

# Application for PRACTICAL NURSING ADMISSION



Please complete the following application and return to  
 Ocean County Vocational Technical School, Practical Nursing Program, 1299 Old Freehold Road, Toms River, NJ 08753.

**PLEASE PRINT ALL INFORMATION CLEARLY**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 \_\_\_\_\_  Male  Female  
 Maiden Name \_\_\_\_\_  
 Mailing Address - Street / PO Box \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone Number (include Area Code) \_\_\_\_\_ Cell Phone Number (include Area Code) \_\_\_\_\_ Business Phone (Include Area code) \_\_\_\_\_  
 Student's Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ City of Birth \_\_\_\_\_ County of Birth \_\_\_\_\_ State of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_  
 Email Address \_\_\_\_\_ NJS Student Number \_\_\_\_\_  
 High School Last Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Highest Grade Completed \_\_\_\_\_ Date of High School Graduation (Month / Year) \_\_\_\_\_  
 Do you have a General Equivalency Diploma?  YES  NO \_\_\_\_\_  
 If "YES", from which state? \_\_\_\_\_ Date Completed \_\_\_\_\_  
 Have you attended OCVTS, any school, college or university since leaving high school?  YES  NO \_\_\_\_\_  
 Schools Attended \_\_\_\_\_ City & State \_\_\_\_\_ Dates Attended (From/To) \_\_\_\_\_ Date of Degree/Diploma \_\_\_\_\_  
 \_\_\_\_\_  
 How did you learn about OCVTS?  School Presentation  Print Advertisement  Mail  Radio  Website  Other, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**CALL OCVTS PRACTICAL NURSING ADMISSIONS AT 732.473.3100 X3145 FOR ASSISTANCE WITH THIS APPLICATION**

**A criminal background check and drug screening will be required for all students over the age of 18 in health career programs.**  
**School Publicity Release:** I understand that I may occasionally be the subject of individual or group photographs or videos taken in my career area. I approve the use of my image in various media including, but not limited to newspapers, television and electronic media to be used in the promotion of programs at the Ocean County Vocational Technical School.  
 By signing below, I certify that all of the above information is correct and accurate. I accept all of the above agreements and agree to abide by all school policies, safety rules and procedures.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 N.J.A.C. 6:3-2.2 allows educational, occupational, and military personnel access to school information. If you do not want this information released, please initial here \_\_\_\_\_



Life's a Journey...Better Get Good Directions

**PLEASE ATTACH NONREFUNDABLE \$25 APPLICATION FEE. MAKE MONEY ORDER PAYABLE TO OCVTS**

**Survey in Compliance with Affirmative Action Program (Optional)**  
**ETHNIC ORIGIN:**

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Puerto Rican	<input type="checkbox"/> Cuban	<input type="checkbox"/> Native American or Alaskan
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Other	<input type="checkbox"/> No Response

Revised March 2011



# Consumer Information

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The following is a list of information required by the US Department of Education to be disclosed to all students and/or parents of students. This consumer information can be obtained through the Financial Aid Office, in addition to the places listed below.

Rights Under Family Education Rights & Privacy Act	Policy Manual* Student Handbook
Academic Programs and Cost of Attendance	Admissions Packet OCVTS Website
School's Refund Policy	Policy Manual*
Requirements for officially withdrawing from school	Policy Manual*
Information regarding the Return of Title IV Funds	Financial Aid Info Sheet Policy Manual*
Accrediting, licensing, and approving agencies	Admissions Packet
Description of available federal, state, local, private and institutional financial need-based assistance programs	Special Needs Office
Rights and responsibilities of students receiving Title IV and other financial aid	Financial Aid Info Sheet Policy Manual*
Completion/Graduation Rates and Transfer Out	Admissions Office
Campus Security Report & Policies regarding crimes	Administration Office OCVTS Website
Grievance Policy	Policy Manual* Student Handbook

**\*There is a Policy Manual in the Administration Office and at all six of our centers.**

**Ocean County Vocational Technical School Website: [www.ocvts.org](http://www.ocvts.org)**

# PRACTICAL NURSING

## Admission Information

### MISSION STATEMENT

The mission of the Ocean County Vocational Technical School system is to prepare students for job placement or further education leading to successful employment. We develop partnerships with affiliated schools, parents, business, industry and community agencies to create and deliver opportunities for students to participate in quality occupational programs and support services. These programs and services are designed to meet the needs of high school students and adult learners, as well as the requirements of employers, colleges, technical schools and the community. All students will achieve the New Jersey Core Curriculum Content Standards at all grade levels. Our most important products are our quality graduates and our most important service is to provide them with skills for a lifetime.

