

# RANKEN

TECHNICAL COLLEGE

## DRESS APPEARANCE/ FINANCIAL RESPONSIBILITY/ATTENDANCE POLICY/REFUND POLICY 2021-2022

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### DRESS APPEARANCE POLICY

Because of Ranken's commitment to the work ethic component of our educational formula, and in consideration of the fact that appearance is vital in achieving career success, the College sets forth the following standards for all students attending day programs. In keeping with the neatness and safety requirements of the College, students are required to wear apparel as prescribed by each department while attending classes on campus or during an off-campus college function.

#### General Guidelines:

Students must present an appearance appropriate to the expectations and standards adopted by the college and the industries wherein they will ultimately seek employment. No clothing should be wrinkled, torn, restrictive, unsafe, or revealing. All choices comprising an appearance standard are generally suited to the daily tasks and responsibilities of the job. To that end, students are required to wear approved clothing appropriate to their technical major for three reasons:

1. To practice the important employability skill of presenting a professional appearance.
2. To foster a spirit of professionalism.
3. To further the image of the college and its students.

The Vice President for Diversity and Student Success shall resolve any questions regarding interpretations of this policy.

#### Hair:

- » Hair must be clean, trimmed and groomed.
- » Hair must not present a ragged or uncombed appearance. For safety reasons, students with long hair may be requested to secure their hair back in certain situations or for certain classes.
- » Sideburns may extend to the bottom of the ear lobe but should not be excessively tapered or flared.
- » Unnatural hair colors are unacceptable.
- » No words, images or designs can be cut or etched in hair.

#### Earrings:

Students may wear small, stud-styled earrings (those that do not dangle) in the lobe of the ear only. One set of small earrings (one in each ear) is permitted. No other visible piercings, e.g., nose, eyebrows, cheek, tongue, chin, or chest are acceptable. Body piercings other than earrings must be removed.

#### Headwear:

Students may wear hats, caps, scarves, or other headgear on campus. However, no head coverings may be worn in the classrooms, labs, studios or shops except where approved by the department and in accordance with their guidelines.

#### Facial Hair:

All facial hair must be mature growth (at least one-eighth inch) on the first day of the semester. Facial hair must be kept trimmed, shall not exceed one-half inch in length and shall conform to the shape of the face.

Approved Clothing:

Approved clothing must be clean and present a professional appearance.

Shirts:

- » Students must wear any polo-style, button-front dress-casual, button-front work shirt, or tapered blouse with the appropriately embroidered Ranken logo. Shirts may be purchased in the Ranken Bookstore.
- » Students may purchase comparable shirts elsewhere and have the logo attached. ("Comparable" means collared shirts of the same style with no other obtrusive logos, although, there may be minor differences in color and trim.)
- » Students must wear shirts tucked unless they are designed otherwise.
- » Students may leave the top button of any shirt unbuttoned.
- » In addition to the Ranken logo, students in special industry-sponsored programs, such as the General Motors ASEP, Toyota T-Ten, Ford Asset, Honda PACT programs, etc. may display that program's logo. Members of Phi Theta Kappa honor society may also display their logo.

Outer Garments:

In classrooms and certain labs, an outer garment may be worn over shirts in cool weather providing it is a plain sweatshirt or sweater with a Ranken logo (as supplied by the bookstore or comparable). Certain departments may restrict this choice to one or the other. Neither option applies to labs or shops where prohibited by safety considerations.

Pants:

- » Approved pants consist of dress-casual styles, such as Levi "Dockers," or cotton-blend, uniform style work pants such as "Dickeys," "Big Mac," etc.
- » Oversized, baggy, low riding, wide flares, denim styles, cargo style, capris and other non-traditional pants are not acceptable.
- » A black or brown belt must be worn unless pants are designed to be worn without one.

The following departments require students to wear a specific type and/or color of approved pants.

Department	Color
All Automotive Division Students	Navy Blue
All Electrical Division Students	Dark Colors or Khaki
Carpentry and Building Construction	Carpenter Whites
Heating, Ventilation, Air-Conditioning Tech.	Navy Blue or Khaki
Major Appliance Technology	Navy Blue or Khaki
Industrial Tech/Fabrication and Welding Tech.	Dark Colors or Khaki
Advanced Precision Machining Technology	Dark Colors
Industrial Engineering Technology	Dark Colors or Khaki

Maintenance of Clothing:

Clothing must be clean and not rumpled with shirts buttoned and tucked in.

Departments not specified:

Students enrolled in Architectural Technology, Information Technology and Building Systems Engineering Technology may wear a pant color of their choice.

