

The Pennsylvania Office of Vocational Rehabilitation (OVR) has many policies and procedures in place to help us provide services for people with disabilities.

From time to time, it is necessary to update these policies and procedures. Please read the following document, ***College and Other Post-Secondary Training***. We have added information regarding Comprehensive Transition Programs (CTP). Nothing else in the policy has been altered.

If you have any comments about the CTP addition, please e-mail them to OVR at [RA-LIOVR-STAKEHOLDER@listserv.pa.gov](mailto:RA-LIOVR-STAKEHOLDER@listserv.pa.gov)

If you prefer, you can mail written comments to:

Pamela Brauchli

c/o Office of Vocational Rehabilitation

1521 N. 6<sup>th</sup> Street

Harrisburg, PA 17102

**All comments are due by February 22, 2016.**

Thank you.

DEPARTMENT OF LABOR AND INDUSTRY  
OFFICE OF VOCATIONAL REHABILITATION

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PROGRAM POLICIES & GUIDELINES

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Items in asterisks/color coded red indicate new language.

Items in asterisks/color coded blue indicate old language which will be deleted.

**NUMBER:** ~~\*\*This is old language.\*\*12-200.10\*\*~~ **\*\*This is new language.\*\***A new number will be assigned in the 200 series.

**SUBJECT:** College and Other Post-Secondary Training

**STATE BOARD**

**APPROVAL DATE:** ~~\*\*This is old language.\*\*December 13, 2012\*\*~~

**DISTRIBUTION:** Office of Vocational Rehabilitation Staff  
Office of Legal Counsel  
Pennsylvania State Board of Vocational Rehabilitation  
Pennsylvania State Rehabilitation Council  
Client Assistance Program  
Statewide Independent Living Council  
Advisory Council for People who are Deaf and Hard of Hearing  
Advisory Committee for the Blind of Pennsylvania  
External Stakeholder List

**EFFECTIVE DATE:** ~~\*\*This is old language.\*\*December 13, 2012\*\*~~ **\*\*This is new language.\*\***This will be the date of the State Board meeting.  
Students starting school prior to the Fall semester of 2013 are covered by memorandum 12-200.02 College and Other Post-Secondary Training, dated April 9, 2012. Students starting school during or after the Fall semester of 2013 will be covered by the following policy.

**IMPORTANT CHANGES:**

- 1) Reduce maximum to community college rates for general education for the first two years of full time study, or equivalent credits, as defined by the educational institution. The rate will be in effect for a full academic year for all students.
- 2) Reduce OVR funded books and supplies to \$500 per year.
- 3) Students who require disability specific services can obtain this in PA through community colleges or SSHE schools due to our MOU's with these institutions. Therefore, paying full tuition for specialized schools is unnecessary.
- 4) **\*\*This is new language.\*\***Addendum Funding Comprehensive Transition Programs for individuals participating in college certificate programs for Individuals with Intellectual Disabilities.\*\*

**RESULTING ACTION:**

Discontinue using Numbered Memo 12-200.02 for new students in the Fall Semester of 2013.

**AUTHORING AUTHORITY:**

Rehabilitation Act of 1973, as Amended; 34 CFR, Section 361.42; Rehabilitation Act of 1988, Section 682.10.

**INQUIRIES:** Russell Goddard

717-831-0336

Copies of this numbered memorandum are available upon request.

All materials provided, produced and published by OVR will be made available in the appropriate alternative format when necessary and/or upon request.

## POLICY

### Overview

Training services provided by OVR are a means to achieving a vocational objective agreed upon by the customer and counselor. Training is funded according to OVR policy, regardless of where the service is provided. OVR prefers training be provided at in-state facilities, but customers may choose training out-of-state at their own *additional* expense. Out of state training may be provided up to the OVR maximum payment as defined by this policy. All training programs offered within the Commonwealth must be approved by the Department of Education. Before providing training at an out-of-state facility, the VR counselor needs to verify with that state's vocational rehabilitation agency that the school is approved for use by that agency as well as by that state's accrediting body similar to Pennsylvania's Department of Education. Also, all training programs must be approved for PELL/PHEAA grants provided they qualify according to their program length; e.g., they must grant an associate's Degree for a PHEAA grant or must be a certain number of hours in length in order to be eligible for a PELL grant. However, there are programs to which OVR can sponsor customers that would not meet the above criteria; e.g., a truck driver training program. Typically, these programs are not of sufficient length for students to receive PELL/PHEAA grants.

