 - Passes an independently administered Department of Education approved ATB test.
 - Completes at least 6 credit hours or 225 clock hours that are applicable toward a

degree or certificate offered by the postsecondary institution.

- Completes a state process approved by the Secretary of Education. Note: To date, no state process has ever been submitted for the Secretary's approval.
- Co-enrollment, attendance, and participation in the eligible Adult Education/Career Pathways (AECPP) program is mandatory

High School Validity

Applicants must provide a valid high school transcripts/diploma or GED certificate. If the document's validity is questionable, it is the student's responsibility to provide acceptable supporting documentation within the ten-day cancellation period. If the student cannot provide acceptable documentation, the student is not eligible to apply for financial aid.

Incarceration

Any student who is subject to an involuntary civil commitment as defined in Higher Education Act Section 401(b)(7) after completing a period of incarceration for a forcible or non-forcible sexual offense may be eligible to receive a Federal Pell Grant.

Post 9/11 GI Bill®

The Higher Education Opportunity Act (HEOA) provides maximum Pell Grant eligibility for a student whose parent or guardian was a member of the armed forces and died as a result of performing military service in Iraq or Afghanistan after 9/11/2001, provided that the child was under 24 years of age. The Post-9/11 GI Bill® provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service connected

disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®. For more information, access <http://www.gibill.va.gov>.

Need Based

Need based aid includes any aid that is awarded based on a student's financial need. CET offers the following need based aid: Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Subsidized Loans, and Scholarships.

Non-Need

Non-need based aid is any aid that is awarded based on factors other than a student's financial need. CET offers the following non-need based programs: Unsubsidized Loan, PLUS Parent Loan, and Scholarships (as available).

Financial Need

Most of the aid available at CET is awarded on the basis of need (except for unsubsidized and PLUS Parent Loans). The U.S. Congress establishes the Student Aid Index (SAI) which is replacing the Expected Family Contribution (EFC) in awarding need-based financial aid. Unlike the EFC, the SAI does not consider the number of family member in higher education. A lower SAI usually increases the amount of need-based aid student is eligible for. Formula: Financial need = COA – SAI; The SAI is calculated based on the student total income and assets. For dependent students may include parents' income and assets or a spouse's income and assets (if applicable). Key factors considered include adjusted gross income (AGI), deductible patents, tax-exempt interest and untaxed portions of IRA distributions and pensions. Striving to meet the student's needs, the financial aid officer prepares a financial aid package.

Cost of Attendance*

The COA is an estimate of the student's educational expenses for the period of enrollment. The following is the of what the COA breakdown budget for the 2025-2026 Academic Year:

Allowance	Living with Parents	Off Campus Housing
Tuition & Fees	Actual CET Program Cost	
Books & Supplies	\$724 Per Academic Year	
Food	\$788/mo; \$7,092/yr	\$1,647/mo; \$14,828/yr
Housing	included above	included above
Transportation	\$193/mo; \$1,740/yr	\$193/mo; \$1,740/yr
Personal/Misc.	\$385/mo; \$3,466/yr	\$385/mo; \$3,466/yr
Child/Dependent Care	Reasonable expenses with adequate documentation provided by the student depending upon age and number of children.	
Loan Fees	For student loan borrowers, actual or average loan origination and insurance.	
TOTAL	\$13,022/yr (tuition not ncluded)	\$20,758/yr (tuition not included)
* The cost of attendance is not to be confused with Tuition cost. COA is an estimated of the student's educational expenses for the period of enrollment.		

CET uses the annual budget published by the State of Texas to determine the student's cost of attendance for the Texas CET Center.

How to Apply for Financial Aid

Applicants should contact the local CET financial aid office for the necessary forms and guidance during the admissions process. At a minimum, an applicant will need to complete a Free Application for Federal Student Aid (FAFSA). Applications are available from the financial aid office; they can also be completed online at <http://www.fafsa.ed.gov>. Documentation to substantiate the data entered on the form may be required by the Financial Aid office.

Payment Periods

Payment period is a school-defined length of time for which financial aid funds are paid to a student. For a student enrolled in an eligible program that is one academic year or less in length (630-900 clock hours).

The first payment period is the period of time in which the student completes the first half of the program as measured in clock hours and number

of weeks; and the second payment period is the period of time in which the student successfully completes the second half of the program as measured in clock hours and number of weeks.

Financial Aid Payments

In order to receive payment of federal financial aid funds, the student must be in attendance, must be in the proper payment period for the disbursement, and must have completed the required number of weeks and actual hours of class time for the payment period.

Disbursements are made based on two payment periods; the payment periods are determined according to the number of hours in the program and the number of weeks divided by two; for example: in a 900-hour program the first payment period is from 1 to 450 hours (0% - 50% of the program); and the second payment period is from 451 to 900 hours (51% - 100% of the program).

CET expects all of its regular students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of CET's accrediting and state approving bodies, Council on Occupational Education (COE) and the Bureau for Private Postsecondary Education (BPPE) and federal regulations (FSA).

Payments are requested electronically from the Department of Education and disbursed via check payable to the student or by credit to the student's tuition account; and will be paid no later than fourteen (14) days after the funds are received from the U.S. Department of Education or the state. Uncashed checks will be voided after 60 days and funds will be returned to the appropriate agency.

Generally, students are paid the first half of their financial aid within 45 days of the start date. The second half of the student's financial aid is paid within 45 days of completing the actual midpoint of the program.

Verification Process

CET makes verification policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the financial aid process. The following verification policies apply to all applicants for the Federal Financial Aid assistance programs. CET will not disburse PELL or campus-based aid or, Direct/PLUS Parent loan proceeds until completion of the verification process.

Who must be verified: The policy of CET is to verify those students selected by the Central Processing System for verification.

2024-2025 verification continues to be limited to the following:

- Resolving conflicting information
- V1-Standard Verification Group will be required

- V4&V5 Verification Groups will be limited to only the Identify/ Statement of Educational Purpose for students flagged by CPS.

Required Verification Items

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Income earned from work
- Household size
- Number in college
- Identity/statement of educational purpose

Verification Tracking Groups

Students who are selected for verification will be placed in one of the following three groups:

- Tracking flag V1 - Standard Verification Group
- Tracking flag V4 - Custom Verification Group
- Tracking flag V5 - Aggregate Verification Group

The group determines which FAFSA information must be verified for the student. Students will be required to complete the appropriate Verification Worksheet applicable to the verification group and provide additional documents or information if necessary. See your Financial Aid Officer for more detailed information.

- Time period for providing documentation: Applicants must provide the required documentation as per Federal Law requirements, which allows verification to be completed 120 days from the student's last day of attendance or the official published Federal Register deadline, whichever is earlier.
- Applicant's responsibilities: To be eligible to

receive financial aid assistance, applicants must provide requested information within the required time-frame as stated above. The student must repay any over-award, or any award, discovered during verification, for which he/she was not eligible.

- Consequences of failure to provide documentation within the specified time period: If students cannot provide required documentation, CET cannot complete the verification process. CET must then advise the students that they are not eligible for financial aid funds via the Financial Aid Notice form. CET then gives the students the following options:
 - The student may continue training on a cash payment basis.
 - The student must repay any “over” award or any award for which he/she was not eligible, discovered during verification.
- Refusal or inability to provide documents, as requested on the Pending Financial Aid Award Notice Form, are grounds for suspension, and up to termination.
- Interim Disbursements: CET may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.
- Tolerances: For students who are selected for verification and receiving subsidized student aid, changes that result to any non-dollar item and to any dollar item of \$25 or more must be submitted for processing.
- Notification of Results of Verification: CET shall notify the applicant of the results of the verification process within 30 days of the student’s submission of verification documents if the verification results in changes to his/her award by requiring the student to sign a revised financial aid offer letter and a revised Tuition Payment Plan.

- Referral Procedure: Should review of an application for Title IV student aid indicate that the applicant, employee, or other individual has engaged in fraud or other criminal misconduct in connection with the applicant’s application to obtain federal funds, the Corporate Financial Aid Office will refer for investigation all relevant information to the Office of the Inspector General of the U.S. Department of Education as referenced in 668.16(g). Examples of such information may include false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures, forgery of high school diplomas, GEDs or certificates, and false statements of income: Ph (800) 647-8733.

Conflicting Information

Conflicting information is information that is different from the information previously available to the institution, or from different institutional departments, that impacts a student’s eligibility for aid. It includes, but is not limited to, verification, citizenship status, accuracy of SSN, default or overpayment status, changes in student’s academic status, Cost of Attendance elements, other student financial assistance or resources and inconsistent information used in the calculation of the SAI/EFC. Conflicting information must be resolved before federal student aid is disbursed or prior to making any adjustments for a Professional Judgment.

Professional Judgment

Professional Judgment (PJ) is the process of reviewing an individual student’s unique circumstances and exercising the option to change the standards normally applied to determine financial aid eligibility. Professional Judgment changes are made for the purposes of determining financial aid eligibility based on the current situation of the applicant.

Actual changes are done on an individual, case-by-case basis, when, in the judgment of the Financial Aid Officer, the information does not realistically evaluate the student's or family's current ability to contribute to their education. All such changes must be thoroughly documented in the student file.

Conditions that warrant a Professional Judgment (other conditions may apply, this is not all-inclusive):

- Homelessness
- Dislocated worker
- Recent unemployment of a family member
- Other changes in the family's income or assets

Verification must be completed and Conflicting Information must be resolved before making any data adjustments for a Professional Judgment.

Changes to Your Family's Financial Situation - If you or your family's financial situation has changed significantly from what is reflected on your federal income tax return (for example, if you've lost a job or otherwise experienced a drop in income), you may be eligible to have your financial aid adjusted. If your FAFSA was already submitted, contact your financial aid officer to discuss how your current financial situation has changed. Note that the school's decision is final and cannot be appealed to the U.S. Department of Education.

Dependency Overrides

Federal financial aid regulations assume that a student's family has primary responsibility for meeting educational costs. If you are considered a dependent student according to the federal financial aid definition, your aid eligibility is determined by using parent income and asset information in addition to your information.

A dependency override occurs when a financial aid officer exercises professional judgment and overrides the Department of Education's criteria

for dependent students. An override may only be granted on a case-by-case basis for students with unusual & exceptional circumstances. These circumstances must show compelling reason for a student to be considered independent rather than dependent.

