

# Application for PRACTICAL NURSING ADMISSION



Please complete the following application and return to

Ocean County Vocational Technical School, 1299 Old Freehold Road, Toms River, NJ 08753. Attention: Practical Nursing Program

**ATTACH A \$25 NON REFUNDABLE APPLICATION FEE. MAKE CHECK/MONEY ORDER PAYABLE TO OCVTS**

Or complete application electronically and email to [LPNursing@mail.ocvts.org](mailto:LPNursing@mail.ocvts.org). Application fee will be collected after email is received.

**PLEASE PRINT ALL INFORMATION CLEARLY**

\_\_\_\_\_  
Last Name First Name Middle Initial

Male  Female

\_\_\_\_\_  
Maiden Name

\_\_\_\_\_  
Mailing Address - Street / PO

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Cell Phone Number Home Phone Number

\_\_\_\_\_  
Date of Birth Age City of Birth County of Birth State of Birth Country of Birth

\_\_\_\_\_  
First date of entry in U.S. school, if born outside the United States or Puerto Rico:

\_\_\_\_\_  
High School Last Attended City State

\_\_\_\_\_  
Highest Grade Completed Date of High School Graduation (Month/Year)

Do you have a High School Equivalency Diploma?  Yes  No

If 'YES', from which state? \_\_\_\_\_

**Official high school transcript or HSED needed at time of mandatory Orientation and Registration**

Have you attended OCVTS, any school, college or university after leaving high school?  Yes  No

\_\_\_\_\_  
Schools Attended City & State Dates Attended (From/To) Date of Degree/Diploma

How did you hear about OCVTS?  Presentation  Print Advertisement  Mail  Radio  Social Media  Other

**Military Affiliation: Please select one of the following:**

**Military Connected** - Applicant is a member, or a dependent of a member, of the US Military Services: Active Duty forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) or National Guard or Reserve components.

Applicant is **Not Military Connected**

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

A satisfactory 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 Ocean County Vocational Technical School.

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 shared, please initial here. \_\_\_\_\_

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 Signature Date



TUITION REFUND POLICY	
Tuition refunds will only be given during the first month of school using the following schedule:	
<b>Prior to the first day of class</b> .....	<b>100%</b>
<b>Within the first 15 days of class</b> .....	<b>75%</b>
<b>Within the first 25 days of class</b> .....	<b>50%</b>
<b>From the 25th - 40th day of class</b> .....	<b>25%</b>
<b>After the 40th day of class</b> .....	<b>0%</b>

SURVEY IN COMPLIANCE WITH AFFIRMATIVE ACTION PROGRAM (OPTIONAL)		
<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Puerto Rican	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Native American or Alaskan
<input type="checkbox"/> Cuban	<input type="checkbox"/> Other	<input type="checkbox"/> No Response

# Student Essay

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APPLICANT: Please use this space to briefly describe your interests, accomplishments and goals. Explain how they relate to your career in nursing.

## OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL

# Consumer Information

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:

Academic Programs and Cost of Attendance	OCVTS Website Financial Aid Office
Accrediting, licensing, and approving agencies	Admissions Packet
Campus Security Report and Policies regarding crimes	OCVTS Website
Constitution and Citizenship Day – September 17 <sup>th</sup>	OCVTS Website Social Media
Completion/Graduation Rates and Transfer Out	Admissions Office OCVTS Website
Copyright Infringements	OCVTS Website
Description of available federal, state, local, private and Institutional financial need-based assistance programs	Financial Aid Office
Drug and Alcohol Abuse Prevention	Policy Manual*
Grievance Policy	Policy Manual*
Information regarding the Return of Title IV Funds	Policy Manual* Financial Aid Office
Licensure or Certification	OCVTS Website
Misrepresentation	Policy Manual*
Net Price Calculator	OCVTS Website
Private Education Loan Disclosures	OCVTS Website
Requirements for officially withdrawing from school	Policy Manual*
Rights and responsibilities of students receiving Title IV and other financial aid	Policy Manual*
Rights Under Family Education Rights & Privacy Act (FERPA)	Policy Manual* Student Handbook
Satisfactory Academic Progress	Policy Manual*
State Complaints Process	OCVTS Website
School's Refund Policy	Policy Manual*
Title IV Loan Code of Conduct	OCVTS Website
Transfer Clock/Credit Hours	Policy Manual*
Vaccinations	OCVTS Website
Voter Registration	OCVTS Website

