

NEW COMMUNITY CAREER & TECHNICAL INSTITUTE

NEWCOMMUNITYTECH.EDU



STUDENT HANDBOOK 2019-2020

Main Campus

274 South Orange Avenue
Newark, NJ 07103
973-824-6484

Ford Automotive Training Center

210 West Bigelow Street
Newark, NJ 07108
973-824-6484

Culinary Arts Specialist Program

266 South Orange Avenue
Newark, NJ 07103
973-824-6484



TABLE OF CONTENTS

Welcome	2
Mission Statement and Goals	3
Introduction	4
Faculty and Staff	5
Academic Calendar	6
General Admission Requirements and Procedures.....	7
Ground Rules	8
Attendance.....	9
Reporting Absences, Make-Up Work, Dismissal	10
Career Services	11
Tuition Policy	12
Curriculum Content and Description	13-17
Satisfactory Academic Progress	18
Grading System	19
Withdrawal and Transfer Policy	20
Academic Regulations.....	21
Non-Discrimination Policy.....	22
Academic Regulations and Procedures.....	23
Grievance Procedures	24
Student Conduct and Dress	25
Security and Safety, School Closings	26
Refunds.....	27
Financial Aid	28-30

Our mission is to improve the quality of life of all students through education and occupational training in a community that fosters life-long learning.

WELCOME

Congratulations!

New Community Career & Technical Institute (NCCTI).

We are pleased that you have joined the New Community family and chosen us to support your career goals. We are committed to ensuring that you receive the highest quality training and employment services in an environment that is conducive to learning. Our goal is to make your experience at NCCTI the best that it can be.

As a student, you will benefit from having direct access to New Community Corporation's (NCC) many supportive services, which include family and individual counselling offered at the Family Service Bureau, Family Resource Success Center, emergency food pantry, transitional housing at Harmony House, Financial Opportunity Center, housing and more.

Thank you for choosing NCCTI. It is our hope that your year ahead is both successful and rewarding.

Sincerely,



Richard Rohrman
CEO



Rodney Brutton
Chief Administrative Officer/Director

New Community 
Career & Technical Institute
Life-Changing Careers Are Here



MISSION STATEMENT AND GOALS



NCCTI's mission is **to improve the quality of life of all students through education and occupational training in a community that fosters life-long learning**. The corporation's workforce development programs and services are supported by strategic goals that are aligned with NCC's mission. NCCTI's strategic goals are:

- **Quality Services:** Provide quality educational, vocational and occupational services to students. Provide an environment that supports and enhances a positive learning environment for students, faculty and staff.
- **Community Partnerships:** Develop and maintain meaningful relationships with community partners within the Greater Newark region.
- **Graduate Performance and Institutional Outcomes:** Promote high academic and vocational standards to enhance program graduation and job placement rates.
- **Innovation:** The center is committed to stay abreast of the latest developments and innovations in the field of workforce development to enhance the effectiveness of our courses and student job placement upon graduation.
- **Student Centered:** Promote a learning environment in which meeting the needs of each individual student is seen as key to helping them achieve their goals. This model greatly reduces barriers to student success.
- **Frequency of Courses:** Courses are generally offered twice a year.
- **Course of Study:** Each course has specific learning objectives and competencies.

INTRODUCTION



NCCTI offers comprehensive vocational training in several disciplines. The focus of NCCTI is to prepare students to secure employment in a variety of growing industries with jobs in demand.

NCCTI offers the following courses:

- Automotive Technician
- Diesel Technician
- Building Trades Specialist
- Clinical Medical Assistant
- Patient Care Technician
- Culinary Arts Specialist
- Business and Computer Technologies

Students also have full access to a Financial Opportunity Center, which helps low to moderate income individuals boost earnings, reduce expenses and make appropriate financial decisions that lead to asset growth through an integrated service model approach. Students are encouraged to take advantage of the resources offered at the Financial Opportunity Center, which include employment services, credit counseling, financial coaching, access to income supports and other services.

Admission to NCCTI's training programs establishes a contract between the student and NCCTI. The faculty and staff pledge their support to assist all students in attaining their objectives. It is the student's responsibility to work hard and study conscientiously.