Conditions that warrant a Dependency Override (other conditions may apply, this is not all-inclusive):

- Abandonment by parent(s)
- Parental drug abuse
- Parental mental capacity
- Physical or emotional abuse
- Severe estrangement from parents
- Parental incarceration
- Students who are older than 21 but not yet 24 and who are unaccompanied and homeless or self-supporting and at risk of being homeless.

Dependency Overrides do not carry over from one year to the next; the Financial Aid Officer must reaffirm each year that the unusual circumstances persist and an override is still justified. CET does not accept overrides from other institutions. A dependency override must be thoroughly documented.

Federal Student Aid Credit Balance

A Federal Student Aid (FSA) credit balance occurs whenever CET credits Federal Financial Aid funds to a student's account and those funds exceed the student's allowable charges. CET pays by check the excess Federal Financial Aid Funds (the FSA credit balance) as well as credit balances not related to Federal Financial Aid funds directly to the student (or parent if credit balance is created by a PLUS Parent loan) as soon as possible.

A FSA credit balance is defined as a credit balance where the total federal funds on an account are greater than the total tuition and eligible fees in a Payment Period. A FSA credit balance is created when a check is printed. At

CET, Federal Financial Aid funds include Direct Stafford loans, Direct PLUS parent loans, and the Pell and FSEOG grants.

A student's FSA credit balance is processed automatically. Students do not need to contact their Financial Aid Department to request that a FSA credit balance be processed.

Time Frame for Paying Credit Balances

FSA credit balances are processed within 14 calendar days of the date the credit balance was created, per federal regulation. Students with non-FSA credit balances are not required to be processed within 14 calendar days but are processed automatically on an ongoing basis throughout the student's enrollment.

If a student is paid a credit balance by check, CET may hold the check for up to 21 days after the date it notifies the student (via student letter notification). If the student does not pick up the check within the 21-day period, CET will immediately mail the check to the student or parent or return the funds to the appropriate FSA Program.

FSA Credit Balance Example		Non-FSA Credit Balance Example	
Tuition	\$16,375	Tuition	\$16,375
Fees	\$40	Fees	\$40
Federal Aid	\$16,471	Federal Aid	\$16,471
FSA Credit	(\$96)	Scholarship	\$500
		Non-FSA Credit	(\$500)

PLUS Parent FSA Credit Balance

A student account credit balance are issued to parent PLUS loan borrowers when the PLUS loan disbursement results in an FSA credit balance of the student account (as described in the above section).

PLUS Parent borrowers who wish to have an FSA Credit Balance of PLUS Parent funds issued to their student should complete and return the

PLUS Parent Loan Acknowledgement of Credit Balance Authorization form and submit it to their Financial Aid Officer.

FSA Credit Balance Delivery

Credit Balance checks are available immediately for pick up after the date the student is notified that the credit has been created. Credit Balance checks are held for student pick-up in the Financial Aid Department no more than 21 days before being mailed to the home address on record. Students may be required to present photo identification to pick up credit balance checks. Students must be responsible for budgeting their own funds and ensuring that these funds are used for education related expenses.

Credit Balance checks of PLUS Parent Loans are not held for pick-up and are automatically mailed to the borrower's home address if a PLUS Parent Loan Acknowledgement of Credit Balance Authorization form was not submitted to the Financial Aid Department. Credit Balance checks are disbursed in the local CET center's Financial Aid Department. If a student has questions about their loan disbursements, date and time of pick up, he/she is to contact the local Financial Aid Officer.

Disbursements to Students on Leave of Absence: CET will disburse Pell and FSEOG (tuition and/or student) funds to a student on a leave of absence.

However, CET will not disburse Direct Loan funds to a student on a leave of absence. CET will pay an FSA credit balance resulting from Direct Loan funds to a student on a leave of absence if the credit had already been created prior to the LOA start date.

All students must meet Satisfactory Academic Progress (SAP) in order to receive their federal financial aid and subsequent credit balance checks. Any students that are in a Probationary status and fail to meet the terms of their

Corrective Action Plan will no longer be eligible to receive financial aid. Please see the “Satisfactory Academic Progress” policy for further details.

A student who withdraws from the program or is administratively terminated may owe a balance to CET (i.e. if a student withdraws at or less than 60% of scheduled hours of their program hours). CET does not hold excess FSA credit balances.

Federal Refund Policy

If a student receiving financial aid withdraws from school, the school and the student share responsibility for returning Title IV aid (financial aid money). The amount of Title IV aid to be returned depends on how much Title IV aid the student “earned” before withdrawing. Up through the 60% point of the program hours, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point of the program hours, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the Period of Enrollment. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, CET must still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

- The amount of earned Title IV aid depends on the percentage of the payment period the student completed before withdrawing.
- The amount of Title IV aid the student received but did not earn, that is, the amount of “unearned” Title IV aid disbursed, must be returned to the appropriate program.
- The amount of Title IV aid the student earned that was not disbursed must be provided as a post-withdrawal disbursement to the student within 45 days.

How Withdrawal Can Impact Financial Aid

Federal regulations require Title IV financial aid funds to be awarded under the assumption that you will attend CET for the entire enrollment

period in which federal financial aid assistance will be awarded. If you do not complete or withdraw from the program for any reason, you may no longer be eligible for the full amount of Title IV funds that you were originally scheduled to receive.

The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated calculation is used to determine the amount of federal student aid funds you will have earned at the time of the incomplete/withdrawal/drop.

If you leave or withdraw at or prior to completing 60% of scheduled hours in the Enrollment Period, your financial aid awards will be pro-rated and CET may be required to return funds to the federal student aid program and you may owe a balance due to CET that may be created by the funds refunded to U.S. Department of Education. If you leave or withdraw upon completing more than 60% of scheduled program hours (Period of Enrollment), you will have earned 100% of your financial aid awards.

It is your responsibility to return unearned financial aid (Title IV) funds that were disbursed to you. Unearned Title IV fund loan proceeds paid to you must be repaid under the terms and conditions of the promissory note.

School and student responsibility for return of unearned federal funds - Both you and CET are responsible for returning unearned federal financial aid to the federal government. You will be billed for any amount due as a result of the return of federal aid funds calculation.

- The amount of grant proceeds you must repay is limited to the amount by which the grant overpayment exceeds half of the original grant funds.
- An overpayment of \$50 or less does not have to be repaid.
- You must make arrangements with the

Department of Education to return such grant proceeds within 14 days of the date of notice of overpayment.

- You will be reported to the National Student Loan Data System (NSLDS) if you do not to make repayment arrangements within 14 days of the date of the notice of overpayment. This will result in the loss of any further financial aid eligibility.

Example calculations for illustration purposes only - The following is an example of a return of funds for a student who withdrew from a 630-hour program after completing 260 hours of the 630 scheduled hours in the Enrollment Period (scheduled program hours). This student would have earned 41.26% of his/her Title IV Funds (financial aid) for the Enrollment Period ($260/630 = 41.26\%$). The remaining amount would have to be returned to the appropriate source.

The following is an example of a return of funds calculation for a student who withdrew from a 900-hour program after completing 549 hours of training of the 900 scheduled program hours (Enrollment Period). This student would have earned 61% of his/ her Title IV funds (financial aid) for the enrollment Period ($549 \div 900 = 61\%$). Since this student withdrew after completing 60% of the program hours, the student is considered to have earned all (100%) his or her federal financial aid.

Refunds - In the event that you have received less aid than the amount of financial aid that you have earned at the time of withdrawal, you are eligible to receive those funds. CET will notify you of your eligibility of a post-withdrawal disbursement of aid. You will have 14 days to accept or decline these funds.

Additional loan information to consider when withdrawing

- If the calculations result in a balance due from you to CET, a bill will be sent to your

permanent home address and will be due upon receipt.

- An email notification and/or via U.S. postal service containing a letter detailing the withdrawal amounts returned to each program.
- If you are a Federal Direct Loan borrower, you are required to complete the Exit Counseling at the time of your withdrawal. You may complete the Federal Direct Loan Exit Counseling at the National Student Loan Data System (NSLDS) www.nsls.ed.gov
- A copy of the Federal Direct Counseling materials (if applicable), will be sent to you via email and via regular U.S. Postal service to your address in file.
- Your Federal Direct Loan Servicer will be notified that you are no longer enrolled, and the loan repayment process will begin.
- It is important that you understand your rights and responsibilities, and your completions of the required exit counseling will prepare you for repaying your loan(s).
- Your grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day after your last day of attendance from CET. If you are not enrolled at least part-time for more than 6 months, your loans will go into repayment. You must contact your Loan Servicer to make payment arrangements. Loans must be repaid by you (student/parent) as outlined in the terms of your promissory note.

Order of award refunded - All unearned aid must be returned to the federal aid programs as determined by the Federal calculation. Funds must be returned in the following order:

- a) Direct Loan Unsubsidized
- b) Direct Loan Subsidized
- c) Parent PLUS Loan

d) Pell Grant

e) SEOG Grant

Institutional refund calculation - CET also complies with State regulations; after performing the Return to Title IV (financial aid) funds calculations, a second refund calculation must be performed following state rules. Tuition will be refunded to the funding source or to students who withdraw prior to or at 60% of the scheduled program hours and a withdrawal fee of \$100 will be assessed. No tuition will be refunded for any withdraw that occurs after 60% of the scheduled program hours. For the formula used, please refer to the “Institutional Refund Policy” section of your Enrollment Agreement.

Private/Other Scholarships - Private or other scholarship aid will be recalculated according to the scholarship agency withdrawal policy at the time of awarding. CET's policy for private or scholarships would apply if no donor or agency policy provided.

Contact information - If you have questions on any of the above information, please contact your Financial Aid Officer. You may visit studentaid.gov to verify that any refunded

amount(s) has been credited to your account, and inquire if you still have any outstanding balance.

Reducing/Cancelling a Federal Student Aid (financial aid) Loan

A student or parent who wishes to reduce or cancel a loan must do so by providing the Financial Aid Officer at the local CET Center with a completed Loan Reduction/Cancellation Request form within 14 calendar days from the date of the loan payment. Forms can be requested from the Financial Aid Officer at the local CET Center.