The State Board of Vocational Rehabilitation approves all cost maximum formulas for customers who are receiving training. The Board has previously approved use of the Congressional Methodology to determine payment calculations for college training:

- College/University training includes any program offered by an accredited college or university that results in the awarding of an associate's, bachelor's, master's, doctoral, law, or medical degree.
- Business, Trade, and Technical (BTT) training includes any program offered in facilities approved by the Department of Education (business and trade) or Department of State (cosmetology and barber) that results in the awarding of a certificate, diploma, or associate degree. It includes courses offered by vocational schools, hospitals and other approved training providers. *The Pennsylvania Directory of Private Licensed and Registered Schools* is another key resource. Programs at colleges that don't result in a degree should be considered BTT. **\*\*This is new language.\*\*** [See Comprehensive Transition Program (CTP) Addendum. CTPs will follow the BTT guidelines.]\*\*
- Nontraditional training includes correspondence, distance learning/online, or other non-traditional methods of training. It should be used only after studying other options and concluding it is the best alternative.

### COLLEGE TRAINING

It is the policy of the State Board of Vocational Rehabilitation to provide for the reasonable financial support of customers in their attendance at colleges and universities.

Under this policy, costs allowable for consideration of support include tuition, fees, books, supplies; room, board (see room and board section for standards) and transportation.

### Approved Costs

OVR Administration will be responsible for determining individual yearly adjustments and setting the maximum amounts based upon this policy.

### Non-SSI/SSDI Beneficiaries/Recipients

Recognizing that there may be uncovered costs in certain cases, this policy establishes a maximum contribution from OVR per academic year for all customers who (1) are not recipients/beneficiaries of Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI); and, (2) are enrolled in an Associate or more advanced degree program.

The maximum contribution for non-SSA customers is the average rate for community colleges. This amount will be

evaluated annually and may be adjusted by OVR.

### **SSI/SSDI Beneficiaries/Recipients**

This policy also establishes a maximum tuition for OVR per academic year for all customers who are

1. recipients/beneficiaries of Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI); and,
2. enrolled in an Associate or more advanced degree program.

The maximum tuition will equal the average tuition charged by Pennsylvania community colleges. This information can be found on [pacommunitycolleges.org](http://pacommunitycolleges.org). OVR will determine the average tuition rate yearly. This maximum tuition amount applies to all students who have not completed two years of full time study, or equivalent credits, as defined by the educational institution.

Upon completion of the first two years of full time study, or equivalent credits, as defined by the educational institution, the average State System of Higher Education (SSHE) rates will apply.

### **BTT Maximum Contribution**

The Business Trade and Technical (BTT) School Contribution will be \$5,500.00. This amount will be evaluated annually and may be adjusted by OVR.

### **Room and Board**

For a student who has not completed 2 years of full time study, or equivalent credits, as defined by the educational institution, Room and Board amounts will be included in the formula if there is not a community college within 50 miles of the customer's permanent residence.

### **Books and Supplies**

Books and supplies will be added into the formula at a rate of \$500 per year.

### **Exceptions**

1. For a student who has completed 2 years of full time study, or equivalent credits, as defined by the educational institution and is taking a major course of study leading to the Individualized Plan for Employment (IPE) goal that is not available at a university in the SSHE system, the student costs for tuition, fees, books and supplies (\$500 yearly maximum), room and board or actual transportation costs, from the least expensive school of three reviewed offering that major, will be used. Use the costs of the least expensive school of the three reviewed rather than the SSHE Cost to compare with the Net Cost on the OVR-169. Check the website: <http://www.passhe.edu/universities/Pages/degreelistingAdvanced.aspx> for a listing of the programs offered at SSHE universities and also check state- related schools when determining the least expensive school.
2. Students who require disability specific services can obtain this in PA through community colleges or SSHE schools due to our MOU's with these institutions. Therefore, paying full tuition for specialized schools is unnecessary. In the rare instance that disability-related services are not available at a PA school, the waiver process should be used to approve payment for the additional fees necessary for services at a school that can provide these services.
3. Waiver Authority - District Administrators have waiver authority of the policy after a detailed review of a customer's financial situation. The waiver must be documented in the Commonwealth Workforce Development System (CWDS).

## IMPLEMENTATION PROCEDURES FOR OVR

### General Guidelines

The Training Information Form (OVR-167) shall be used for all training cases, regardless of whether or not OVR is providing funding. The signatures of both the VR counselor and customer are required with the original copy of the form given to the customer and a copy filed in his or her case record.