Students Enrolled in ONLY General Education:

Students enrolled in only general education classes are required to wear the uniform of their declared major department.

Footwear by Department/Division:

All footwear must be clean, safe, in good repair. Students must always wear shoes which completely cover the foot.

Architectural Technology, Building Systems Technology, and Information Technology Division

» *Dress shoes and the appropriate hosiery are standard. No sport or athletic shoe of any kind is allowed.*

Electrical Division, Heating, Ventilation, Air conditioning and Refrigeration Technology, Major Appliance Technology

» *Leather work shoe or boot or solid black leather athletic shoe required. Steel toe is not required.*

Carpentry and Building Construction Technology

» *Work or construction related boot with rigid sole. No sport or athletic shoe of any kind allowed.*

Advanced Manufacturing Technology, Advanced Precision Machining Technology, Industrial Engineering Technology, Plumbing Technology, Industrial Technology, Fabrication and Welding Technology

» *Leather work shoe or boot. Steel toe not required. No sport or athletic shoe of any kind is allowed.*

Automotive Division

» *Dark, solid-color leather work shoe/boot or solid black leather athletic shoe required. Steel toe is not required.*

Undergraduate Evening Certificate Program:

Students attending programs offered in the undergraduate evening or continuing education divisions are generally accustomed to adhering to appearance standards set by their employer. In accordance with these same values, Ranken sets forth the following standards for evening students.

- » Students must wear their hair in accordance with safety regulations of their technical department.
- » Students must always wear shoes which completely cover the foot.
- » Students must not use or display language or images which provoke, alarm, offend, or disparage on clothing or other personal items.
- » Students must wear uniform or denim style pants.
- » Students attending evening programs, BSAM, or General Education may not wear shorts, yoga pants, sweat-pants, joggers, tank tops, halters, pajama pants, lounge wear, sleep wear or any type of skimpy garment.

Questions and Exceptions:

Students with questions about the comparability of apparel not purchased from our bookstore should direct such questions to the Vice President for Diversity and Student Success. Exceptions to appearance and dress code may be made for individual students with special circumstances, such as pregnancy, medical conditions, or religious beliefs. These exceptions will be determined on a case-by-case basis by the Vice President for Diversity and Student Success.

## FINANCIAL RESPONSIBILITY

Students are expected to have their financials in place prior to start of classes. Student loans alone DO NOT typically cover cost of tuition. It is important to apply early and plan ahead to avoid unexpected balances due.

Students with balances will need to set up a payment arrangement with the business office or pay in full to be authorized to attend classes. Students will be dropped from enrollment if unable to cover balance due.

Program costs vary and typically range between \$15000 to \$21000 per year for day and \$6000 to \$10000 for evening. Costs include tuition, fees, tools, books, and testing. Housing and meal plans are not included. Estimated program costs are available through the admissions department.

It is recommended that everyone complete the FAFSA application, whether you are paying out of pocket or need financial assistance, FAFSA needs to be completed to receive available scholarships and grants.

Steps for completing the FAFSA (Free Application for Federal Student Aid):

Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov): Ranken Technical College School Code: 012500

- Obtain an FSA ID at [fsaid.ed.gov](http://fsaid.ed.gov). An FSA ID must be obtained for the student and also a parent if the student is considered a dependent.
- Fill out the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- • Import previous 2-year tax return information using the IRS Data Retrieval Tool for the student and a parent if the student is considered a dependent.
- Electronically sign and submit your FAFSA with your FSA ID.

## FEDERAL FINANCIAL AID PROGRAMS

### Federal Pell Grant

Based on financial need (Range \$634-\$6195)

### Federal Loans

Federal Direct Student loans

Federal Direct Subsidized loans

Based on financial need

1st year students could receive up to \$3500

### Federal Direct Unsubsidized Loan

Not based on need

Dependent student (\$2000/academic year)

Independent student (\$6000/academic year)

### Federal Direct Parent PLUS loan

In a Parent's name

Amount up to the Cost of Attendance

If parent is declined, student may receive additional Financial Aid

## MISSOURI STATE AID

Access MO Grant, A+ Grant, Bright Flight Academic Scholarship (must meet requirements)

## INSTITUTIONAL AID

Institutional Scholarships - FAFSA required  
Applications available around April 1st  
Must meet required deadline–June 1st

## IL Resident Grant and Additional aid/Institutional aid

Based on financial need

Paying for college can be challenging and you have a lot of options to cover the cost of school, so please ask for assistance.

## ATTENDANCE POLICY

Students are expected to attend all scheduled course sessions. Students are also expected to arrive on time and remain for the duration of each course session. Students are responsible for monitoring their attendance record on Inside Ranken.