National Student Loan Data System (NSLDS)

The NSLDS is the U.S. Department of Education's central database for student aid. For students or parents borrowing a financial aid loan, the loan will be submitted to NSLDS and will be accessible by the student, parent, authorized agencies, lenders and institutions. Students and parents may visit <https://studentaid.gov> to access their loan information. Student and parent may also visit this site to verify that any refunded amount(s) have been credited to his/her account, and inquire if he/she still has any outstanding balance.

FINANCIAL AID TERMINOLOGY - WHAT DOES THIS MEAN?

The following definitions correspond to some common terms used within the financial aid terminology.

Academic Year: At CET the academic year is defined as a period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction. Instructional Week Definition for financial aid purposes, a week of instructional time is any period of 7 consecutive days in which at least 1 day of regularly scheduled instruction, examination, or (after the last day of classes) at least 1 scheduled day of study for examinations occurs. Instructional time does not include periods of orientation, advising, homework, vacation, or other activity not related to class preparation or examination. Therefore, the weeks of instructional time may be less than the number of calendar weeks that elapse between the first day of classes and the last day of classes or examinations.

Any program that is less than an academic year will have financial aid awards pro-rated accordingly to the number of clock hours in the program.

Adverse Credit History: This term usually applies to Plus Parent Loans. It takes into consideration credit history which is a summary of your financial strength, including your history of paying bills and your ability to repay future loans. Your credit history may be considered adverse if you have experienced bankruptcy discharge or foreclosure within the past five years, or if you have any accounts that are 90 days or more delinquent.

Capitalization: The addition of unpaid interest to the principal balance of a loan. When the interest on your federal student loan is not paid as it accrues (accumulates), ED will capitalize the interest under certain circumstances. This increases the out-standing principal amount due on the loan and may cause your monthly payment amount to increase. Interest is then charged on that higher principal balance, increasing the overall cost of the loan.

Citizen/Eligible Non-Citizen: A student must be in one of the following categories to receive federal student aid: A U.S. citizen, a U.S. national (includes natives of American Samoa or Swain's Island), or a U.S. permanent resident who has an I-151, I-155, or I-551C (Alien Registration Receipt Card). If student is not in one of these categories, student must have an Arrival-Departure Record (I-94) from the Bureau of Citizenship and Immigration Services (formerly the U.S. Immigration and Naturalization Service) showing one of the following designations: "Refugee," "Asylum Granted," "Cuban-Haitian Entrant, Status Pending," or "Conditional Entrant," (valid only if issued before April 1, 1980). If the student has only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), he/she will not be eligible for federal and state student aid.

If a student is in the United States on certain visas, including an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, student is not eligible for federal student aid. Also, persons with G series visas (pertaining to international organizations) are not eligible. For more information about other types of visas that are not acceptable, check with the local CET financial aid office.

Citizens of the Freely Associated States: Effective July 1, 2024, citizen of the three Freely Associated States, Federation States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau are eligible for the following three Title IV, HEA programs: Pell Grants, Federal Work Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG); these citizens do not have an A-number/ARN. Students from the Freely Associated states remain ineligible for Direct Loan funds.

Clock Hour: 50 to 60 minutes of supervised instruction during a 60-minute period.

Contributor: Anyone who is required to provide information on a student's FAFSA form, including

the student, the student's spouse, a biological or adoptive parent, or the parent's spouse (stepparent). A contributor IS NOT non-adoptive grandparents, foster parents, legal guardians, brothers or sisters, and aunts or uncles, even if they helped provide for or raise the student.

Credit Balance: A federal student aid credit balance occurs when tuition payments have been received by CET in excess of the amount of charges assessed to the student in the period of enrollment.

Deferment: A postponement of payment on a loan. Deferment is allowed under certain conditions. During deferment, interest does not generally accrue (accumulate) on Direct Subsidized Loans, Subsidized Federal Stafford Loans, and Federal Perkins Loans. All other federal student loans that are deferred will continue to accrue interest. Any unpaid interest that accrued during the deferment period may be capitalized (added to the principal balance of the loans).

Dependent: the dependency status determines whether you need to provide information about your parents or legal guardians; the criteria for dependent status include age, marital status, and financial support. Some situations may lead to exceptions.

Entrance Counseling: A mandatory information session, which takes place before you receive your federal student loan; entrance counseling explains your responsibilities and rights as a student borrower.

Exit Counseling: A mandatory information session, which takes place when you withdraw or graduate. It provides important information to prepare you to repay your federal student loan(s).

Student Aid Index (SAI): replaces the previous term Expected Family Contribution (EFC). SAI is an eligibility index number used by your financial aid office to determine how much financial aid you are eligible for.

Forbearance: A period during which your monthly loan payments are temporarily suspended or reduced. U.S. Department of Education may

grant you forbearance if you are willing but unable to make loan payments due to certain types of financial hardships. During forbearance, principal payments are postponed but interest continues to accrue (accumulate). Unpaid interest that accrues during the forbearance will be capitalized (added to the principal balance of your loans), increasing the total amount you owe.

Grace Period: A period of time (generally six months) after a borrower graduates, leaves school, or drops below half-time enrollment during which the borrower is not required to make payments on certain federal student loans. Some federal student loans will accrue interest during the grace period, and if the interest is unpaid, it will be added to the principal balance of the loan when the repayment period begins.

Grant: Financial aid that does not need to be paid back, (unless, for example, you withdraw from school and owe a refund), often based on financial need.

Incomplete: Students are officially withdrawn on the date of notification, the date terminated by the institution, the date of ten consecutive days of absences without notification to the school, or the date when the student failed to return from an approved leave of absence.

Independent Student: If you are an independent student, you will report your own information and, if you are married, your spouse's. Independent students do not need to provide parental information on the FAFSA form.

Interest: A loan expense charged for the use of borrowed money. Interest is paid by the borrower to U.S. Department of Education. The expense is calculated as a percentage of the unpaid principal amount of the loan.

Loan Servicer: A company that collects payments, responds to customer service inquiries, and performs other administrative tasks associated with maintaining a federal student loan on behalf of U.S. Department of Education. If you're unsure of who your federal student loan servicer is, you can look it up in "My Federal Student Aid" at StudentAid.gov/login or on NSLDS, nslds.ed.gov

or by contacting your CET Financial Aid Staff.

Master Promissory Note (MPN): A binding legal document that you must sign when you get a federal student loan. The MPN can be used to make one or more loans for one or more academic years (up to 10 years) at one or more schools. It lists the terms and conditions under which you agree to repay the loan and explains your rights and responsibilities as a borrower. It's important to read and save your MPN because you'll need to refer to it later when you begin repaying your loan or at other times when you need information about loan provisions, such as deferments or forbearances.

Need: Financial need is the amount left over after subtracting the SAI (formerly EFC) from the cost of attendance (COA, this includes tuition, fees, room and board, books, supplies, transportation, and other miscellaneous expenses). Financial Need = COA - SAI; if the SAI is less than the COA, the difference represents your financial need.

Parent(s): A parent is a biological or adoptive parent (whether of the opposite or same sex) or a person that the state has determined to be a parent (for example, when a state allows another person's name to be listed as a parent on a birth certificate). A stepparent is considered a parent if married to a biological or adoptive parent and if the student is counted in the student's household size.

Payment Period: 450 hours and 13 weeks for courses of 900 hours or more; the mid-point of the program for courses of less than 900 hours and 26 weeks.

Additional Information

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of their social security number is mandatory. Social security numbers are used to verify identities, to process the awarding of funds, the collection of funds, and to trace individuals who have borrowed funds from federal, state, or private sources.

Further information on Federal Student Aid programs can be found in the booklet, "The

Guide to Federal Student Aid," that is given to all federal financial aid applicants at the time of application for Federal Student Aid. More information can be found by visiting the following websites:

www.fafsa.ed.gov – Will allow you to access and complete the Federal Financial Aid Application online and will inform you about deadlines for applying.

www.finaid.org – A comprehensive source of student financial aid information, advice, and tools available online.

www.fc2success.org – This is a national non-profit scholarship program designed for foster youth to make the difficult transition to adulthood and the pursuit of their educational goals.

www.cash4college.csac.ca.gov – A program in California that helps student and families access for education and career/technical training beyond high school. Provides dates and locations of free workshops that provide line-by-line hands-on help to complete the FAFSA.

www.uscis.gov – Learn about U.S. citizenship information.

<https://studentaid.gov> – U.S. Department of Education site explaining how to view Federal student loan documents, Entrance/Exit counseling, how to sign promissory notes, planning tools and funding education beyond high school.

www.bls.gov/emp – U.S. Bureau of Labor Statistics: students can use this data in their career exploration. The occupational outlook handbook helps you learn about the nature of the work, education and training requirements, employment, salary and ten-year outlook for hundreds of occupations.

www.hsf.net – Hispanic Scholarship Fund.

www.irs.gov – Internal Revenue Service: required to File a Federal Income Tax Return Use IRS Publication 501 to determine if the independent applicant or dependent student's parent(s) was required to file a federal tax return. If tax filing

status is known, use the combination of reported marital status, tax filing status, and age to determine if they were required to file.

www.sss.gov – Visit this web site to register for the U.S. Selective Service.

www.va.gov/ – Or call 1-888-GI-BILL-1 (1-888-442-4551) in the U.S. Or call 001-918-781-5678 outside the U.S. Veterans of the U.S. Uniformed Services may be eligible for a broad range of programs and services provided by the Department of Veteran Affairs (VA). Veterans crisis Line is 1-800-273-8355 and press 1.

nces.ed.gov/collegenavigator/ – College Navigator is a consumer tool created by the US Department of Education and its National Center for Education Statistics so that people can

evaluate US colleges that receive Title IV funds. College Navigator includes institutional data on programs offered, retention and graduation rates, prices, aid available, degrees awarded, campus safety, student loan defaults and accreditation.

StudentAid.gov – National Student Loan Data System (NSLDS) is the national database of information about loans and grants awarded to students. NSLDS® provides a centralized, integrated view of federal student aid loans and grants that are tracked through their entire lifecycle from aid approval through disbursement and repayment (if applicable). Login or create an account (FSA-ID).

Tuition

Tuition Policy

The CET program serves a diverse group of people with various academic backgrounds, vocational skills, and attitudinal preparedness. Service to this diverse population dictates CET's open entry/open-exit enrollment policy as well as its program design of individualized instruction. CET receives funding from a variety of federal student financial aid. CET tuition is due at enrollment unless other arrangements are made; any tuition not covered by the secured funds is the responsibility of the student.