NCCTI is approved to administer Title IV Pell grants from the U.S. Department of Education and VA Education Benefits from the U.S. Department of Veterans Affairs. NCCTI is accredited by the U.S. Department of Education. Persons wishing to contact the organization can do so by mail or online: Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA, or on the Council's website (www.council.org). The phone number is 770-396-3790.

Please visit newcommunitytech.edu for more information about NCCTI and newcommunity.org for information about NCC.

FACULTY AND STAFF

Rodney Brutton, Chief Administrative Officer and Director of NCCTI

FACULTY

Seham Abouelhassan, Clinical Medical Assistant Instructor

Jonathan Butler, Lead Culinary Arts Specialist Instructor

Tejumade Falae, Health Care Instructor

Samuel Gaddy, Culinary Arts Specialist Assistant Instructor

Andrea Kelly, Academic Instructor

Beatus Kitururu, Instructor

Maha Koltowski, Patient Care Technician Instructor

Monica Perry, Diesel Technician Instructor

Odette Phillip, Academic Instructor

William Robinson, Building Trades Specialist Instructor

Winston Thomas, Automotive Technician Instructor

John Zaccheus, Lead Automotive Technician Instructor

STAFF

Tamara Brown, Financial Coach

Quameria Edwards, Program Assistant

Ramona Galley-Tapia, Registrar

Lovelene Glaude, Admissions Representative/Program Assistant

Alisia Hughes, Financial Aid Manager

Joseph Jean, Career Services/Job Developer

Aziza Johnson, Admissions/Student Recruiter

Ronald Prysock, Student Services Coordinator/Case Manager

LaShonda Taylor, Program Assistant

Joann Williams-Swiney, Income Support Specialist/New Community Family Resource Success Center Director

ACADEMIC CALENDAR

NCCTI is open from 8:30 a.m. to 9:00 p.m. Monday through Friday. Daytime courses are offered between the hours of 8:30 a.m. and 5:00 p.m. Evening courses are offered between 4:00 p.m. and 9:00 p.m. Course hours are included with your enrollment agreement.

NCCTI is closed on the following holidays:

Dr. Martin Luther King Day	January 21, 2019
Presidents' Day	February 18, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Columbus Day	October 14, 2019
Thanksgiving Break	November 28-29, 2019
Christmas Break	December 24, 2019 - January 1, 2020

Dr. Martin Luther King Day	January 20, 2020
Presidents' Day	February 17, 2020
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020
Labor Day	September 7, 2020
Columbus Day	October 12, 2020
Thanksgiving Break	November 26-27, 2020
Christmas Break	December 24, 2020 - January 1, 2021

GENERAL ADMISSION REQUIREMENTS AND PROCEDURES



To qualify for admission to NCCTI, a prospective student must interview with an admissions representative and complete an application. NCCTI's admission representatives provide information on programs, start dates, completion dates and length and cost of programs. In addition, the following specific requirements must be met for admission:

1. Applicants must provide two (2) valid forms of identification, such as driver's license, Social Security card, passport, or birth certificate.
2. Applicants must be at least 18 years old.
3. Applicants must provide proof of citizenship.
4. Applicants must possess a high school diploma or its equivalent.

GROUND RULES

Ground Rules

1. Attendance - Students must be in class on time everyday and stay for the entire class period.
2. Students must call the instructor if absent for illness or emergency at 973-824-6484 and leave a message.
3. Unexcused students missing classes anytime during the day is unacceptable. All missed class time must be made-up.
4. Students must maintain appropriate appearance for their profession. No sunglasses, headsets, cell phones, beepers, or hats are allowed in the classroom.
5. Consumption of or being under the influence of alcohol or drugs while you are in attendance or on the grounds of NCCTI will result in suspension and/or termination from the program.
6. No smoking, eating or drinking is permitted while in class.
7. Any student involved in fighting or disrespectful conduct such as abusive language will be suspended and/or terminated from the program.
8. Stealing or vandalizing NCC property will result in a student being terminated from the program.
9. Telephones are for business emergency calls only. Permission must be granted to use the office telephone.
10. The instructors schedule lunch and breaks. Lunch is scheduled for thirty (30) minutes. Morning and afternoon breaks are (15) minutes each.
11. The NCCTI is a non-smoking facility. Smoking is only permitted outside in designated areas, and smokers should keep at least 50 feet away from the entrance doors.

