Addendum to Student Catalog December 2012

RETURN OF TITLE IV (R2T4) Policy

TDDS is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in his/her program. The calculation of Title IV funds earned by the student has no relationship to the student’s incurred institutional charges.

Up through the 60% point in the period of enrollment, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However if during the calculation it is determined that no refunds are required by R2T4 policy and a negative balance remains that will be returned to the student within 30 days.

Determination of the last date of Attendance is documented on the student's card as well as in Diamond D (software used by school to document attendance) Attendance Module. TDDS is required by the State of Ohio to document Attendance daily.

The Financial Aid Office will perform a Return of Title IV calculation if your currently scheduled classes are all, or any combination of the following. Officially withdrawn, dropped within the refund period, unofficially withdrawn (stop attending), your instructor will report Failed as your final grade with a date of last attendance or never attended. Note: If you receive financial aid and never attend any of your scheduled classes, you will be required to repay all of the aid received, including any state funds.

All refunds due back to the Title IV program must be completed within 45 days of the schools date of determination of withdrawal. In the case of a student formally withdrawing from school that will be the date the student signs his letter of withdrawal. In the case of a student just failing to attend scheduled classes that will be 14 days from the day the student fails to make Satisfactory Academic Progress in regard to Attendance Standards. The school will make every attempt to contact the student during this period to determine their intent to remain in the program.

REFUNDS DETERMINED MUST BE RETURNED BASED ON THE FOLLOWING STATUTORY ORDER:
1. Federal Direct Stafford Loans (Unsubsidized First)
2. Federal Direct PLUS Loans
3. Federal Pell Grants
4. Student

All Calculations to determine amount of R2T4 Refunds will be done using the Department of Education issued refund calculation forms through EdExpress Software. (Example Form attached)

Post withdrawal Disbursement - "A post-withdrawal disbursement will be made if a student has eligibility for the Title IV funds."

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. If the post-withdraw disbursement included loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdraw disbursement (including loan funds, if you accept them for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdraw disbursement. If you do not give you permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school."
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Additional Requirements for Diesel Technician Program

Successful completion of the Diesel Technician Training Program includes the demonstrated ability to disassemble and reassemble diesel engines, both on stands and in vehicles and also involves all areas of diesel engine and other truck repairs. While a student at TDDS Technical Institute, physical requirements included in the Diesel Technician Training Program are as follows:

1) Student is frequently required to stand for long periods, walk, use hands to fingers, handle or feel, reach with hands and arms, stoop, kneel, crouch/crawl.  
2) Student must be able to talk and hear.  
3) Requires frequent climbing and balancing.  
4) Must frequently lift and/or move up to 75 pounds.  
5) Requires vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.  

Video and Taping on Premise  

Students are prohibited to video or audio tape while on TDDS Technical Institute or related property and may be subject to removal from school.

Satellite Location

TDDS Technical Institute (main campus) has a satellite location at 7075 State Route 88, Ravenna Ohio 44266. The satellite location offers the Truck Driver Training Externship Program only, which is a course that is 16 weeks in length. The satellite location is used only for the classroom portion of the training which consists of four (4) weeks. Students will be required to attend the main campus for six (6) weeks of hands on training (Road and Site Training). The remaining six (6) weeks of training is at the student's externship company. The satellite campus provides the same individualized attention, helpful student services, and quality education as the main campus.