- OVR requires that customers maintain full-time matriculation as defined by the educational institution. Customers shall carry and receive credit for a sufficient number of credits/hours each semester/term in order to graduate within the expected or usual time limits established at the school. Exceptions may be made if a customer's functional limitations warrant them.  
**\*\*This is new language.\*\*NOTE: For exceptions, see Waiver Guidelines.\*\***
- OVR customers shall maintain at least a "C" Cumulative Grade Point Average (defined as a 2.0 on a 4.0 scale). Customers shall maintain a higher average if required by the school or course major. OVR may terminate financial aid for customers with grades below these grade requirements. Exceptions may be granted if warranted by individual circumstances. End-of-term/end-of-semester grades are to be used to calculate the average
- Students must maintain federal academic progress to be eligible for federal and OVR aid. The institution makes this decision.
- OVR customers may attend summer school if it will allow them to graduate earlier, or if course work is unavailable at any other time. The customer shall provide evidence of these circumstances and an approval waiver must be documented in CWDS.
- OVR will not pay additional costs for courses which need to be repeated.
- Training shall be authorized only to schools in the United States. However, course studies abroad may be authorized if it is part of the student's curriculum and it involves no additional time or costs above those normally anticipated.
- Out of state training may be provided up to the OVR maximum payment as defined by this policy.
- All customers seeking OVR sponsorship for training must complete and submit the Free Application for Federal Student Aid (FAFSA) prior to starting or continuing in any training program that is eligible for PELL/PHEAA. OVR will obtain financial aid information from the student's school using the OVR 169 form or other release of information. The school will determine whether the student is a dependent or independent student, and OVR will apply the congressional methodology as appropriate.
- Students in default status must produce written evidence from the Plaintiff Organization that they have attempted to resolve their default status before OVR can provide them with any financial assistance for training. As long as such an attempt is in evidence, the customer will not be penalized even if the default is not resolved. If a customer does, however, agree to repayment terms, he/she must not default on such repayments.

PHEAA defines an academic year as:

- 30 weeks, or
- 24 semester or trimester hours, or 36 quarter hours, or

- 900 clock hours
- Institutional aid is the amount of money granted to the student directly from the institution's monies, which do not need to be repaid by the student.
- OVR customers are not required to seek merit scholarships; however, if the customer receives a merit scholarship, the Financial Aid Administrator (FAA) or the customer will provide documentation indicating that it is a merit scholarship. The counselor will **not use** the merit scholarship in calculating OVR's contribution. Merit scholarships do not include awards that either have no restriction in the customer's use or are so broad that the customer can use them for educational purposes other than tuition, books, room and board, or transportation.
- No OVR student's funding shall exceed actual costs for tuition, fees, books and supplies, room and board for dormitory students or transportation for commuter students, as applicable.
- District Administrators may grant waivers above the OVR maximum financial aid cap only after a detailed review of a customer's financial situation that demonstrates a financial hardship. An OVR-133, Training Waiver Report form, must be completed and maintained in CWDS.
- The customer cannot be required to apply for a subsidized loan to have his or her request for a waiver considered.
- Room and board charges are at dormitory rates, if available. If unavailable, then the District Administrator shall determine reasonable charges.
- Commuting costs may not exceed the cost of room and board. Public transportation may be reimbursed at actual cost. For a student using a private vehicle see the Transportation section below for the calculation of the rate. The transportation reimbursement rate is 25 cents per mile
- A commuter student is an OVR customer who travels to and from his/her primary residence to school.

### **SSDI/SSI and Non-SSDI/SSI Calculations**

In essence, three formulas can be used depending upon whether or not a customer receives SSDI/SSI monies based upon his or her own disability.

#### **Formula A**

##### **Non-SSI/SSDI Beneficiaries/Recipients – First 2 years**

The calculation of the OVR contribution for non-SSI/SSDI recipients/beneficiaries enrolled in a college or university program shall be done as follows: (The result of the calculation will apply regardless of the location of the program or the school year of the customer.)