We measure our success by: enrollment in our programs; student attainment of marketable occupational skills; graduates capable and desirous of life-long learning; employer and graduate satisfaction; cost effectiveness of our total system; achievement of our graduates; and organizational and individual recognition and awards received.

*It is the policy of the Board of Education of Ocean County Vocational Technical School not to discriminate in its technical programs, vocational opportunities, activities, employment practices or admission policies and practices on the basis of race, color, creed, religion, sex, ancestry, national origin, affectional and sexual orientation, disability or social or economic status. Lack of English language skills will not be a deterrent to admission to any program at the Ocean County Vocational Technical School. Inquiries regarding affirmative action, discrimination (including Federal Title IX requirements), sexual harassment or equity should be directed to:*

Nancy Weber-Loeffert, Title IX/Affirmative Action Officer  
Ocean County Vocational Technical School  
732.240.6414 (ext 3332)

Thomas McNerney, Federal Section 504 Officer  
Ocean County Vocational Technical School  
732.286.5665 (ext 3412)

Kevin Dineen, Americans with Disabilities Act (ADA) Officer  
Ocean County Vocational Technical School  
732.473.3100 (ext 3123)

### APPROVAL

- New Jersey State Department of Education
- Middle States Association
- New Jersey Board of Nursing

### ADMISSION REQUIREMENTS

1. All students must be eighteen years of age or older.
2. All students must have a high school diploma, General Equivalency Diploma or equivalent.
3. All students must take an admissions examination.

### ADMISSION PROCEDURES

1. Applications may be secured by calling Practical Nursing Admissions Office at 732.473.3100 ext. 3145.
2. The application must be completed and forwarded to OCVTS Practical Nursing Program, 1299 Old Freehold Road, Toms River 08753. The application must be accompanied by a \$25 application fee, which is nonrefundable.\*
3. Some programs may require additional testing.
4. The applicant will be notified of acceptance into a particular program.
5. In most cases, it is recommended that the applicant visit a program prior to formal acceptance.

### METHOD OF PAYMENT

1. The \$25 application fee is nonrefundable.\*
2. Tuition may be paid by either certified check, money order or credit card. No personal checks.
3. The registration fee is non-refundable.

### TUITION REFUND POLICY

Tuition refunds will only be given during the first month of school using the following schedule:

Prior to first day of class	100%
Within the first 5 days of class	75%
Within the second five days of class	50%
From the 11th-20th days of class	25%
After the 20th day of class	0%

### TUITION, FEES, BOOKS AND OTHER EXPENSES

You may inquire at the Admissions Office for tuition cost, current book prices and other miscellaneous expense rates.

### GRIEVANCE POLICY

In an effort to resolve complaints as expeditiously as possible and in keeping with federal/state antidiscrimination legislation, the Board of Education adopts and hereby publishes the following grievance procedure.

Step 1. The grievant should report the incident to the building administrator or the district affirmative action officer, at which time, the incident will be investigated. A conference will be scheduled with the student if necessary. If within five days the grievance is not resolved, proceed to Step 2.

Step 2. A written complaint should be submitted to the proper administrator, who will continue to investigate the incident. The administrator will respond, in writing, within 10 days. If the issue is not resolved, proceed to Step 3.

Step 3. The chief school administrator should be contacted within five days, at which time he/she will review the details

of the grievance and respond within 20 school days. If the grievance is not resolved, proceed to Step 4.