When tuition is paid in whole or in part by a funding agency that imposes performance criteria or other contract terms that may affect the tuition amount, CET will negotiate tuition with those agencies taking into account the risk of non-collection. CET has a payment plan available for those who wish to pay on a cash basis or for those students who are not fully funded with grants or financial aid. All tuition and fee balances must be paid prior to graduation.

Buyer's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 10th day after enrollment, whichever is later. Also, if information on the right to cancel is not given to the prospective student prior to or at the time the enrollment agreement is signed, the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date. Any cancellation should be in writing and must be delivered to school management.

Institutional (State) Refund Policy

Students have the right to withdraw from a course of instruction at any time. Students who withdraw from training after the 10 day cancellation period may be eligible for a refund. The withdrawing student is obligated to pay for educational services rendered. If a financial aid recipient withdraws before earning sufficient Title IV or

other funds to cover incurred training costs, the student will be responsible for the unpaid portion of incurred training costs. Refunds will be paid within 60 days following the determination of the withdrawal date.

Refund Procedures

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes, will be the earliest of the following:
 - a. The last date of attendance, if the student is terminated by the school;
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 10-day cancellation privilege, the student does not enter the school, not more than \$100 in any nonrefundable administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a

student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course or program hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or

representatives of the school. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to Texas National Guard may elect one of the following options for each program in which the student is enrolled:

If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

A grade of incomplete with the designation "withdrawnmilitary" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to reenroll in the program , or a substantially equivalent program if that program is no longer available, not later than the first anniversary or the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Force Majeure

Center for Employment Training's duties and obligations under Force Majeure statutes may be suspended indefinitely without notice during all periods in which CET is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond CET's control.

CET has developed a contingency instruction plan to deliver remote instruction as soon as is reasonably practicable and safe under the

circumstances. If such a Force Majeure event occurs, CET's duties and obligations, under Force Majeure, may be postponed for a period of time until the School can deliver its contingency course instruction or until such time as CET, in its sole discretion, may safely reopen.

In the event CET is closed for a period of time or must deliver course work remotely due to an event under this statute, the student agrees that CET is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to CET.

Notification Rights Under FERPA

Under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, a parent or eligible student has a right to inspect and review the student's records and to seek to have them amended in certain circumstances.

Disclosures to parents: Current regulations provide that even after a student has become an "eligible student" under FERPA postsecondary institutions may allow parents to have access to their child's education records, without the student's consent in the following circumstances: the student is a dependent for federal income tax purposes; the disclosure is in connection with a health or safety emergency under the conditions, the student has violated any federal, state or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding the use of possession and the student is under 21 at the time of the disclosure. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day CET receives a request for access. Students should submit to the Center Director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The CET official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the CET official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask CET to amend a record they believe is inaccurate. They should write to the CET official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If CET decides

not to amend the record as requested by the student, CET will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Generally, schools must have written permission from eligible students prior to releasing any information from their educational records. FERPA, however, allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interests.
 - Other schools to which a student is transferring.
 - Specified officials for audit or evaluation purposes.
 - Appropriate third parties/contractors in connection with students' financial aid.

Organizations conducting certain studies for or on behalf of schools. A written agreement will be required and must specify the purpose, scope, duration of the study, and the information to be disclosed. The study should be conducted in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests. In addition, the organization must specify the time period during which the information will be destroyed or returned to CET.

- Accrediting organizations.
- In compliance with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.

- State and local authorities within a juvenile-justice system, pursuant to specific state law.
 - Parents or legal guardians, if the student is under age 21 and has violated the alcohol and drug policies of the student's school.
 - An alleged victim of a crime of violence or non-forcible sex offense, limited to the results of disciplinary hearings.
 - Ex parte court orders under USA Patriot Act (the court order itself may instruct the institution not to notify the parent or student or records the disclosure of educational records, or disclosed the existence of the ex part order to any party).
 - Registered sex offenders; the Campus Sex Crimes Prevention Act (CSCPA), allows postsecondary institutions to disclose, without consent, information it has received from a State under the Wetterling Act.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CET to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

5. Directory Information: FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information is considered public information and may be released without the student's consent.

At CET, the following items of information regarding a student's record are considered directory information:

- Student's full name
- Address (home and mailing)
- E-mail address
- Telephone number
- Date of birth
- Dates of attendance
- Enrollment status (Full or Part Time)
- Graduation date

In general, CET does not release directory information to the public or third parties without written consent from the student. In cases where family members, employers, or other interested entities, are seeking student directory information, CET will require a FERPA Release Form to be signed by the student

Consumer Information Notice

All institutions that participate in Federal Student Aid Programs are required to notify enrolled and prospective students regarding consumer information that is available to them. This notice is intended to outline consumer information that the student has the right to request and review. The following information is available at all centers. Additionally, the student has the right to request this information in writing by contacting the Center Director at each center during regular business hours.

Rights under Family Education Rights and Privacy Act (FERPA)

Center for Employment Training maintains compliance with the U.S. Family Education Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in June 1976). The Privacy Act defines requirements, which are designed to protect the privacy of the students concerning their records maintained by the center. The disclosure includes students' rights and procedures to review educational records and amend inaccuracies. Generally, information pertaining to a student's records shall not be released to a third party without written authorization from the student, by judicial order, or a lawfully issued subpoena. Education records pertain to all records an institution maintains regarding a student. A copy of the Family Education Rights and Privacy Act Policy is made available to students through the Admission Office.

Personal Identifiable Information (PII): Protecting Student Privacy and Confidentiality

Personal Identifiable Information (PII) is any information about an individual maintained by CET, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an

individual, such as medical, educational, financial, and employment information.

Examples of non-sensitive PII include information such as first and last names, email addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

To ensure that such PII is not transmitted to unauthorized users, CET policy requires the encryption of all PII and other sensitive data transmitted via email or stored on CDs, DVDs, thumb drives, etc., using Federal Information Processing Standards (FIPS), 140-2 compliant, and National Institute of Standards and Technology (NIST) validated cryptographics module.

Misrepresentation Policy Statement

CET holds itself to the highest level of integrity, honesty, and responsibility, and will not provide any false, erroneous, or misleading statements to a student or prospective student, to the family of an enrolled or prospective student, or to the Dept. of Education in accordance with 34 CFR 668.71-75. This includes disseminating testimonials and endorsements given under duress. Likewise, CET does not tolerate any intentional misrepresentation by students or any CET staff and will abide by the laws governing information provided when applying for and receiving financial aid.

CET has procedures in place to ensure that none of CET's representatives, or any ineligible institution, organization, or person with whom CET has an agreement to provide educational programs, marketing, advertising, recruitment or admissions services, makes a substantial misrepresentation regarding CET, the nature of its educational program, its financial charges, or the employability of its graduates.

Academic Program Information and Instructional Facilities Information

Academic program offerings and instructional facilities vary according to the area. Not all programs are available at all locations. Information regarding academic programs, instructional facilities, and current Center contact information may be reviewed on the Student Catalog Addenda.

Services for Disabled Students

CET's goal is to support qualified students with disabilities enrolling in vocational training. CET supports student self-advocacy while providing reasonable accommodations to minimize the effects of a disability and maximize student potential. CET recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, as amended, and 34 CFR Part 104, prohibiting discrimination on the basis of a disability and requiring CET provide reasonable accommodations to qualified disabled students in all CET programs and activities. A qualified student with a disability may request "reasonable accommodations" related to his or her disability, provided that the accommodations do not impose an undue hardship on CET.

Students have the responsibility to both self-disclose and request accommodations through the Center Director. Communication with instructors or other staff members does not constitute in itself fulfilling the CET's ADA accommodation requirements. Verification through medical documentation from a health care provider and/or a Qualified Rehabilitation Professional and engaging in an interactive process is required prior to accommodations being determined and fulfilled. The Center Director and Regional Director, in consultation with the Human Resources Director, will review documentation for accommodation consideration. The Center Director is responsible for managing the ADA process including negotiations and finalizing appropriate student accommodations.

Dissemination of Institutional & Financial Assistance Information

Information about institutional and financial assistance is available from the Center Director or designee at each Center or Branch during regular business hours.

Consumer Information Disclosures

In an effort to assist the student in making a more educated decision about enrolling, CET provides the following disclosures on its website cetweb.edu or on paper per request or applicable:

- Net Price Calculator – To receive an estimate of how much students similar to you paid to attend CET. Find it at <http://cetweb.edu/tuition>
- Student-Right-To-Know – Graduation and Placement Rates. Find it at <http://cetweb.edu/disclosures>
- Campus Crime Statistics Summary – This is to disclose the number of instances in which certain types of crimes have occurred in any building or property owned or controlled by CET, which is used for activities related to the educational purposes. Find the full report at <https://cetweb.edu/safety/clery-act>
- School Performance Fact Sheet – Find it at: <https://cetweb.edu/disclosures/>

Drug & Alcohol-Free Workplace and Campus

CET recognizes the abuse of drugs and alcohol is a threat to the health and safety of the campus community. In accordance with the Drug-Free Workplace Act of 1988 and the Drug-free Schools and Communities Act Amendments of 1989, CET will provide a drug-free workplace and learning environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at CET or any of its campuses is prohibited. Abuse of alcohol, including underage drinking, on any CET campuses is also prohibited.

CET imposes sanctions, up to and including dismissal from all programs of study or termination of employment, on any students or employees (or minors) engaged in the consumption or abuse of alcohol or the unlawful possession, use, or distribution of illicit drugs while on CET or at any CET campus and premises. In addition, any student or employee (including minors) involved in such illegal activity is subject to legal sanctions under local, state, and federal law.

CET complies with any state law, which prohibits possession or use of alcohol by, or sale of alcohol to, anyone under twenty-one years of age.

Drug and Alcohol Abuse Prevention Program

The drug and alcohol abuse program was designed in compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

The Alcohol and Substance Abuse Prevention Program emphasizes prevention and intervention through education. The following is a list of CET's educational services and programs available to staff and students:

- Referral to Employee Assistance Program (EAP) counseling services (employees only).
- Medical insurance carrier monthly newsletters, including listings of website resources (employees only).
- Lectures presented by representatives from local community organizations.
- Informational brochures on alcohol and substance abuse publications.
- Listing of Internet websites for self-help resources.
- Drug use causes physical and emotional dependence, interferes with memory, sensation and perception, and in some cases, may cause permanent brain damage or sudden death. The various health risks associated with alcohol abuse and use of

specific types of drugs mentioned below is not intended to be an exhaustive or a final statement of all possible health consequences of substance abuse.