	Tuition and Fees:	\$
Plus	Books	\$500/year or actual if less than \$500
Plus	OVR Transportation Allowance: (25 cents per mile or actual costs for public transportation)	
Minus	Institutional Aid:	\$
Minus	PELL:	\$
Minus	PHEAA:	\$
Minus	Other Grants, Scholarships:	\$
Minus	Expected Family Contribution:	\$
Equals	OVR Contribution:	\$_____ (maximum contribution as listed on OVR 169 or actual cost if less than maximum contribution)

**Formula B**

**Non-SSI/SSDI Beneficiaries/Recipients – Last 2 years**

The calculation of the OVR contribution for non-SSI/SSDI recipients/beneficiaries enrolled in a college or university program shall be done as follows: (The result of the calculation will apply regardless of the location of the program or the school year of the customer.)

	Tuition and Fees:	\$
Plus	Books	\$500/year or actual if less than \$500
Plus	Dormitory Rate Room and Board <i>Or</i> OVR Transportation Allowance: (25 cents per mile or actual costs for public transportation)	\$
Minus	Institutional Aid:	\$
Minus	PELL:	\$
Minus	PHEAA:	\$
Minus	Other Grants, Scholarships:	\$
Minus	Expected Family Contribution:	\$
Equals	OVR Contribution:	\$_____ (maximum contribution as listed on OVR 169 or actual cost if less than maximum contribution)



**Formula C**

**SSI/SSDI Beneficiaries/Recipients** - For a student who has not completed 2 years of full time study, or equivalent credits, as defined by the educational institution. Calculation of the OVR contribution for SSI recipients/SSDI beneficiaries, who are receiving benefits based upon their own disabilities, shall be as follows: (The result of the calculation will apply regardless of the location of the program or the school year of the customer).

	Tuition and Fees:	\$
Plus	Books	\$500/year or actual if less than \$500
Plus	OVR Transportation Allowance: (25 cents per mile or actual costs for public transportation)	
Minus	Institutional Aid:	\$
Minus	PELL:	\$
Minus	PHEAA:	\$
Minus	Other Grants, Scholarships:	\$
Equals	OVR Contribution:	\$_____ (maximum contribution as listed on OVR 169 or actual cost if less than maximum contribution)

**Formula D**

**SSI/SSDI Beneficiaries/Recipients** - For a student who has completed 2 years of full time study, or equivalent credits, as defined by the educational institution. Calculation of the OVR contribution for SSI recipients/SSDI beneficiaries, who are receiving benefits based upon their own disabilities, shall be as follows: (The result of the calculation will apply regardless of the location of the program or the school year of the customer).

	Tuition and Fees:	\$
Plus	Books	\$500/year or actual if less than \$500
Plus	Dormitory Rate Room and Board <i>Or</i> OVR Transportation Allowance: (25 cents per mile or actual costs for public transportation)	\$
Minus	Institutional Aid:	\$
Equals	Net Cost:	\$
	SSHE Cost:	\$
	Net Cost or SSHE Average Allowable Costs (whichever is less):	\$
Minus	PELL:	\$
Minus	PHEAA:	\$
Minus	Other Grants, Scholarships:	\$
Equals	OVR Contribution:	\$

Formulas C and D will be applied to all SSI recipients/SSDI beneficiaries, who are receiving benefits based upon their own disabilities.

## **FAFSA and Cost Determination**

1. Counselors must advise customers to complete the FAFSA application since this will determine whether they receive OVR sponsorship. Some schools may require an additional form to be filed if they do not utilize FAFSA services. Therefore, the school's form must be completed. In order for a student to receive a PHEAA grant for summer school, he/she must complete a separate summer school FAFSA application; however, the student must have completed a FAFSA application for the regular academic school year (preceding or upcoming) for the FAA to be able to provide the financial needs analysis for summer school.
2. The originating counselor forwards to the supervising counselor a completed Financial Aid Information (FAI), OVR-169 form. For continuing students, the supervising counselor completes the FAI form.
3. A separate FAI form and a separate determination of unmet needs must be completed for summer school. On the top, indicate "summer school" and the number of credits the student plans to take.
4. The FAA will provide the cost of tuition and fees, room and board, federal expected family contribution, estimated PHEAA grant (only available to full-time summer students if graduating in the next two terms/semesters), PELL grant, other grants and scholarships, and institutional aid, as appropriate.
5. The OVR supervising counselor or counselor managing the case includes his/her name and address on the OVR-169 form and sends it to the appropriate FAA prior to the start date of the semester, term, etc. Preferably, it should be sent after the student's PELL/PHEAA grant award amount(s) is known, if applicable.
6. The FAA completes Section 2 of the OVR-169 Form and returns it to the supervising counselor or counselor managing the case.
7. Following receipt of the information, the supervising counselor managing the case calculates the OVR financial aid maximum and forwards a copy to the originating counselor, unless the originating counselor is managing the case.
8. The supervising or originating counselor prepares the authorization.