Step 4. The grievant should appeal in writing to the Board of Education within five school days. The Board will review all documentation at a regularly scheduled board meeting. At this time a due process hearing will take place. The decision of the Board will be by a majority of its members. The Board will respond to the grievant in writing within five school days after the meeting.

### SPECIAL SERVICES

1. Career counseling offered at the Skill Clinic is provided to individuals in need of job seeking and keeping skills. One may choose to take advantage of vocational aptitude and interest testing administered by certified counselors. The Skill Clinic is located in the Toms River Center. You may contact the office at 732.473.3100 ext. 3129.

2. Personal counseling is available for all of our students.

3. Job placement services are available to all students who graduate from any of our programs.

4. Basic skills support services are available for all students needing functional academic skills in their career training programs.

*\*Prices subject change as approved by the OCVTS Board of Education*

**OCVTS is an Equal Opportunity School District.  
The Carl D. Perkins Vocational Technical Education  
Act provides partial funding for this publication.**

Visit our website at [www.ocvts.org](http://www.ocvts.org)



**Commission on Secondary Schools  
Middle States Association**

## OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL

# Financial Aid Information

Our school has been authorized to participate in selected federal Financial Aid Programs such as the Pell Grant and Direct Loan programs. Other resources for financial assistance are the Private Industry Council, Division of Vocational Rehabilitation and the Veteran's Administration. To apply for federal financial aid complete the FAFSA online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). When completing the FAFSA online you must enter OCVTS's Title IV federal school code, 016934, in order for the school to receive the results. You must make an appointment with the Financial Aid Officer four days after completion of the FAFSA. For further information please contact the Financial Aid Office at 732.473.3100 ext 3139.

## APPLICATION

Students must file either the Free Application for Federal Student Aid (FAFSA) or the renewal Free Application for Federal Student Aid. Be sure to use the correct FAFSA for the school year you will be attending. Complete all sections of the FAFSA. To process the forms, copies of tax returns will be needed. Other documentation may be required for verification as necessary.

## SUPPORTING DOCUMENTATION

**Income Tax Return:** You may be required to provide the appropriate tax returns if the U.S. Department of Education selects your application for verification. You should be aware that financial aid awards might be adjusted after verification. If you do not provide the requested documents when asked, no financial aid will be made available.

**Documentation of Citizenship:** Students who are not U.S. citizens are subject to different regulations that may require supporting documentation. You will be contacted if this applies to you. U.S. citizens may also be requested to document their citizenship status.

**Selective Service:** Males born after July 1, 1960 must register with Selective Service to receive financial aid. The federal government may require students to verify registration. Financial aid cannot be disbursed without such verification.

**Social Security Number:** The federal government will confirm that the social security number on your FAFSA application matches other data in their files. Students whose records do not match will be required to verify their social security number before aid can be disbursed. If you have changed your name, be sure to notify the Social Security Administration. Your name with Social Security must match the name on the FAFSA before aid can be disbursed.

**Veterans:** Students who claim that they are veterans may need to verify their benefits status. Financial aid cannot be disbursed without such verification.

## STUDENT AID REPORTS

2-3 weeks after filing the FAFSA you will receive a Student Aid Report (SAR). If you do not receive this, call 319.337.5665 to check the status. Review the SAR for accuracy. If corrections are needed, make these on SAR Part II and follow instructions for processing or send to the Financial Aid Office with signatures for electronic processing.

## TYPES OF AID

A financial aid award package is the total amount of financial aid offered to a student by all sources. It is made up of components from one of the following three categories: scholarships, grants and loans.

**SCHOLARSHIPS AND GRANTS:** Scholarships and grants are types of gift aid that do not have to be repaid. They may take the form of Federal Pell Grants or scholarships.

**-Federal Pell Grants:** The Federal Pell Grant Program provides assistance to students who demonstrate financial need with no previous bachelor degree, according to economic criteria and program requirements established by the federal government. To be eligible, you must enroll in a degree or approved certificate/diploma degree program. Your Student Aid Report (SAR) contains the official result from the U.S. Department of Education.