ATTENDANCE

There is a high correlation between punctuality and attendance in school and punctuality and attendance on the job. The rewards for good attendance include increased opportunities to learn and an increased probability that students will be successful, interactive and productive members of their community.

The instructor takes attendance at the beginning of each class. If a student misses two consecutive days, the instructor will attempt to contact the student. After five days without contact, a student may be removed from the roster.

Absenteeism

Upon returning to school from an absence, the student is to turn in to the program instructor a written excuse stating the reason for the absence. The instructor will turn in student excuses to the Registrar's Office. Excused absences include documented illness, death in the family, jury duty and disability. After three consecutive days of any type of absence, the student must report to the Registrar's Office to be readmitted to class.

The instructor must receive a reinstatement form from the Administration or the student will not be admitted to class under any circumstances.

An unexcused absence occurs when the student has three consecutive incidents of late arrival to the class.

NCCTI Excused Absence Policy

NCCTI is allowed to count a limited number of excused absences when deciding whether the student has completed the hours in a payment period. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed, and do not have to be made up for the student to be considered a program graduate.

For instance, a student in a program that has 450 clock-hour payment periods might miss 20 clock-hours and only have attended 430 clock-hours at the point where other students that did not miss any clock-hours had received 450 clock-hours of instruction. The 20 missed clock-hours are considered excused.

Under financial aid regulations, no more than 10% of the clock-hours in a payment period may be considered excused absences.

Suggestions for Student to Ensure Classroom Progress

1. Schedule doctors and other appointments after school hours.
2. If you must be out of school for part of the day, allow yourself to miss only the time that is necessary.
3. In cases of prolonged absences due to hospitalization or illness, notify the program instructor as soon as possible to request a leave of absence.

Tardiness

In order not to interrupt valuable instructional time, tardiness cannot be tolerated. Arriving late to class or leaving class before it is dismissed constitutes a tardy. See Ground Rules on page 8.

REPORTING ABSENCES, MAKE-UP WORK, DISMISSAL

Reporting Absences

All students are expected to notify their instructor when they cannot attend class. Calls should be placed prior to the absence unless the absence is due to an emergency. This policy reinforces expected workplace behavior and good employability skills.

Make-Up Work By Absent Students

A student who has an absence of any kind, including excused absence or a suspension, is expected to make-up all of the work missed. In the case of all unexcused absences, students are expected to make up all of the missed work.

Students are responsible for obtaining information missed during their absence. Students, who are absent on the date of an assignment or test, should submit the assignment or take the test on the date of their return to class or make other arrangements with their instructor.

Students who do not provide their instructors with a written note explaining their absence within three days of the absence as required will receive a zero grade for all work missed during the period of the unexcused absence.

Departments with special requirements, such as laboratories or special projects, will establish their own criteria for the make-up of the work missed due to an absence and procedures to be followed for any absences.

Dismissal

Students may be dismissed for any of the following reasons:

- Unsatisfactory conduct
- Excessive absences
- Violation of safety regulations
- Unsatisfactory academic progress
- Stealing
- Defacing property

Advising

Skill Instructors serve as primary advisors to students. NCCTI offers work supports, financial and career coaching to each student. Other NCCTI staff are available to help students gain access to supportive services that can help alleviate potential barriers to employment.

Job Placement Services

A Career Services representative will help students prepare resumes, develop interviewing skills and offer recommendations to employer partners. Students are required to participate in employability skills workshops and financial literacy sessions with a financial coach prior to graduating.

Orientation

Orientation occurs before classes start. Orientation is an opportunity for NCCTI to welcome new students and allow an opportunity to meet staff. Individual meetings will help determine skill training needs and assess barriers.

Individual Student Development Plan

The Individual Student Development Plan (IDP) is a goal setting and service planning document that students start during the first two weeks of class. The Student Services/Case Manager will introduce new trainees to the IDP process, and trainees are encouraged to start thinking about long-term career goals and what steps are needed to achieve that goal. The IDP is an essential part of the NCCTI experience. Since the IDP goals are set by the student, staff members serve as a resource to help the trainee achieve those goals.