- Using alcohol and other drugs carries risks. Alcohol and drugs impair judgment, making users more likely to hurt themselves or others, to have trouble with the law, to do poorly at school and work, and hurts relationships. Alcohol and drugs also have specific health risks: they can damage major organs, increase the risk of cancer, and even cause death.
- Detailed information concerning the known health hazards resulting from the abuse of drugs and alcohol may be obtained from your physician. On-line self-help sites for drug counseling and rehabilitation programs are included in the Annual Security Report.

Biennial Review

- CET will conduct biennial reviews to determine the effectiveness of the Alcohol and Drug Prevention Program through student and employee program evaluations, surveys, alcohol violations, controlled substances violations, and related fatalities as required by Section 485(f)(6) of the Higher Education Opportunity Act. This will include the number of violations and related fatalities reported to the Center Director and CET's Human Resources Department that occurred on CET property or at CET activities as well as the number and type of sanctions imposed by CET.

Non-Smoking Policy

- Students and staff at all Centers shall honor the smoke-free zone area of 25 feet outside any entrance, exit or operable window of all our facilities.
- "Smoking," as used in this policy, is defined as inhaling, exhaling, burning, or carrying a lighted substance, including but not limited to, tobacco, cloves, or marijuana. "Smoking Products" include, but are not limited to, all

cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.).

- *Smoking marijuana on campus with or without a medical marijuana card is prohibited.* Furthermore, CET prohibits the sale, distribution, and sampling of all tobacco products and tobacco-related merchandise on all CET-owned and operated property and at CET sponsored events. Littering campus with remains of smoking products is prohibited.
- This policy applies to all employees, students, visitors, contractors, vendors, and volunteers.

CET Student Software Code of Ethics

No student shall ever install any software product on a CET computer. No software may be installed on any CET computer by anyone without proper authorization from the Center Director and Corporate Systems Administrator. This applies to Share-ware, Freeware, and any other software downloaded from the internet. Unauthorized duplication of copyrighted computer software violates the law and is not allowed under any circumstances.

Information Technology Requirements

CET provides computers, software, and all accessories necessary for training.

Peer-to-Peer Disclosure (P2P)

The Digital Millennium Copyright Act (DMCA), the No Electronic Theft Law (NET Act), and other federal laws make copyright infringement both a criminal offense and provides for civil penalties. A violator can be prosecuted in criminal court and/or sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and \$250,000 in fines. Civil penalties can run into many thousands of dollars in damages and legal fees.

- *Copyright Infringement:* The unauthorized distribution of copyrighted materials,

including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities and is not permitted.

Any student who makes, distributes, or uses unauthorized or illegal copies of licensed and/or copyrighted software, media or copyrighted materials, including illegal downloading using the institution's information technology systems, will be subject to disciplinary action. This may include a warning, suspension and/or termination from the program.

- *Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:* Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at no less than \$750 and no more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.

Sexual Harassment Policy

In accordance with Title VII Section 1604, and Title IX of the 1972 Education Amendments, CET is committed to providing an educational, employment, and business environment free of sexual harassment.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that is made either explicitly or implicitly a term or condition of an individual's educational status or employment, is used as a basis for educational or employment decisions affecting such individual, has the purpose or the effect of unreasonably interfering with an individual's educational or work performance or which create an intimidating, hostile, or offensive education, or work environment.

Anyone who engages in sexual harassment shall be in violation of this policy and subject to disciplinary action, up to and including termination or expulsion.

Sexual Harassment

1. Making written, verbal, physical and/or visual contacts with sexual overtones: written forms may include suggestive or obscene letter, notes and invitations.
2. Oral forms may include derogatory comments, slurs, jokes, and epithets.
3. Physical forms may include assault, unwelcome touching, impeding, or blocking movement.
4. Visual forms may include leering, gestures, and display of sexually offensive objects, pictures, cartoons, or posters.
5. Making reprisals, threats of reprisal, or implied threats of reprisal following a sexual harassing behavior within the educational environment, including withholding or threatening to withhold the graduation certificate.

6. Retaliation for having reported or threatened to report sexual harassment.
7. Continued expressions of sexual interest after being informed the interest is unwelcomed.
8. Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities and/ or learning environment of a student.
9. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed, including one or more of the following: unnecessary touching, patting, hugging, or brushing against a person's body, remarks of a sexual nature about a person's clothing, remarks about sexual activity, or speculations about previous sexual experiences.

Complaints should be directed to the Center Director, and the Corporate Human Resources Director located at 701 Vine Street, San Jose, CA 95110. If the Human Resources Director is not available, contact the Human Resources Manager at the same location.

Retaliation

CET will not tolerate retaliation against any individual for initiating or assisting in filing a complaint of sexual harassment. An employee and/or student in violation of this policy may be subject to disciplinary action, up to and including termination or expulsion.

Code of Student Conduct

Center for Employment Training has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by CET:

1. Deliberate lack of cooperation, habitual profanity or vulgarity, or the open and persistent defiance or abuse of CET personnel.
2. Obstruction or disruption of teaching, or of the education process, administrative process, disciplinary procedures or other CET functions and activities on campus.
3. Cell phones are only allowed for recording class attendance and must be kept out of sight and in vibrate mode during instructional class hours. Any other use of cell phones in classrooms, labs, and school offices is prohibited unless explicitly allowed by the instructor or CET staff.
4. Assault, battery, or any threat of force or violence upon students or CET personnel.
5. Physically intimidating others including such acts as obscene gestures, shouting, fist shaking, and/or blocking egress.
6. Theft of, or damage to, the property of CET, its officers, employees, students, or visitors.
7. Misuse of computers and networks which includes but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements.
8. Misrepresentation of oneself as a representative of CET including but not limited to any conduct that adversely impacts the student's performance or conduct, or that of other students, customers, or associates of CET's legitimate business interests.
9. Unauthorized entry into or use of CET equipment and facilities or trespassing/violation of a closed campus.
10. Acts of dishonesty, such as lying, knowingly furnishing false information, or reporting a false emergency to any CET official, instructor or other staff member.
11. Cheating, plagiarism, or knowingly furnishing false information in the classroom or to a CET officer.
12. Forgery, alteration, or other misuse of CET documents, records, or identification.
13. Knowingly assisting another person in the commission of a violation of the Student Code of Conduct.
14. Leading or inciting others to disrupt scheduled or normal authorized activities.
15. Disorderly, lewd, indecent, or obscene conduct or expression on any CET owned or controlled property or at any CET sponsored or supervised function.
16. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers the health or safety of any person or group.
17. Conducting a series of acts over a period of time and making threats with the intent to place a person in fear of death or bodily injury.
18. Acts of sexual harassment, rape, date rape, sexual assault, threat of an assault upon a student or staff or at a supervised function.
19. Hazing or any acts of discrimination that injures, degrades or disgraces another person or group.

20. The use of alcohol or unlawful drugs, or the distribution, sale, or possession of alcohol or other drugs, or the distribution, sale, or possession of alcohol or other drugs on CET property or at events sponsored by CET.
21. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus property or at CET sponsored or supervised activities.
22. Gambling in any form.
23. Smoking in classrooms or other unauthorized campus areas.
24. Failure to comply with lawful directions of CET officials, instructors, staff, or campus security officers who are acting within the scope of their duties.
25. Violation of other applicable federal and state statutes and CET rules and regulations.
26. Not adhering to the Student Dress Code.

Sanctions: Warning, Censure, Suspension, & Expulsion

In accordance with the provisions of CET Policies, the following sanctions will proceed for violations of the Code of Student Conduct:

1. **Warning:** a written notice to the student that he or she is violating or has violated CET regulations.

2. **Censure:** a written reprimand for a violation of specified regulations. Probation is for a designated time and includes the probability of more severe disciplinary sanctions if the student is found to be violating other CET regulation(s) during the probationary period.
3. **Restitution:** Reimbursement to CET, as directed by the Center Director, for repair or replacement of campus property misused, misappropriated, or damaged by the student.
4. **Temporary Suspension:** Suspension of the student from the program by the Unit Team with approval by the Center Director, for 1-3 days.
5. **Expulsion:** Termination of student status by the Center Director on recommendation of the Regional Director, and the Chief Operations Officer (COO).

Student Anti-Retaliation Policy

CET prohibits and will not tolerate any form of retaliation against any student who has complained of or formally reported discrimination, harassment, or sexual assault, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else.

Students with complaints of retaliation should utilize the procedures available under the Grievance Procedure and the Sexual Harassment Policy, non-discrimination policies or other available administrative procedures as appropriate.

CET Campus Rules

CET has established rules to promote a professional learning environment, preparing students for the industry demands and to help students be successful in training and on the job.

1. Students must be at their classroom/labs/shops **NO LATER** than 8:00 a.m. for the morning classes, Monday through Friday. Being late once in a while is not okay.
2. Students will stay at their training areas during training sessions unless instructed or allowed by their instructors to be elsewhere. Walking around, talking, or interfering with others is not allowed.
3. Whenever a student will be late or absent due to illness or emergency, he/she must contact his/her program instructor before 8:00 a.m. unless other arrangements have already been made.
4. Students will follow grievance procedures, which means presenting a concern first to his/her program instructors before going elsewhere with the problem.
5. Excessive absences or tardiness may result in suspension or up to termination from school. This includes leaving early and/or arriving late from breaks or lunch without authorization from their instructors.
6. Students will adhere to a dress code as follows:
 - a) Shirts and/or blouses are to be worn at all times. (This means no halter tops and/or tank tops).
 - b) No shorts or miniskirts are to be worn during training time.
 - c) The type of shoes worn by students shall be according to the safety standard of that particular skill.
 - d) Makeup application and hair combing are restricted to the restroom areas only; and only during breaks and/ or lunch periods. Applying makeup or combing hair in training area is never okay.
 - e) Body piercings are not allowed due to safety, personal hygiene and professional conduct.
 - f) Clothing or accessories that could promote gang activity, drugs/ alcohol or sexual innuendo will not be allowed.
 - g) Violations to dress code will result in being sent home to change clothing and will affect your attendance.
7. Consumption or being under the influence of alcoholic beverages and or drugs during the school day will not be tolerated. Doing so will result in suspension from school and a referral to participate in drug rehabilitation. Failure to comply with the above will result in permanent termination from the program.
8. Eating and or drinking is not allowed while classes are in session.
9. Smoking is not allowed inside the building.
10. Students on job search should come to school in appropriate clothing for a job interview which can occur at any time.
11. Fighting, disrespectful conduct or disruptive behavior is not allowed. Violators may incur immediate suspension or termination.
12. Any student caught doing graffiti, stealing, or otherwise vandalizing CET property may incur immediate termination from the program.