**-Outside Scholarships and Grants:** You may be eligible for a specialized scholarship or grant from an outside agency. Some sources to explore are employers, unions, professional organizations, and community and special interest groups (Private Industry Council, Board of Social Services, Division of Vocational Rehabilitation, etc.) You must notify the Financial Aid Office if you receive funds from any of these sources. Many outside scholarships can be searched free of charge on the Internet. See the Financial Aid Officer or go to [www.fastweb.com](http://www.fastweb.com)

**-OCVTS Scholarships:** OCVTS offers two types of scholarships: the Technology Scholarship for recent graduates and the OCVTS Foundation Scholarship for OCVTS graduating seniors. A separate application must be completed. These are available in the Financial Aid Office, Admissions Office, or the Guidance Counselors Office in each building.

## TYPES OF AID (Continued)

**LOANS:** A part of your financial aid package may be a loan. A loan must be repaid. Therefore, when deciding whether to borrow, you should examine your need for assistance and your future ability to repay. Unlike consumer loans, student loans have longer terms of repayment and in most cases are not repayable until you leave school. Interest rates vary from program to program, but are usually lower than rates on loans made to the general public. The precise terms of the loan are contained in the promissory notes that borrowers must sign. The descriptions given here are summaries of terms available at the time of printing and are subject to change.

**-Subsidized Federal Direct Student Loan:** As part of your financial aid package, we may suggest that you borrow through the Federal Direct Student Loan Program. This loan is obtained from the Department of Education and is generally insured by the federal government. During the first year of undergraduate study, you may borrow up to \$3,500. The total amount borrowed in any year may not exceed the cost of education minus the family contribution and minus all other financial aid received that year. The interest rate is set each year and capped at 8.25 percent, but can be lower. Interest does not accrue and repayment does not begin until six months after you cease to be enrolled at least half-time.

**-Unsubsidized Federal Direct Student Loan:** The Unsubsidized Federal Direct Loan terms and conditions are essentially the same as the regular Direct loan, except the federal government does not pay the interest on the unsubsidized loan while you are in school. During the first year of undergraduate study you may borrow up to \$2,000. in unsubsidized loans as a dependent student, or up to \$6,000. in unsubsidized loans as an independent student. You must begin to repay interest 60 days after the first loan is issued. You can defer paying the principal on your loan if you are enrolled for the period of the loan. Also, interest can be "capitalized" (added to the principal) if you want. the interest rate set each year cannot exceed 8.25 percent, but can be lower.

## HOW A FINANCIAL AID AWARD PACKAGE IS DEVELOPED

In developing your financial aid award package, we begin by constructing a budget based on the estimated cost of education for the academic year. After analyzing your resources and calculating your need we determine your financial aid award.

### Constructing Your Budget

I. Your need for financial assistance is calculated as the difference between the estimated cost of your education and your resources. An expense budget includes tuition and fees, room and board, books and supplies, personal expenses, and a transportation allowance.

II. Colleges and Universities base their "financial need" analysis on the federal mandated formula called the "Federal Methodology" or FM. You can get a booklet describing the formula in detail by writing to:

FEDERAL METHODOLOGY  
FEDERAL STUDENT AID PROGRAMS  
P.o. Box 84, Washington, DC 20044  
You may also call 800.4.FED.AID

In summary, the FM indicates the amount you and your family are expected to contribute (family contribution) toward your education. It includes factors such as taxable and nontaxable income, assets (savings, etc.), benefits (for example, income from Social Security or unemployment insurance), family size, and the number of family members in college. The amount calculated is subtracted from the cost of attendance at OCVTS, yielding your financial need.

Cost of attending OCVTS  
Minus: Family Contribution (determined by FM),  
Equals: Financial Need

We try to "package" (combine financial need programs) - scholarships, grants and loans. The actual mix of your aid package varies according to need.

OCVTS is an Equal Opportunity School District. The Carl D. Perkins Vocational Technical Education Act provides partial funding for this publication.

The Financial Aid Office will give you individual assistance in filing the form. Please call for an appointment.

**For Additional Assistance Contact:  
OCVTS Financial Aid Office  
1299 Old Freehold Road Toms River, NJ 08753  
732.473.3100 ext 3139**



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