**\*There is a policy manual in the OCVTS Administration Office and at all OCVTS centers.  
Ocean County Vocational Technical School website: [www.ocvts.org](http://www.ocvts.org)**

# OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL

## PRACTICAL NURSING Admission Information

### APPROVAL

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

### ADMISSION REQUIREMENTS

- Applicants must be at least 18 years of age and have satisfactorily completed four years at an accredited high school or obtained high school completion status
- Application submitted with fee
- Written essay
- Pre-nursing seminar
- Online pre-admission test (TEAS)
- High School transcript or equivalent
- Satisfactory criminal background check
- Satisfactory drug screening
- Interview with faculty member
- When a file is completed with all of the above, the admissions team will evaluate the candidate
- Applicants accepted must have a satisfactory health record as evidenced by a physical examination which includes lab tests, immunizations, and required vaccinations

### ADMISSION PROCEDURES

- Applications may be secured by calling the Practical Nursing Admissions Office at 732.473.3100 ext. 3145.
- The application must be completed and forwarded to OCVTS Practical Nursing Program, 1299 Old Freehold Road, Toms River, NJ 08753. The application must be accompanied by a \$25 application fee, which is non-refundable.\*

### METHOD OF PAYMENT

- Application fee of \$25.00 (check or money order) is non-refundable.\*
- Tuition may be paid by either bank check, money order or credit card
- The registration fee is non refundable.

### 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 keeping with federal/state anti-discrimination legislation, the Board of Education adopts and hereby publishes the following grievance procedures:

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 grievant 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. This 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 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.

### GRADUATION/DIPLOMA

Our school provides the applicant with instruction that has been approved by the New Jersey Department of Education. In order to graduate and be eligible to receive a diploma, the applicant must attend 90% of classes and maintain a passing average as listed for each course. All graduates are entitled to receive placement assistance. However, it is understood that neither graduation nor placement can be guaranteed.

### SPECIAL SERVICES

- Personal Counseling is available to all our students
- Job placement services are available to all students who graduate from the program

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



Middle States Association Commissions  
on Elementary and Secondary Schools

## Mission Statement

The mission of Ocean County Vocational Technical School is to provide an intensive and immersive educational experience aligned with the current and emerging demands of business, industry, and advanced education. We instill the knowledge, skills, and competencies required for students to experience success in entering the workforce, advancing along a career pathway, and achieving career aspirations.

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, social or economic status. Lack of English language skills will not be a deterrent to admission to any program at Ocean County Vocational Technical School. Inquiries regarding affirmative action, discrimination (including Federal Title IX requirements), sexual harassment or equity should be directed to:

Dr. Michael B. Maschi - Affirmative Action / Title IX Officer 732.240.6414 x3318

Kevin Dineen - Federal Section 504 Officer / Americans with Disabilities Officer / District Equity Coordinator 732.244.1122 x3123

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation and gender identification and expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

## 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.gov](http://www.FAFSA.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, tax returns must be linked to FAFSA online or official tax transcript from the IRS will be required. Other documentation may be required for verification as necessary.

## SUPPORTING DOCUMENTATION

**Official Tax Transcript:** You may be required to provide the appropriate official tax transcript from the IRS 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

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 corrections on [Studentaid.gov](http://Studentaid.gov).

## 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)

## 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.

**For Additional Assistance contact:  
OCVTS Financial Aid Office  
1299 Old Freehold Road, Toms River, NJ 08753  
732.473.3100 x3139**