Student Rights & Responsibilities

A student who is enrolled at the Center for Employment Training has the right to expect:

- A clean, safe, and supportive environment.
- Instruction from skilled professionals who have experience working in the occupation being taught.
- All information, materials, and equipment needed to complete the training program made available by CET.
- Advice and assistance in human development in order to overcome barriers to successful completion of training and job attainment.
- Expedient and fair handling of complaints.

Financial Aid & Admissions Responsibilities

A student who is enrolled at the Center for Employment Training has the following responsibilities:

- Read and retain the student catalog and all other information regarding tuition, payment plans, promissory note, refund policies, cancellation periods, attendance requirements, and the admission process.
- Request, if needed, further information or clarification of admissions or financial requirements.
- Complete all necessary application and financial aid forms using true and correct information.
- Provide necessary documentation and verification for financial aid and program eligibility in a timely manner.
- Be an active participant in the admissions process.
- Inform CET of any change of name, address, telephone number, or status that may affect program or financial aid eligibility.

Academic Responsibilities

- Maintain satisfactory progress, good attendance, and be on time for classes.
- Complete classroom and laboratory work as assigned.
- Treat fellow students and staff with respect.

Behavioral Responsibilities

- Refrain from maliciously or willfully damaging property of the Center for Employment Training, other students, or staff.
- Refrain from writing, spraying, or painting graffiti on or around CET property.
- Refrain from stealing or removing, without CET permission, CET property from school grounds.
- Adhere to CET dress code (see CET campus rules)
- Become familiar with and adhere to procedures pertaining to emergency evacuation drills of the Center.

Responsibilities Concerning Health

Students have the responsibility with regards to their own health and safety and the health and safety of the campus community. To promote an optimum personal and physical environment in which to facilitate individual development and learning, a student will:

- Notify Instructor and Admissions staff for all absences. Provide information about any emergency or hardship that may cause an extended absence.
- Not attend classes if he/she has a contagious condition (i.e. TB, measles, hepatitis, etc.).
- Not attend classes if he/she is under the influence of alcohol or illicit drugs.

- Have a physical exam on file if he/she is attending Early Childhood Teacher Assistant and Truck Driver.
- Observe sound personal hygiene habits.
- Have current TB results on file as required by Early Childhood Teacher Assistant and Medical Assistant training programs.
- Obtain a physician's note and cooperate with CET administration regarding restrictions and/or special accommodations for program training.
- Inform Instructor and Center Director of all medications that may affect the ability to perform safety sensitive activities during hands-on training. CET's Human Resources Department will be contacted to ensure the safety of the student and others.
- Adhere to safety regulations and use safety equipment and protective devices as required.
- CET's Human Resources Department may request a Fitness for Duty (FFD) evaluation for skill training if any medical problems or other situation arises that may threaten the health and/or welfare of self or others. CET will provide an FFD form, a description of safety sensitive activities related to the student's training, and the reasons for this request. The student will be instructed to schedule an appointment and give the documents to their doctor. The student will be responsible for submitting the doctor's response to the Human Resources Department.

Human Resources Director
 Center for Employment Training
 701 Vine Street, San Jose, CA 95110
 (408) 287-7924; Fax: (408) 294-7849
HumanResources@cetweb.edu

There are occasions when students experience emotional problems to such an extent they interfere with the educational progress of others and/or demonstrate behavior representing a danger to themselves or to others. In such instances CET is obligated to protect other students' rights to pursue their training and to take appropriate action, if necessary, to protect the student in question from harming themselves or others. In most situations such as this, the Center Director is able to elicit the cooperation of the student's family so they may obtain appropriate medical treatment for the student and/or withdrawal from the program.

Education Code Section 76021 (CHEC) states: CET may exclude from attendance in regular classes any student whose physical or mental disability is such to cause his attendance to be detrimental to the welfare of other students.

Grievance Procedure

This student grievance resolution process aligns with the nondiscrimination and equal opportunity provisions under Section 188 of the Workforce Innovation & Opportunity Act (WIOA) and Title 29 CFR Part 38.

Center for Employment Training (CET) is committed to maintaining a fair, transparent, and timely process for addressing student grievances. Students are encouraged to resolve concerns at the earliest possible level, using both informal and formal channels.

Step 1: Informal Resolution with Instructor

Students should first attempt to resolve concerns directly with their instructor. Many issues can be effectively addressed through open communication. The instructor is expected to respond promptly, ideally within three (3) business days. If the issue remains unresolved or the student is dissatisfied with the outcome, the student may proceed to file a formal written grievance.

Step 2: Formal Grievance to Center Director

Students must submit a formal grievance in writing to the Center Director by using CET's online grievance submission form at <https://cetweb.edu/student-grievances>. Select "Center Director" from the dropdown menu. The grievance must include:

- a) Complete student contact information;
- b) A detailed description of the specific concern or allegation;
- c) The desired resolution;
- d) Any relevant supporting documentation.

The Center Director will review the grievance and issue a written response within five (5) business days of receipt. In exceptional cases, this timeline may be extended but shall not exceed thirty (30) business days from the date of submission.

Note: If the grievance is specifically against the Center Director, the student may bypass this step and submit the grievance directly to the Regional Director (see Step 3).

Step 3: Grievance to Regional Director

If the student remains dissatisfied with the Center Director's response—or if the grievance is against the Center Director—the student may submit the

grievance to the Regional Director using the online form found at <https://cetweb.edu/student-grievances>. Select "Regional Director" from the dropdown menu.

The grievance submission must include:

- Complete student contact information;
- A detailed description of the specific concern or allegation;
- The desired resolution;
- All relevant supporting documentation.

The Regional Director will:

- Acknowledge receipt of the grievance,
- Notify any relevant parties,
- Provide an update or response within ten (10) business days of submission, CET Corporate Education Department 6/04/2025

The Regional Director will issue a final written determination within thirty (30) business days of the original filing date. In exceptional cases requiring additional time, this period may be extended once, but shall not exceed a total of forty-five (45) business days from the date of submission. The final decision will include a detailed explanation of how and why the determination was made.

Note: If the grievance is specifically against the Regional Director, the student may bypass this step and submit the grievance directly to the Chief Operations Officer (see Step 4).

Step 4: Final Appeal to Chief Operations Officer

In exceptional cases where the student believes the matter remains unresolved—or if the grievance is against the Regional Director—the student may submit a final appeal in writing to the Chief Operations Officer (COO) at <https://cetweb.edu/student-grievances>. Select "Chief Operations Officer" from the dropdown menu. The appeal must include:

- Complete student contact information;
- A detailed description of the concern or allegation;
- The desired resolution;
- Any supporting evidence or documents.

The Chief Operations Officer (COO) will review the appeal and issue a final written decision within ten

(10) business days of receiving the submission. In exceptional cases, this timeline may be extended but shall not exceed thirty (30) business days from the date of submission.

All complaints and grievances submitted through this process will be documented and archived at each step by the responsible party—Center Director, Regional Director, and Chief Operations Officer. The Chief Operations Officer holds ultimate responsibility for maintaining a centralized archive of all grievance

records to ensure institutional accountability, transparency, and continuous improvement.

When solutions from the Instructor, Center Director, Regional Director, and Chief Operations Officer have been exhausted without satisfaction, the student has the option to submit a grievance to the appropriate State, Federal, and Accreditation Agencies listed in the table below:

1. In California:	
Bureau for Private Postsecondary Education 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 Phone: (888) 370-7589 Fax: (916) 263-1897	Website: www.bppe.ca.gov http://www.bppe.ca.gov/enforcement/complaint.shtml Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
2. In Texas:	
Texas Workforce Commission Career Schools and Colleges, Room 226T 101 E. 15th Street, Austin, TX 78778-001 Phone: (512) 936-3100 Website: http://csc.twc.state.tx.us	
3. If tuition is paid by Workforce Innovation and Opportunity Act (WIOA) Title I or Section 167 Programs funded directly by the US Dept. of Labor; Student Complainant may file an appeal to:	
Secretary of Labor Attn: Assistant Secretary of ETA U.S. Department of Labor 200 Constitution Avenue, NW Washington, DC 20210	Copy: Regional Administrator Employment and Training Administration U.S. Department of Labor P.O. Box 193767 San Francisco, CA 94119-3767
4. If tuition is paid by Workforce Innovation and Opportunity Act (WIOA) Title I Programs funded by La Cooperativa; Student Complainant may file an appeal to:	
Chief, Compliance Review Office MIC 22-M Employment Development Department P.O. Box 826880 Sacramento, CA 94280-0001 Copy: EEO/Compliance Officer La Cooperativa Campesina De California 1107 – 9th St., Ste 420 Sacramento, CA 95814	Secretary of Labor Attn: Assistant Secretary of ETA U.S. Department of Labor 200 Constitution Avenue, NW Washington, DC 20210 Copy: EEO/Compliance Officer La Cooperativa Campesina De California 1107 – 9th St., Ste 420 Sacramento, CA 95814
5. If the program is funded by Workforce Innovation and Opportunity Act (WIOA) Section 167 funds by La Cooperativa; (temporary housing assistance), student complainant may file an appeal to:	
Secretary of Labor Attn: Assistant Secretary of ETA U.S. Department of Labor 200 Constitution Avenue, NW Washington, DC 20210	Copy: EEO/Compliance Officer La Cooperativa Campesina De California 1107 – 9th St., Ste 420 Sacramento, CA 95814
6. When local or federal remedies have been exhausted, student may file an appeal to:	
Council on Occupational Education 7840 Roswell Road, Bldg. 300, Suite 325 Atlanta, GA 30350 Phone: (800) 917-2081 Website: www.council.org	

Campus Security & Student Right to Know

Center for Employment Training (CET) is committed to working with the campus community to provide a safe learning and working environment in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. Section 1092.