TUITION POLICY

Tuition Policy

NCCTI's tuition schedule is based on the clock hours required on average to complete all curriculum competencies. The tuition amount remains constant, even if the student requires more or less time to complete the program. NCCTI payment is due at enrollment unless other arrangements are made; any tuition not covered by the total secured funds is the responsibility of the student.

With self-pay individuals, tuition is due at enrollment unless other arrangements have been made. NCCTI does not charge a withdrawal fee or a registration fee.

Return to Title IV (R2T4) Policy

NCCTI is committed to ensuring compliance with all required regulations for Return to Title IV, HEA programs. When a student receiving a Title IV grant withdraws from NCCTI during a payment period in which he or she began attendance, NCCTI will determine the amount of the Title IV grant that the student has earned as of the student's withdrawal date (last day of attendance per Workforce Development's attendance records) and return Title IV funds as appropriate to regulations.

CURRICULUM CONTENT AND DESCRIPTION

Certified Homemaker Home Health Aide

This program is designed to provide students with basic knowledge and practical skills to enable them to work in healthcare settings, including home care, geriatric centers, child care centers and nursing homes. Certified Homemaker Home Health Aides can provide home care to chronically ill, handicapped, injured and pediatric patients. The curriculum is approved by the New Jersey Board of Nursing. Students will be prepared to sit for the New Jersey State Home Health Examination.

Length of Program: 4-11 weeks



Automotive Technician

The Automotive Technician program prepares students for a career in the automotive industry. The program is sponsored by Ford Motor Company. Students are trained on Ford vehicles and automotive software. Upon completion of this program, students will be able to enter the automotive workforce in an entry level position.

Length of Program: 9-10 months



CURRICULUM CONTENT AND DESCRIPTION



Diesel Technician Program

The purpose of this course is to provide students with entry level knowledge and skills to correctly test, diagnose, replace, repair and adjust diesel engines, electrical, charging, starting, lighting, brakes and steering suspension systems on trucks. Upon completion of the program, graduates will be qualified for entry into the truck service career field as a mechanic capable of performing most common service operations and with supervision can perform more specialized or complex tasks. Students will be required to complete the following program modules: Foundation and Safety, Electrical Systems, Truck Steering and Suspension, Brakes, Hydraulics, Diesel Fuel System and Tune Up, and Diesel Engines.

Length of Program: 6-7 months

Business and Computer Technologies

The Business and Computer Technologies program prepares students for a career in an office environment. Classes take place in a state-of-the-art computer lab and provide hands-on training with lessons on the internet and uses of cloud-based technology.

Length of Program: 4 months

CURRICULUM CONTENT AND DESCRIPTION

Building Trades Specialist

The Building Trades Specialist program consists of four modules in basic carpentry, basic electricity, basic plumbing and an internship. Students will gain knowledge in building trade techniques and equipment use as well as safety measures.

Length of Program: 6-7 months



Electrocardiogram Technician

The objective of this course is to prepare students to perform duties and responsibilities of the electrocardiogram technician. These duties include demonstrate professional attire, attitude and communication; know the facility policies and procedures; properly identify patients; and accurately perform and interpret a 12 lead electrocardiogram tracing. Students will master the reading of frequently encountered normal and abnormal heart rhythms, cardiac emergencies, diagnostic test and the ability to learn about cardiac disease and medication.

Length of Program: 4-11 weeks

Community Healthcare Workers Training Program

This program prepares individuals to serve as facilitators, advocates and professionals, linking health care and related social services with affected recipients in the Greater Newark community. Program content includes instruction in public and community health, human and social services, health services administration, group counseling, health education, group advocacy, cross-cultural and multilingual communication.

Length of Program: 3-4 months



CURRICULUM CONTENT AND DESCRIPTION

Clinical Medical Assistant

Clinical Medical Assistants are professionals who coordinate the activities of a medical office. These Clinical Medical Assistants are qualified to provide clinical and administrative health care services under the supervision of a physician. They assist the doctor during examinations, keep all medical equipment in order and maintain medical records. This program prepares the graduate for entry level positions in hospitals, medical offices or ancillary health care facilities. Clinical students also are exposed to techniques in phlebotomy, electrocardiograms, vital signs, X-rays, and anatomy. These Clinical Medical Assistants are CPR certified.