## **Financial Needs Test**

For non-SSI/SSDI customers receiving financial aid for college training, it is necessary to complete an OVR-105 Financial Needs Test (FNT), only if the customer needs services other than college training; e.g., physical restoration. In those instances, the family contribution towards training shall be applied to and deducted from any FNT contribution calculated on the OVR-105 form.

## **Grant Computation**

The maximum amount that OVR awards customers to attend college is the amount calculated using either Formula A or B for non-SSI/SSDI customers or Formulas C or D for SSI/SSDI customers who are receiving benefits based upon their own disabilities.

This includes tuition, fees, books and supplies, (\$500 yearly maximum), room and board (as applicable) or transportation allowance minus PELL Grants, PHEAA Grants, Institutional Aid and other grants and scholarships using Formula C and D. Such SSI recipients/SSDI beneficiaries will not have the Federal Expected Family Contribution (EFC) subtracted from their total college cost. However, using Formula A or B, the EFC will also be subtracted before the OVR contribution is calculated. Costs for auxiliary aids and services such as interpreters, readers, notetakers or personal care assistants are exempt from this maximum. These types of services are provided without regard to the customer's financial need. However, other services considered support services like wheelchairs, computers and other types of assistive technology, while also exempt from this cost maximum, are

subject to OVR's Financial Needs Test being administered to the non-SSI/SSDI customer.

Both part-time and full-time costs are calculated using items 1-8, in Section 2, on the OVR-169 form.

The cost for attending part-time (less than the minimum number of credits/hours required by the college for full-time status) is prorated based upon the cost of attending full-time. It is determined as follows:

#### **For Non-SSDI/SSI Beneficiaries/Recipients**

- Using items 1-8 in Section 2 on the OVR-169 form, obtain the cost to attend part-time and the cost to attend full-time for the customer.
- Using Formula A in Section 3, divide the actual amount of costs for full-time attendance into the actual amount of costs for part-time attendance to obtain a percentage.
- Multiply this percentage by the OVR contribution calculated in Section 3, on the OVR-169 form for the full-time customer.

#### **For SSI Recipients/SSDI Beneficiaries Who Are Receiving Benefits Based on their Own Disabilities**

If attending private or state related schools, calculate community college allowable costs (for a student who has not completed 2 years of full time study, or equivalent credits, as defined by the educational institution) and SSHE average allowable costs (For a student who has completed 2 years of full time study, or equivalent credits, as defined by the educational institution). To calculate average allowable costs for part-time attendance, divide the number of credits taken by twelve (full time) for undergraduate students or nine (full time) for graduate students. Multiply this percentage times the Community College or SSHE maximum for tuition and fees, books and supplies (\$500 yearly maximum), and add the actual cost for transportation not to exceed the SSHE maximum for the room and board cost. This total equals the SSHE average allowable cost. Enter the lesser of Net Cost or SSHE average allowable cost into the formula, and complete the calculation to determine the OVR contribution.

For SSI/SSDI customers attending community colleges or SSHE universities, complete Formula C with the applicable part-time costs and grants from items 1-8 in Section 2 of the OVR-169 form to determine the OVR contribution.

#### **Authorization Procedure**

1. Use Fee Schedule Number 59801, "Financial Aid for Training." This number includes all educational costs.
2. Divide the total amount of OVR financial aid for the academic year by the number of semesters, terms, etc. in the academic year. If only a portion of an academic year remains, such as half of an academic year, then only apply half the maximum grant.

Fiscal Assistants shall process Invoices only after the period of time when the college tuition refund period has passed. The last refund date is usually included in the college/university catalog; a copy should be given to the Fiscal Assistant.

For students who must withdraw, OVR may pay an amount in accordance with the school's published withdrawal payment policy.

The OVR authorization to the college/university may be used to pay for any portion of a customer's educational costs for tuition, fees, books and supplies, on or off campus room and board, or transportation allowances, if applicable. All funds are paid to the training institutions.

## BUSINESS, TRADE AND TECHNICAL (BTT) TRAINING

OVR customers shall apply for PHEAA and PELL grants. OVR will not provide financial aid to customers who fail to submit a PHEAA application and/or a FAFSA application, when appropriate.