We are aware of the challenges in our community, and this Annual Security Report outlines many of the steps taken by CET to enhance the safety of administration, instructors, staff, students, applicants for admissions and employment, vendors, contractors, and visitors. However, the responsibility for personal safety cannot rest primarily with CET staff. Safety and security is a shared responsibility--by working together, we can provide a safer environment for the entire campus community.

CET employees with significant responsibility for operations, training, and services are designated as Campus Security Authorities and are responsible for maintaining a safe work environment for the campus community. The list of Campus Security Authorities, including their job titles, is posted on the Campus Security Bulletin Board at each campus.

Campus Safety/Crime warnings are intended to heighten safety awareness. CET will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

The Center Director is responsible for issuing timely warnings and emergency notification. The Center Director in consultation with the Human Resources, will decide whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing

danger to the campus community and the possible risk of compromising law enforcement efforts. Information for timely campus safety/crime warnings and emergency notifications may also come from other law enforcement agencies.

The Center Director in consultation with Human Resources may use the following methods to ensure the campus is appropriately alerted to the threat in a timely fashion:

1. Utilize all communication devices available to the campus to inform the campus community such as telephone, cell phones, and walkie-talkies, and/or bull horns.
2. Make classroom announcements.
3. Post Safety Notices in places where people are most likely to congregate.
4. Send e-mails to all employees.

Confidential information will not be disclosed in order to protect victims or to contain, respond to, or otherwise mitigate the emergency. Safety Notices will be issued as soon as possible after the specific event. Safety Notices will include the date, time, location, a summary of the incident to include any suspect description and special preventive instructions. In addition to the Safety Notice, the Center Director or designee will record the incident or crime in the Incident/Crime Log.

Student Right to Know

All CET centers in each state must disclose basic institution information and school performance data in their School Performance Fact Sheet which each student receives and signs prior to his/her enrollment. The School Performance Fact Sheet contains the required calculations and information on completion rates, graduation rates, placement rates, license examination passage rates, salaries or wages, and campus crime statistics in accordance with the Campus Security Act of 1990, as amended by the Higher Education Opportunity Act of 2008.

Incident/Crime Log

The Crime Log is maintained electronically in CET's Client Information Management System (CIMS). The Crime Log can be requested from the Center Director. The Crime Log contains limited categories: the date the crime occurred or was reported; the nature of the crime; the campus—on campus, off campus buildings, or public property within or adjacent to a CET campus; and the disposition of the crime, if known. An entry to the Crime Log, or an addition to an entry, must be made within two (2) days of the report of information to Campus Security Authorities.

All other information is considered strictly confidential and will not be posted on the Crime Log to avoid jeopardizing the confidentiality of the victim. Information may be withheld if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of individuals or would cause a suspect to flee or evade detention, or result in the destruction of evidence.

The Crime Log must be publicly available during normal business hours. Any portion of the Crime Logs older than 60 days are made available within two (2) business days of a request.

The determination on whether or not CET will include incidents/crimes in the Annual Crime Report is decided on a case-by-case basis in light of all the facts surrounding the following Clery Act crimes:

- | | |
|-------------------------------|--------------------------|
| • Murder | • Arson |
| • Non- Negligent Manslaughter | • Liquor Law Arrest |
| • Negligent Manslaughter | • Drug Law Arrest |
| • Sex Offenses | • Illegal Weapons Arrest |
| • Robbery | • Domestic Violence |
| • Aggravated Assault | • Dating Violence |
| • Burglary | • Stalking |
| • Motor Vehicle Theft | • Hate Crime |

Annual Security Report

CET publishes an Annual Security Report by October 1 of each year in accordance with the Student Right-to-Know and Campus Security Act of 1990. The Report discloses statistics from crime reports received by the Center Director. The Directors make a good faith effort to obtain crime reports from local police agencies having jurisdiction within the geographic area of each campus and satellite and which occurred during the most recent calendar year and the two preceding years. The Report also includes the U.S. Department of Education specification about retention, graduation, and job placement rates for the most recent year.

CET uses the following methods of notification and distribution:

- The Annual Security Report is available at <https://cetweb.edu/safety/clery-act/> on October 1, 2024.
- CET's Human Resources Department sends a notification announcing the Annual Security Report to all employees via the internal e-mail system.
- Utilize all communication devices available to the campus such as group emails to inform the campus community.
- Make in-class announcements; post notification in every classroom.
- Post notification in places where people are most likely to congregate.
- The website link for the Annual Security Report is posted on the Campus Security Bulletin Board.
- Prospective students receive the direct website link during the application process and receive an Acknowledgement of Receipt, which they sign upon enrollment. The website link for the Annual Security Report is available in the Student Catalog.
- Newly hired employees are informed of the website during their new hire orientation.

- The website link is published in all employees' job descriptions.

Students can request a copy of the Annual Security Report by contacting the Admissions Office at their campus. Employees can contact the CET's Human Resources Department at 701 Vine Street, San Jose, CA 95110; (408) 287-7924.

Security Awareness & Crime Prevention

Personal responsibility is a key component to safety, security, and crime prevention. Students and staff can prevent crime by being alert and aware of their surroundings at all times:

- Walk in pairs or groups; avoid isolation.
- Be alert; project confidence; look people in the eye.
- Stay in well-lit areas away from potential hiding places.
- Know where you are and where places of refuge are.
- If followed, go toward well-lit areas where other people are.
- Walk on the left, facing traffic so vehicles can't easily approach you from behind.
- Wear clothing and shoes that enable you to move fast!
- Carry only lightweight objects.
- Wear or carry items like jewelry and cash that are minimal in value and don't attract attention.
- Avoid approaching strangers in vehicles for any reason.
- Carry a whistle or other noisemakers.
- If you think you are in trouble, do anything to attract attention –Scream! Break glass! Sound a horn!
- Carry a cell phone and make sure it is charged. If use headphones, make sure they do not obstruct your hearing, so you are aware at all times.
- Ensure that you have some money or a way to pay for transportation.

CET is responsible for informing students and staff of any criminal activity or security problems

that may pose a reasonable threat to their physical safety. CET will make every effort to provide timely information. Each center may use a variety of methods when communicating: make phone calls, send text messages, use a paging system, utilize two-way radios, send staff e-mails, make announcements in the classrooms, post Safety Notices, and provide briefings as needed.

Upon seeing or hearing anything that may seem suspicious, students should contact one of the CET staff and the police if needed. Students and staff will review campus security procedures and practices on a biannual basis.

Campus Security Authorities

CET is committed to providing information to maintain a safe learning and working environment. CET does NOT have a police force, pastoral counselors or licensed, professional counselors at any of our campuses.

The CET Center Directors at each campus are designated as official Campus Security Authorities (CSA's) with significant responsibility for student and campus activities, including by not limited to student discipline and campus judicial procedures.

The Center Director is responsible for addressing and documenting all incidents and reportable crimes that occur on campus in a timely manner that includes providing support, logging in crime reports, investigations, medical emergencies, fire emergencies, accidents, and all other incidents requiring first responder assistance.

Reporting Incidents and Crimes

CET encourages all members of the campus community to contact the Center Director or any other designated Campus Security Authority (CSA) on campus when they have been the victim of or have witnessed criminal actions.

CET does NOT have a campus police force at any campus. On occasion, CET will contract with private security services based on a continuing threat. Colton, Salinas, San Diego, San Jose and Santa Maria contracts with a security service and El Centro has a non-security guard. The security

staff do not carry firearms and will call the local law enforcement authorities on matters concerning safety and security. There are no written memorandums of understanding with appropriate law enforcement authorities for any CET campus.

CET Campus Security Authorities will notify local law enforcement agencies whenever an incident or crime poses any threat to the campus community. Campus Security Authorities will render all possible assistance provided such assistance can be given without significantly endangering themselves, the officer, or others involved in the crime.

Crimes in progress and crimes that have just occurred should be reported immediately by calling 9-1-1. Whenever possible, the actual victims or witnesses of the crime should be directly involved. First-hand information is always more accurate and complete.

When calling to report a crime or incident, please be ready to give information such as:

- a brief description of the occurrence,
- when and where the incident occurred,
- weapons the suspect(s) carried,
- where and when the suspect(s) was last seen, description of the suspect(s) (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information.

Offenses that are committed by students or staff may be referred for criminal prosecution. CET may impose sanctions up to and including expulsion of students and/or termination of employment in accordance with the Student Catalog and the Personnel Policy Handbook.

Reporting Sexual Assault

CET does not tolerate sexual misconduct or abuse such as sexual assault, rape, or other forms of sexual activity. Violations of this policy are subject to disciplinary sanctions as indicated in this report, in the Student Catalog, and the

Employee Handbook. CET will follow reporting procedures as mandated by state law.

All sexual assaults on or around campus should be reported immediately to the police by dialing 9-1-1 and the Campus Security Authority (CSA) of the appropriate center or contacting the Corporate Human Resources Department by dialing (408) 287-7924. Regardless of how a report is made, it is important to report incidents promptly so that an investigation can be conducted and evidence preserved.

- Get to a safe place.
- Call the Police Department 9-1-1. (the police agency having jurisdiction of the location where the crime occurred)
- Call the Rape Crisis Line (Sexual Assault) (800) 656-4673. If not, the police department can assist with identifying treatment, counseling, and other services.
- Inform the Center Director or any Campus Security Authority on campus.
- Call Human Resources Department during business hours (8:00 a.m. to 5:00 p.m.) at (408) 287-7924.
- Contact available security officers on campus
- Seek medical attention regardless of your intention to notify police. A medical examination is important to check for sexually transmitted diseases, other infections, injuries, and pregnancy.
- Preserve evidence; physical evidence is paramount in the prosecution of assailants. Generally evidence should be collected immediately after the assault and only by a certified medical facility upon the request of a law enforcement agency.
- To preserve evidence after an attack, you should not change your clothes, bathe, shower, apply medication, or take any other personal hygiene action before contacting police. If it becomes absolutely necessary that you change your clothes, each item should be packaged separately in a paper bag. If oral contact took place, do not brush your teeth, do not use mouthwash and do not smoke.

- Do not straighten up or clean the area where the assault took place.

Every effort is made to ensure our campus environment promotes and assists in prompt reporting of sexual assaults. CET has limited resources and will transfer the investigation of sexual assault crimes to the local agency having concurrent jurisdiction.

The police department will assist with identifying treatment, counseling, and other services. Additional hotline phone numbers are posted on the Campus Security Bulletin Board.