Length of Program: 5-6 months

Culinary Arts Specialist

The Culinary Arts Specialist Program is designed to provide a quality, competency-based education for individuals who wish to pursue a career in the food service industry. The objectives of the program are to train students in the areas of food preparation, workplace skills, leadership, human relations, customer service, nutrition and safe efficient work practices.

Length of Program: 6-7 months



CURRICULUM CONTENT AND DESCRIPTION

Phlebotomy Technician

The objective of this course is to prepare students with the knowledge needed to perform the duties and responsibilities of a phlebotomist. Upon successful completion of this course, graduates will be prepared to take the national certification exam with the National Center for Competency Testing.

Length of Program: 4-11 weeks

Patient Care Technician

A Patient Care Technician works under the direction of a supervising nurse and administers direct patient care and performs other necessary duties to provide optimal patient care and physician services. Upon successful completion of this course, graduates will be prepared to take the national certification exam with the National Certification Career Association.

Length of Program: 5-6 months



Academic Enrichment

The Academic Enrichment course is part of the Opportunity Youth Network (OYN) and LEAD Charter School program. It provides students with classroom learning and literacy skills that lead to a high school diploma, as well as vocational training and entry level job placement skills. The Academic Enrichment program is for Newark youth between the ages of 16 and 24.

Length of Program: 10-12 weeks

SATISFACTORY ACADEMIC PROGRESS

Federal regulations mandate that a student receiving financial aid under Title IV programs must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

Satisfactory Academic Progress (SAP) will be measured at the end of each term for all students.

Grading Policy

NCCTI uses a standard letter grading policy based on the scale of an A-F (100%-59% or below).

If a student fails any combination of two (2) consecutive terms of cumulative qualitative and/or cumulative quantitative standards, their financial aid will be suspended.

Maximum Time Frame Standard

Students are expected to complete their program within a Maximum Time Frame (MTF) of 150 percent of the required number of credit hours to graduate from their enrolled program of study. MTF of 150 percent includes all classes required for the credential plus 50 percent.

Appeals Process

Students who believe they have or had extenuating circumstances that prohibited them from making the SAP standards may appeal to the SAP Appeals Committee.





Grading Policy

Letter grades are computed as follows:

A	=	90 – 100
B+	=	85 – 89
B	=	80 – 84
C+	=	75 – 79
C	=	70 – 74
D+	=	65 – 69
D	=	60 – 64
F	=	1 – 59
W	=	Withdrawn
Dr	=	Dropped

Calculation of Grades

Attendance	25%
Chapter Tests	25%
Shop Time	25%
Module Tests	25%

Add or Drop a Program

Students may add or drop their program within the first week of class without penalty. Add or drops do not become official until all of the required forms have been processed.

WITHDRAWAL AND TRANSFER POLICY

Withdrawal

A student may voluntarily withdraw from NCCTI at any time by providing a dated written notice of withdrawal to NCCTI's Financial Aid Office. NCCTI reserves the right to withdraw a student if the student does not comply with school's rule and policies. The student will be notified of such a decision at his or her last address of record. 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.

Leave of Absence

A student may request a leave of absence in advance if the student must miss more than five consecutive days of class. A student may not request more than one leave of absence during the program. All missed work and exams must be made-up based on a schedule set forth by the instructor and department manager.

Transfers

NCCTI does not accept the transfer of credits or clock hours from any other institution or from other programs at NCCTI.

Withdraw Date

The official withdraw date is the last date of attendance as determined by NCCTI's attendance records, since NCCTI is considered an institution required to take attendance. This date is used for all students who cease attendance, including those who take an unapproved LOA, and those who officially withdraw. NCCTI allows **14 calendar days** to make a determination of a student's intent to withdraw if written notice is not received by school personnel.

NCCTI is not required to administratively withdraw a trainee who has been absent for 14 days (or less if applicable). However, after 14 days, NCCTI will have determined whether the student intends to return to classes or to withdraw. If the student is eventually determined to be a withdrawal, the end of the 14-day period begins the time frame for completing a Return of Title IV Funds calculation.

Return to Title IV Time Frame

Within **30 days** of the date of determination of withdraw, the "Treatment of Title IV Funds when a Student Withdraws from a Clock Hour Program" worksheet will be completed.