### FAFSA and Cost Determination

1. Advise customers they must complete the FAFSA application since this will determine whether they receive OVR sponsorship. Some schools may require an additional form to be filed if they do not utilize FAFSA services. Therefore, the school's form must be completed. The student must have previously completed a FAFSA application for the regular academic school year.
2. The originating counselor forwards to the supervising counselor information on the customer including an updated OVR-105 form prior to the start of the term, semester, etc. Preferably, it should be sent after the student's PELL/PHEAA grant award amount(s) is known, if applicable.
3. The supervising counselor determines the school's costs and customer grants and scholarships, unless the originating counselor is managing the case. The supervising/originating counselor calculates the costs using the OVR-169 BTT form and prepares the authorizations. It may include a signature line and date to verify the school cost information and source.

### Financial Needs Test

For non-SSI/SSDI customers, use the OVR-105 to determine financial eligibility and family contribution for BTT Training. The yearly family contribution may be pro-rated per term.

### Payment Calculations

The maximum amount OVR shall provide a customer per academic year for BTT includes tuition, fees, books and supplies, room and board, and transportation. The transportation rate will be 25 cents per mile.

Costs for auxiliary aids and services such as interpreters, readers, note takers, or personal care assistants are exempt from this maximum. These types of services are provided without regard to the customer's financial need. However, other services considered support services like wheelchairs, computers and other types of assistive technology, while also exempt from this cost maximum, are subject to OVR's Financial Needs Test being administered to the non-SSI/SSDI customer.

Use the following formula to calculate the OVR payment:

Actual Tuition and Fees

\$ \_\_\_\_\_ (+) Books & Supplies (\$500 yearly maximum)

(+) Transportation (25 cents per mile) or Room and Board

+ \_\_\_\_\_

Total Costs

\$ \_\_\_\_\_

(-) Grants + Scholarships + Financial Contribution per OVR-105

- \_\_\_\_\_

OVR Tuition

Calculation

OVR Payment (Use the lesser of the Tuition Calculation from OVR 169.)

\$ \_\_\_\_\_

The cost for part-time attendance (less than the minimum number of credits/hours required by the BTT school for full-time status) is pro-rated according to the cost of full-time attendance.

- Obtain the cost of full-time attendance and the cost of part-time attendance for the customer.
- Divide the cost of full-time attendance into the cost of part-time attendance.

Multiply this percentage by the amount listed on OVR 169. This represents OVR's maximum payment.

- Apply the formulas on the OVR-169 BTT form using the new cost figures to determine the appropriate payment.

### **Authorization Procedure**

1. Use Fee Schedule Number 59801, "Financial Aid for Training." This number includes all educational costs.
2. Divide the total amount of OVR financial aid by the number of semesters, terms, etc. in the academic year. If only a portion of an academic year remains, such as half of an academic year, then only apply half the maximum grant.

Fiscal Assistants shall process Invoices only after being notified by the supervising counselor that the time for BTT school-provided refunds has passed. The last refund date is usually included in the BTT catalog; a copy should be given to the Fiscal Assistant. For students who withdraw, OVR may pay an amount in accordance with the school's published withdrawal payment policy. Supervising counselors will ensure that OVR does not exceed the excessive gift aid limit. The OVR authorization to the BTT may be used to pay for any portion of a customer's educational costs up to the established Financial Aid maximum. All funds are paid to the training institutions.

If BTT schools will not disperse funds, OVR may authorize maintenance directly to the customer. Maintenance may only be paid for costs in excess of normal expenses and that are necessitated by the customer's participation in a vocational rehabilitation program. The District Administrator will determine appropriate costs for maintenance.

## **NON-TRADITIONAL TRAINING**

On occasion, online, correspondence, distance learning, or other non-traditional methods of training have proven effective. These should be used only after studying other options and concluding it is the best alternative. The District Administrator or his or her designee must approve this training. Determine if the school receives PELL/PHEAA grants. If the program is a college/university or a business/trade/technical school, apply the appropriate guidelines. Otherwise, encumber the funds at the same rate the school charges the general public. Confirm, in writing, with the school that it will accept the OVR policy of paying only for completed courses.

### **Authorization**

Use Fee Schedule Number 59800, Tuition and/or Educational Fees, for all financial aid since these costs are **not** College/University or BTT related.

### **Definitions**

**Academic Year** – The annual period of time during which a student attends school, college or university. Academic Years can be different per school or school type. Most commonly, an Academic Year is split into two semesters or three trimesters. A BTT school's academic year can vary greatly.