### Seated/Face-to-Face Courses:

All students in all departments will be held to the following standards:

- The allowable number of absences is based on the number of sessions the course is scheduled to meet.

Minimum # of Course Sessions	Maximum # of Course Sessions	Allowable # of Absences
	Up to 18	1
19	31	2
32	43	3
44	56	4
57	68	5
69	80 and above	6

- Cancelled course sessions and holidays do not affect the allowable number of absences. The allowable number is always based upon the total number of sessions the course is scheduled to meet.
- The number of scheduled course sessions can be found on the course syllabus.
- Arriving after the scheduled start time or leaving before the scheduled end time will result in a tardy designation for attendance. A tardy is defined as a period of up to 10 minutes during the scheduled class time when a student is not present.
  - \* Every two tardies will count as one absence. (two tardies = 1 absence, four tardies = 2 absences, six tardies = 3 absences, etc.)
  - \* Students missing more than 10 minutes of the course will be counted as absent.
- Students will be allowed to make up reasonable academic work missed due to an absence. Reasonable work includes homework, quizzes, and tests. It is not reasonable to make up missed shop and lab hands-on work.

### Online Courses:

Attendance regarding On-line Courses/Internship Courses/Exceeding Allowable Absences/Appeals, please refer to Student Handbook located on [insideranken.org](http://insideranken.org)

## REFUND POLICY

Refer to Student Handbook located on [insideranken.org](http://insideranken.org).

### Institutional Refund Policy

If an applicant cancels his or her registration prior to the start of class, all money paid in advance toward tuition, lab fees, laptop fees, certification testing fees, student fees and organizational fees (if applicable for the program) will be refunded. The \$95 registration fee is non-refundable. If the applicant has purchased items from the bookstore, those items will need to be returned to the bookstore. Textbooks purchased through eCampus are subject to their return policies. For more information, visit <https://ranken.ecampus.com>.

### Ranken 1Card refund Policy

If a student withdraws, is dismissed, graduates or is separated for any reason from the College, funds remaining on the Ranken 1Card are nonrefundable.

## WITHDRAWALS AND ASSOCIATED CHARGES/CREDITS

### Withdrawal from the College

You must drop the class before the semester starts to avoid responsibility for payment of fees. A 100 percent refund will be issued through the end of the day before class begins. (A "day" is defined as a working day.)

Beginning with the first day of class, any student who withdraws from the College will receive a credit of institutional charges according to the following schedule:

1. Withdrawal from the College during the first week of the semester = 90% credit of institutional charges.
2. Withdrawal from the College during the second week of the semester = 60% credit of institutional charges.

\*After the end of the second week of the semester there will be no refund of institutional charges due to withdrawal from the College.

The student may forfeit any Ranken funded scholarship that may have been awarded while enrolled in his or her major. The student may also become ineligible to receive a tuition credit that was previously awarded. Eligibility for tuition credits and/or Ranken funded scholarships will be determined by the Business office or the Financial Aid Office.

### Withdrawal from Technical Major Only

Beginning with the first day of class, any student who withdraws from all of their technical major coursework but remains in general education classes will receive a credit for course work attempted according to the schedule below:

1. Withdrawal from technical major coursework and remaining in general education classes during the first week of the semester = 90% credit for technical coursework attempted and a charge of the current per-credit-hour rate for general education classes.

2. Withdrawal from technical major coursework during the second week of the semester = 60% credit for technical coursework attempted. No additional charge for general education classes.

\*After the end of the second week of the semester there will be no credit for coursework attempted.

The student may forfeit any Ranken funded scholarship that may have been awarded while enrolled in his or her major. The student may also become ineligible to receive a tuition credit that was previously awarded. Eligibility for tuition credits and/or Ranken funded scholarships will be determined by the Business office or the Financial Aid Office.

#### Eight Week Coursework Only

Beginning with the first day of class, any student attempting eight weeks of coursework, who withdraws from the College, will receive a credit of institutional charges according to the following schedule:

1. Withdrawal from the College during the first week = 60% credit of institutional charges.

\*After the end of the first week of the semester there will be no credit for coursework attempted.

Withdrawal from the College refers to the student's Last Date of Attendance (LDA) as determined by attendance records and reported to the Registrar's office. For the purpose of this policy, "institutional charges" refers to charges for tuition, lab fees, laptop fees, certification testing fees, organizational fees, and student fees. Different withdrawal deadlines may apply to summer semester courses if the courses are less than sixteen weeks in duration. All institutional refunds will be calculated by the Business office and credited to the student's billing account within 30 days of official notification of the student's withdrawal.