Within **45 days** of the date of determination of withdraw, NCCTI will return all unearned funds to Title IV.

ACADEMIC REGULATIONS



Academic Integrity

The grades earned by students reflect only their individual efforts and achievements. Each segment of the academic community—faculty, students and staff—is responsible for the academic integrity of NCCTI. **Academic dishonesty, in any form, will not be tolerated.** Students found to have committed an act of academic dishonesty will be subject to failure in the course, suspension from NCCTI, or both.

NON-DISCRIMINATION POLICY



Non-Discrimination Policy

NCCTI does not discriminate on the basis of race, color, national origin, sex, disability or age. This non-discrimination policy applies to all NCCTI programs and activities including admissions, access to programs, treatment during programs and employment opportunities. This policy also applies to all activities related to NCCTI's employees. Inquiries or complaints may be directed to Rodney Brutton, the Chief Administrative Officer, at 274 South Orange Avenue, Newark, NJ 07103. The telephone number is 973-824-6484.

Employment opportunities may be limited for individuals who cannot perform the essential functions of a job. Student's who have special needs or particular questions are urged to communicate directly with the chief administrative officer. If a disabled student requires any reasonable accommodation to participate in any school program or activity, the disabled student must notify the chief administrative officer of the requirement upon enrollment to allow the NCCTI a reasonable and sufficient period of time to consider the disabled students' request and provide any requisite reasonable accommodation.

ACADEMIC REGULATIONS AND PROCEDURES



NCCTI sets forth in this handbook the rules, regulations and procedures, which includes a student's rights and responsibilities. Failure to read the rules, regulations or procedures is not an excuse for non-compliance.

NCCTI reserves the right to change its rules, regulations and procedures, including schedule of classes, procedures, course offerings and schedule of fees without prior notice.

GRIEVANCE PROCEDURES

To resolve academic grievances or appeal a disciplinary action, students should follow this procedure:

1. A student with a grievance must first identify the grievance and discuss the matter with the instructor who may be a party to the grievance.
2. If the grievance is not resolved during the first step, then the student must request, in writing, a meeting with the manager of the relevant department and the faculty member who is party to the grievance. The student must request this meeting within one week of the date in which the grievance occurred. The student will make clear to the manager that there is a grievance, and that the issue was unresolved in a meeting with the instructor. The meeting will be set by the manager within two weeks of receiving the written request. At this meeting, the grievance issue must be identified. The manager will facilitate an attempt to resolve the grievance.
3. If no resolution of the grievance is achieved at the second step, the student may make a request for a formal hearing of the grievance by the director. The request must be in writing and presented to the director within one week of the meeting between the manager and instructor. A detailed statement with supporting evidence of the facts must accompany the hearing request. The director will decide who has jurisdiction over the issues identified by the grieving student. The director will hold a meeting with all parties involved to discuss the grievance.

The director will notify all parties concerned, in writing, of his/her decision and recommendations.

NCCTI is accredited by the Council on Occupational Education, a national accrediting agency recognized by the U.S. Department of Education. If a grievance is not settled at the institutional level, contact the Council on Occupational Education. Persons wishing to contact the organization can do so by mail or online: Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA, or on the Council's website (www.council.org). The phone number is 770-396-3898.



STUDENT CONDUCT AND DRESS

Student Conduct

NCCTI expects students to conduct themselves at all times in an acceptable manner. The forms of conduct listed below are considered to be in conflict with the educational objectives of this institution, and thus, grounds for dismissal:

1. All types of dishonesty, including cheating, plagiarism, furnishing false information to the institution, forgery and/or alteration or use of the institutions documents of identification with intent to defraud.
2. Intentional disruption of teaching, research, administration, disciplinary proceedings, meetings, programs and other school activities.
3. Physical abuse of any person on school premises or at functions sponsored or supervised by NCCTI or NCC.
4. Theft or damage to the school premises or damage to the property of a member of the school community on school premises.
5. Failure to comply with the directions of institutional officials acting in the performance of their duties.
6. Violation of the law on school premises. This policy includes the use of alcoholic beverages or controlled substances on school premises.
7. Cell phones are NOT to be used inside the Center.