PHEAA defines an academic year as:

- 30 weeks, or
- 24 semester or trimester hours, or 36 quarter hours, or
- 900 clock hours

**Business Trade or Technical School** - Business, Trade, and Technical training includes any program offered in facilities approved by the Department of Education (business and trade) or Department of State (cosmetology and barber) that results in the awarding of a certificate, diploma, or associate degree. It includes courses offered by vocational schools, hospitals and other approved training providers. Programs at colleges that don't result in a degree

should be considered BTT.

College/University – Any program offered by an accredited college or university that results in the awarding of an associate’s, bachelor’s, master’s, doctoral, law, or medical degree.

Community College –Sometimes called [junior college](#), [technical college](#), or [city college](#), these are primarily two-year [public](#) institutions providing higher education and lower- level [tertiary education](#), granting [certificates](#), [diplomas](#), and [associate's degrees](#).

**\*\*This is new language.\*\***[Comprehensive Transition Program (CTP) - Institutions that offer a CTP can apply to the Department’s Federal Student Aid office to have their CTP Program approved so that eligible students may be considered for Federal Pell Grant, Federal Work-Study, FWS and Federal Supplemental Educational Opportunity Grants FSEOG funds. To be an eligible CTP, an institution must participate in the Federal student aid programs and offer an approved CTP, as provided in 34 C.F.R. §§ 668.231 and 668.232 of the Student Assistance General Provisions regulations.

CTPs are degree, certificate, or non-degree programs for students with intellectual disabilities that:

- Are offered by a college or career school and approved by the U.S. Department of Education;
- Are designed to support students with intellectual disabilities who want to continue academic, career, and independent living instruction to prepare for gainful employment;
- Offers academic advising and a structured curriculum; and
- Requires students with intellectual disabilities to participate, for at least half of the program, in a combination of:
  - Regular enrollment in credit-bearing courses with nondisabled students,
  - Auditing or participating (with nondisabled students) in courses for which the student does not receive regular academic credit,
  - Enrollment in noncredit-bearing, non-degree courses with nondisabled students, or
  - Internships or work-based training with nondisabled individuals.

If students with intellectual disabilities are attending a CTP, they are able to use federal financial aid to help pay the cost of attendance.\*\*

Congressional Methodology – The standard formula developed by Congress under the Higher Education Act Amendment of 1986 used to evaluate parents’ income and assets, in conjunction with the number of children in the family who are college-aged and their anticipated college costs. It helps determine the Estimated Family Contribution (EFC) figure and the student’s eligibility for financial aid.

Default Status – A student who previously accepted subsidized student loans and has failed to meet the minimum repayment obligations.

Dependent Student – A student deemed “dependent” by the U.S. Department of Education’s Federal Student Aid agency will have an expected family contribution that will be utilized in calculating the amount of assistance received from OVR.

Estimated Family Contribution (EFC) – The estimated amount of money a student’s family can contribute to the student’s total cost of college; a standard formula, called the Congressional Methodology, is used to compute the EFC and combines both the parents’ and student’s estimated contributions. The total EFC figure is used in calculating a student’s eligibility for financial aid.

Federal Academic Progress – The term used to denote a student’s successful completion of coursework toward a degree or certificate. Federal regulations require Student Financial Aid to monitor the progress of each student toward degree or certificate completion. Students who fall behind in their coursework by dropping or failing courses, or fail to achieve minimum standards for grade point average and completion of classes, may lose their eligibility for all types of federal and/or state aid.

Fees – The various fees charged by an academic institution that are associated with a student’s training when determining the amount of financial aid offered by OVR. Example: computer fees, application fees, activity fees, etc.

Free Application for Student Aid Form (FAFSA) – The form published and utilized by the US Department of Education’s Federal Student Aid to determine the amount of aid a student may be eligible to receive. Website: <http://www.fafsa.ed.gov>

Full Time Matriculation – The set number of credits that must be taken to be considered a Full Time student. For undergraduate training, this number is traditionally 12 credits. For graduate training, this number is traditionally 9 credits.

In-State Training Facilities – Any academic institution that a student attends within Pennsylvania

Independent Student – A student deemed “independent” by the US Department of Education’s Federal Student Aid agency will not have an expected family contribution utilized in the calculation of assistance to be received from OVR.

Institutional Aid – The amount of money granted to the student directly from the institution’s monies, which do not need to be repaid by the student.