Offenses which are committed by students may be referred for criminal prosecution and/or dealt with by CET in student disciplinary proceedings. CET's disciplinary proceedings may impose sanctions up to and including expulsion. A public log of crimes reported to CET is available for public inspection during normal office hours.

CET, upon written request, will disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by CET against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of alleged victim.

Criminal Prosecution

Notification to a law enforcement agency begins the criminal prosecution process. CET will facilitate contact with the local law enforcement agencies or provide information about how to contact them directly. Trained police officers will facilitate medical and counseling services, referrals, and the collection of evidence and information. You will be interviewed at a location of your choice and will be allowed or offered an advocate to accompany you during all aspects of the investigation. The protection of the victim's name and any identifying information will be of the highest priority. Your decision to prosecute does not necessarily have to be made during

initial contact with officers and your decision determines the officers' subsequent investigation protocol. Law enforcement agencies have legal authority to arrest as appropriate and to forward the case to the District Attorney's Office for criminal prosecution.

Sex Offender Registration Information

In order to fulfill the requirements of the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children, Sexually Violent Offender Act, the Jeanne Clery Act, and the Family Education Rights and Privacy Act of 1974; CET is providing links to online registries for sex offenders for the States of California (The Megan's Law Sex Offender Registries) and Texas:

CALIFORNIA	http://www.meganslaw.ca.gov/ Phone Number: 916-210-3114
TEXAS	https://records.txdps.state.tx.us/SexOffender/PublicSite/Index.aspx Phone Number: 855-481-7070

These registries are not intended to punish the offender. Using the information to intimidate, harass or commit any crime against an offender is prohibited. The Department of Justice is responsible for maintaining these registries.

Statement of Intent Regarding the Dating and Domestic Violence Protocol

Dating and domestic violence (also known as intimate partner violence) is a crime punishable by both civil and criminal legal action and a serious violation of CET's Standards of Conduct. Dating and domestic violence will not be tolerated within our community. The Dating and Domestic Violence Response Protocol prohibits all forms of dating, domestic, and/or intimate partner violence, including but not limited to: physical violence (e.g., kicking, hitting, pinching, choking, biting), sexual violence (e.g., forcing a partner to take part in a sex act when the partner does not consent), emotional violence - including verbal/written violence (e.g., isolation,

intimidation, belittling, stalking, “outing” someone against his/her will, cyber bullying/harassment, threat of physical force), and economic abuse (i.e., withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances).

Dating and domestic violence are criminal offenses, and should be reported to the proper authorities. CET students are charged with the responsibility of being familiar with and abiding by the Standards of Conduct set forth in our online Student Handbook. Students may be subject to both criminal prosecution and on-campus disciplinary action. Staff, students, and visitors of the CET community are strongly encouraged to report all incidents of dating, domestic, and/or intimate partner violence.

If you have experienced or are experiencing dating, domestic, and/or intimate partner violence, consider the following:

1. Go to a safe place and/or find someone you can trust. If possible, separate yourself from the alleged perpetrator(s).
2. Find support for yourself by contacting a friend, family member, member of your church. CET does NOT have any confidential campus resource such as Student Health and Counseling Staff, Chaplain and/or Rabbi).
3. The CET Campus Security Authority can assist you in identifying immediate strategies and actions that can be taken to increase your safety.

Obtain medical attention, if needed. We strongly suggest that if you believe an exam/testing is desired and/or necessary that you request a

Sexual Assault Nurse Examiner (S.A.N.E.) to provide the examination. You have the right to have a support person accompany you to the exam. Document for yourself as soon as possible what happened (i.e., time, date, sequence of events, descriptions, witnesses). It is important to not destroy any evidence of violence (e.g., email/Facebook/Plans correspondences, voicemail/text messages).

1. Report incident to the Campus Security Authority and/or local police.
2. Call the National Domestic Violence Hotline at 1800-799- 7233 or connect to www.ndvh.org
3. Report the incident to the Human Resources Department at (408) 287-7924 (Business Hours: 8:00 a.m. – 5:00 p.m.)
4. You have the right to choose to do any or all of these options, or to do nothing. The choice is yours.

The CET Emergency Response

The emergency response and evacuation procedures are publicized each year as part of CET's Clery Act compliance efforts. The information is available in the Annual Security Report on CET's website:

<https://cetweb.edu/safety/clery-act/>. CET is required to test emergency response and evacuation procedures on at least an annual basis. The test includes scheduled drills, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

Students with Disabilities

CET shall not discriminate against a qualified individual with a disability because of the disability with regard to the provision of CET training, programs, services, and activities.

A person who is otherwise qualified may request accommodation related to his or her disability, provided that the accommodations do not impose an undue hardship on CET.

Students have the following rights under: Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794); The American Disabilities Act 28 CFR 35.102-35.104; CA Assembly Bill 803 Government Code Section 11135 et.seq., and Title V, Section 56008 of CA Education Code.

- Right to confidentiality and protected disclosure of student records.
- Right to access training, programs, activities, services and facilities to facilitate learning. CET will make every reasonable effort to provide access.
- Right to request reasonable accommodation to facilitate participation in training and campus activities.
- Right to protection against discrimination based on association with a person with a disability. As a friend or companion of a student with a disability, a student should not be treated differently from other students who are non-disabled.
- Right to safety requirements based on actual risks, not speculation or stereotype.
- A right to participate in campus activities and class demonstrations to the extent a disability does not pose a risk to the student or to other students.
- Right to request academic adjustments to facilitate student participation in hands-on training and campus activities.

- Right to modification in policies unless the modification fundamentally alters the nature of services or activities. The student has the right to request changes in class or campus policies to facilitate the student participation in training and campus activities. Request will be evaluated in terms of how the modification might affect training standards.

If a student feels that he/she is the target of discriminatory treatment, the student can file a complaint with the Human Resources Director, (408) 287-7924, during business hours. Dial 711 for Relay Services.

Student Responsibilities

A student with disabilities has the following responsibilities:

- Apply for and secure available comparable services and benefits from outside government agencies such as vocational rehabilitation programs, social security programs, and other disability agencies.
- Provide documentation of disability.
- Provide the name and contact information of the rehabilitation counselor.
- Engage in an interactive process as needed.

Request accommodations and access to training, programs, activities, services, and facilities in a timely manner.

- Use accommodations appropriately.
- Notify approximately 24-hours in advance for planned absences from training where services are being provided.
- Assist CET staff with the determination and assessment of your individual needs.
- Students who need reasonable accommodations must meet with the Center Director and the Human Resources Director to assess the nature of the disability and accommodations.

Board of Directors

The CET Board of Directors is comprised of volunteer community members committed to ensuring quality education for all who desire training. The Board of Directors hires the President/CEO, sets policy, and plays an active part in the development of CET programs.

Board of Directors

Chairman Bob Martinez Executive Chair IBM Outreach Program Manager-retired	Greg Adams Operations Chair Pepsi Beverages Company VP Sales Operations West Division - Retired	Juan Regalado Department of Labor – Retired	Hermelinda Sapien President/CEO, Center for Employment Training – Retired
Vice-Chair Chris Longoria Personnel Chair San Diego State University	Irene Gutierrez Audit Chair SJECCD Helpdesk Supervisor	Katie Vang By-Laws Chair WVM CCD Senior Information Technology Analyst	Mary Csimma English Learner Program Coordinator, SJUSD-Retired
Secretary Daniel Ezquerro SJECCD IT Helpdesk	Sam Ho Strategic Plannig Chair SJECCD Director COMM	Daniel Serrano Forest systems, Inc. Senior Client Service Engineer	Fred Gomez Realtor - 1st Class Realty & Lending
Treasurer Randy Lee Finance Chair First Bank – Retired	Ed Ramirez Boeing (SDC) Manager Systems Test Engineering, Commercial Programs – retired		Javier Diaz CEO, OSI Engineering
Staff: Ruben Solorio, President / CEO Mahdi Bubarak, Chief Financial Officer Pascal Do, Chief Operations Officer			

CET Management System

CET utilizes a three-tiered management system. Each center operates under the supervision of a Director. The Center Directors report to Regional Directors, who report to the Chief Operations Officer. Most of CET Corporate Directors operate out of Corporate headquarters in San Jose, California.

President and CEO

Deacon Ruben Solorio

Legal Status

Center for Employment Training is a California non-

profit corporation authorized to do business by the California Department of State.

Bankruptcy

The undersigned as the Chief Financial Officer for the Center for Employment Training (CET), herein makes the following statement: "*CET does not have a pending petition in bankruptcy nor is operating as a debtor in possession. Furthermore, CET has not filed a petition within the preceding five years nor has had a petition in bankruptcy against it within the preceding five years that resulted in a reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 et Seq.). 94909(a)(12).*"



Mahdi Mubarak
Chief Financial Officer
Center for Employment Training

MAIN CAMPUS & BRANCH LOCATIONS

Center for Employment Training - San Jose Main Campus
701 Vine Street
San Jose, California 95110
(408) 534-5360

Center for Employment Training - Coachella Branch

49-111 Highway 111, Suite 5
Coachella, California 92236
(760) 398-8889

Center for Employment Training - Colton Branch
1099 N. Pepper Avenue Colton, California 92324
(909) 478-3818

Center for Employment Training - El Centro Branch

294 South Third Street
El Centro, California 92243 (760) 337-6565

Center for Employment Training - El Paso Branch
294 Candelaria Street El Paso, Texas 79907
(915) 859-1070

Center for Employment Training - Oxnard Branch
1741 Fiske Pl,
Oxnard, California 93033
(805) 487-9821

Center for Employment Training - Salinas Branch
24 East Alvin Drive Salinas, California 93906
(831) 424-0665

Center for Employment Training - Soledad Branch
930 Los Coches Drive, Suite 103
Soledad, California 93960
(831) 678-0448

Center for Employment Training - San Diego Branch
4153 Market Street, Suite C San Diego,
California 92102
(619) 527-4895

Center for Employment Training - San Jose
Main Campus Extension* 1780 Angela Street
San Jose, California 95125
(408) 292-9525
* Administered by the Main Campus

Center for Employment Training - Santa Maria Branch
509 Morrison Avenue
Santa Maria, California 93458
(805) 928-1737

Center for Employment Training - Watsonville Branch
10 Blanca Lane
Watsonville, California 95076
(831) 728-4551