Student Dress

Students attending classes at NCCTI are expected to exhibit good manners, have a neat personal appearance, and conduct themselves in and out of school as men and women preparing for responsible careers. Students are expected to wear footwear at all times. Outer garments such as coats and jackets may not be worn in the classroom or shop.

Note: Clothing and apparel worn for either religious reasons or medical purposes is allowed with legitimate documentation justifying the necessity of such clothing or apparel.

Nothing in this policy may be construed in such a way as to deny any other constitutional or civil protection. This policy should not be construed and does not conflict with statutory law.

1. Violation of any of these policies may result in suspension or expulsion from this institution.
2. Students may appeal disciplinary actions. See "Grievance Procedure" for more information.

SECURITY AND SAFETY, SCHOOL CLOSINGS

Security and Safety

The Security department should be notified immediately of any threat to the safety of any person, building, equipment and personal property. Dial extension 101 to report any safety issue.

File Security

All trainee files must remain secure at all times in double locked areas (locked file cabinet in a room that may also be locked). Hard copy files containing financial aid information will be safeguarded at all times.

Lost and Found

Lost and found items should be brought to the Security Office located on the first floor.

Safety

Fire bells or sounds of “fire” are your signal to evacuate the building immediately. Do not re-enter the building for any reason until you are told it is safe by security or the fire department.

Reaching Students in an Emergency

The school will make every reasonable effort to contact you in case of an emergency. We recommend that you leave word with your children’s school, family or friends as to where you can be reached. Please inform your children’s school if anything changes in your schedule.

Emergency Closings

The school generally does not close during scheduled operation except in cases of severely inclement weather or other emergency situations. Students are encouraged to call the school at (973) 824-6484 for information in cases of inclement weather.

Cancelled Classes

In the event of a delayed opening or school closing due to inclement weather or other emergency, a message will be left on the main switchboard phone (973) 824-6484 and a message will also be posted on the home page of the NCCTI website at newcommunitytech.edu.

School Closure

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety calendar days of the closure. Failure to do so within the 90 days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

We are here to help all students succeed!

REFUNDS

Regarding each student who withdraws from or is terminated by a private career school, the private training school shall adhere to the following refund policy:

1. The school may retain all or part of the registration fee;
2. The school may require that the student retain all books, equipment, and tools purchased from the school and issued to the student. The school may refund a portion of the monies paid if the books, equipment, and tools are in proper condition for resale;
3. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis;
4. For full-time attendance in courses exceeding 300 hours in length, but not exceeding 1,200 hours, the school may retain the registration fee plus:
 - i. Ten percent of the total tuition, if withdrawal occurs in the first week;
 - ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
 - iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course; and
 - iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course;
5. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be:
 - i. Ten percent of the total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance;
 - ii. Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
 - iii. Calculated on the same basis as for full-time attendance pursuant to (a)4iii through iv above after 75 hours of scheduled attendance;
6. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity fee shall be pro-rated;
7. Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student;
8. Refunds shall be issued by check within 10 business days of the date of withdrawal or termination of the student;
9. Each refund shall be accompanied by a "Refund Calculation Form," which form shall be signed by a school representative (the form will be made available by the Department of Labor and Workforce Development); and
10. The refund policy shall be published in the school catalog, student contract, and School and Program Information

FINANCIAL AID

Financial Aid Programs

The cost of training for NCCTI students is paid through a variety of sources. NCCTI contracts with local and state agencies and receives funding from private foundations to provide job training and placement. Since NCCTI is accredited, we are able to offer Financial Aid under Title IV of the Higher Education Act (HEA) as an additional funding source to qualified students.

All applicants are evaluated during the admissions process to determine eligibility for Financial Aid. NCCTI Financial Aid Manager (FAM) is available to help students assess their needs, identify sources of aid and complete required forms.

The Federal Pell Grant and the Federal Student Stafford Loan (Direct Student Loan) are available to qualified applicants. Grants do not have to be repaid; loans have to be paid back. The amount of a grant is based on individual need.