Maximum Contribution for Non-SSI/SSDI Beneficiaries/Recipients – The maximum amount of funding that can be provided by OVR for Tuition, Fees, Books, Supplies, and Room & Board/Transportation for students who are not eligible for Social Security Administration (SSA) Benefits based upon their own disabilities.

Maximum Contribution for SSI/SSDI Beneficiaries/Recipients – The maximum amount of funding that can be provided by OVR for Tuition, Fees, Books, Supplies, and Room & Board/Transportation for students who are eligible for SSA Benefits based upon their own disabilities.

Merit or Merit Based Scholarships – Awards that are based upon a student's academic, artistic, athletic or other abilities, and often factor in an applicant's extracurricular activities and community service record. The most common merit-based scholarships, awarded by either private organizations or directly by a student's intended college, recognize academic achievement or high scores on standardized tests

Nontraditional Training – This includes online, correspondence, distance learning, or other non-traditional methods of training.

Out of State Training Facilities – Any academic institution that a student attends that is not within Pennsylvania.

Part Time Matriculation – Any amount of credits taken that does not meet the definition of Full Time Matriculation.

Pell Grant – A grant awarded by the Federal Government that does not have to be repaid. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. (In some cases,

however, a student enrolled in a post-baccalaureate teacher certification program might receive a Pell Grant.) Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

Website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/PellGrants.jsp?tab=funding>

PHEAA Grant – Awarded by the Pennsylvania Higher Education Assistance Agency (PHEAA) that does not have to be repaid. Students apply for PHEAA Grants by completing their Federal Application for Student Aid Form (FAFSA) and completing the Pennsylvania State Grant form section. (<http://www.pheaa.org/index.html>)

Primary Residence – The dwelling where an individual usually lives, typically a house or an apartment. A person can only have one *primary* residence at any given time, though they may share the residence with other people. A primary residence is considered as a legal residence for the purpose of [income tax](#) and/or acquiring a [mortgage](#). For the purpose of OVR tuition calculations: If an individual is considered an independent student, their primary residence is where they are living while attending school regardless of whether they visit or return to a different residence or their parents' home during breaks or vacation.

Private Educational Institution/School – An educational institution that is privately owned and operated and does not meet the requirements of a community college, SSHE school, or state related school.

Room & Board – The cost charged by an academic institution for housing and food that is used in determining the amount of financial aid offered by OVR

State System of Higher Education (SSHE) – The 14 state administered higher education institutions within Pennsylvania:

Bloomsburg University of Pennsylvania

California University of Pennsylvania Cheyney University of Pennsylvania

Clarion University of Pennsylvania

East Stroudsburg University of Pennsylvania

Edinboro University of Pennsylvania

Indiana University of Pennsylvania

Kutztown University of Pennsylvania

Lock Haven University of Pennsylvania Mansfield University of Pennsylvania Millersville University of Pennsylvania

Shippensburg University of Pennsylvania

Slippery Rock University of Pennsylvania

West Chester University of Pennsylvania

Website: <http://www.passhe.edu/Pages/default.aspx>

To track all 14 community colleges tuition at once:

Pennsylvania Commission for Community Colleges

800 North Third Street, Suite 405

Harrisburg, PA 17102

Phone: (717) 232-7584

<http://pacommunitycolleges>.

### [Tuition & Fee Schedule](#)

State-Related Schools – The 4 schools within Pennsylvania that receive monies from the state, but are independently run--Lincoln University, Temple University, The Pennsylvania State University and the University of Pittsburgh.



Subsidized Loan – A loan where a third party pays the interest indefinitely or under a designated time frame. For academic subsidized loans, the third party will commonly pay the interest while the student is in school. Once they exit school (graduate or withdrawal), the loan and interest becomes the responsibility of the student.

Supplies – The cost charged by an academic institution for academic supplies required by or provided by the academic institution that is used in determining the amount of financial aid offered by OVR.

Transportation – The amount of assistance that a commuting student is able to receive for their costs associated to getting to and from their training. This includes public transportation at actual cost or personal vehicle at 25 cents per mile. The student's transportation allowance is calculated when determining the amount of financial aid offered by OVR. A separate purchase order for transportation reimbursement is not required because the amount is calculated and part of the payment made to the academic institution and reimbursed to the student.

Tuition – The cost charged by an academic institution for training.

### **Attachments**

#### **Waiver Guidelines**

**\*\*This is new language.\*\*OVR Funding Comprehensive Transition Programs for Students with Intellectual Disabilities\*\***