Financial Aid Eligibility

Eligibility for financial aid at NCCTI is based on need. Financial need is defined as the difference between a trainee's cost of attendance at NCCTI and the students's family's calculated ability to pay these expenses. In addition to be eligible for Financial Aid, a students must:

- Be admitted as a regular students.
- Be enrolled or accepted for enrollment in an eligible program on at least half time basis.
- Be a citizen.
- Not owe money on a federal student loan or have made arrangements to repay it.
- Notify the school if you are in default on a federal student loan.
- Be making satisfactory progress.
- Be registered for Selective Service (if male born on or after January 1, 1960).
- Have a High School Diploma or a HSE to be eligible for federal student aid.
- Agree to use any federal student aid received solely for educational purposes.

How to Apply for Aid

Applicants should contact NCCTI Financial Aid Office for the necessary forms and guidance during the admissions process. An applicant will need to sign up for an FSA ID at fsaid.ed.gov, then complete a Free Application for Federal Student Aid (FAFSA). Information is available and applications can be completed via the internet at www.fafsa.ed.gov. This form is used to determine eligibility and the amount of award for each type of Federal Student Aid. The form is available on the web and can be completed with the Financial Aid Officer during the financial aid interview. Documentation to substantiate information provided on the FAFSA is required. There is no charge to file for financial aid.

Financial Aid Award Notification

NCCTI will notify each trainee in writing of the amount of the funds that he or she (and his or her parents if applicable) can expect to receive for each Federal Student Aid program. This will be done through an Enrollment Agreement which is signed by each enrolling trainee.

Method and Frequency of FA Payments

Student financial aid disbursements are made no later than fourteen (14) days after the funds are received from the United States Department of Education. Financial Student Aid disbursements are first credited directly to the trainee's cost of attendance at NCCTI. Any remaining FSA funds will be disbursed to the trainee after tuition and fees are paid in full.

Additional Information

Further information on Federal Student Aid Programs can be found online at www.studentaid.gov.

Applicants for Federal Student Aid are required to disclose their Social Security number. Social Security numbers are used to verify identities, to process the awarding of funds and to trace individuals who borrowed funds from federal, state or private sources.

FINANCIAL AID

Verification Policy

Verification is the process of confirming the accuracy of trainee reported data on financial aid applications. Only a portion of the trainee population is selected for verification.

Selection of Applicants to be Verified

If the Central Processing System (CPS) selects a FAFSA application for verification, the FAM will verify the elements required by the Verification Tracking Group to which the application has been assigned (V1-V6). In addition to verifying these required items for CPS-selected students, NCCTI can choose to verify any other application items, requiring reasonable documentation, in accordance with consistently applied institutional policies. NCCTI will decide which students must provide documentation for any additional data elements and what constitutes acceptable documentation.

Notification of Verification to Applicants

Students are notified by the FAM that their FAFSA has been selected for verification. Students are also notified on their Student Aid Report (SAR) that they have been selected for verification. Students are notified by the FAM once verification is completed.

FAFSA Adjustments (Professional Judgment)

There are very limited circumstances whereby the FAM may make adjustments to the data elements on the FAFSA or to override a student's dependency status. The formula that calculates the EFC cannot be changed. However on a case by case basis, dictated by special circumstances, adjustments to data impacting the family income or assets can be made and applied to the standard formula, possibly yielding a new EFC figure. The FAM may require additional documentation to approve data or dependency changes.



New Community Career & Technical Institute has on file written plans and procedures to include training; job placement; strategic plan; media services; maintaining, replacing and disposing of obsolete equipment; facility and campus improvement; operation, maintenance and improvement of physical plant; assuring the health and safety of employees, students and guests; default management for Title IV loans; assisting students in cases of sickness, accidents and emergencies; determining the effectiveness of student personnel services; and placement services.

Students are encouraged to complete three surveys to share their experiences, which are available on our website: newcommunitytech.edu.

Our mission is to improve the quality of life of all students through education and occupational training in a community that fosters life-long learning.

New Community 
Career & Technical Institute
Life-Changing Careers Are Here
NEWCOMMUNITYTECH.EDU

Main Campus

274 South Orange Avenue
Newark, NJ 07103
973-824-6484

Ford Automotive Training Center

210 West Bigelow Street
Newark, NJ 07108
973-824-6484

Culinary Arts Specialist Program

266 South Orange Avenue
Newark, NJ 07103
973-824-6484

Our mission is to improve the quality of life of all students through education and occupational training in a community that fosters life-long learning.