

Information Guide



Komatsu ACT Program

Associate in Applied Science Degree

With Major in Diesel and Heavy Equipment

osuit.edu/komatsu

KOMATSU DISTRIBUTOR LOCATER

<http://www.komatsuamerica.com/distributor-locator>

Sponsored By

Oklahoma State University Institute of Technology

Komatsu America Corp

Komatsu Distributors



**INSTITUTE OF
TECHNOLOGY**

Why Should You Join The Komatsu Team?

The heavy equipment industry has become one of the world's most technologically advanced fields with a high demand for skilled technicians who diagnose, repair, test and perform maintenance on these high-tech machines.

Komatsu America Corp. is a U.S. subsidiary of Komatsu Ltd., the world's second largest manufacturer and supplier of earth-moving equipment including construction, mining, and compact construction equipment. Through its distributor network, Komatsu offers a state-of-the-art parts and service program to support its equipment.

OSU Institute of Technology offers the first of only two Komatsu Advanced Career Training programs in the country. Students in the program learn from faculty who have industry experience, training on state-of-the-art equipment.

Sponsorship in the Komatsu ACT program also means paid internships at participating Komatsu dealers with almost guaranteed job placement upon graduation.

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Oklahoma State University Institute of Technology

Komatsu ACT Program

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KOMATSU DISTRIBUTOR LOCATOR

<http://www.komatsuamerica.com/distributor-locator>

Komatsu ACT Program

PROGRAM OBJECTIVE

The Komatsu ACT (Advanced Career Training) Program is a cooperative two-year college level Student Technician education program which leads to an Associate in Applied Science degree with a major in Komatsu Service Technology. The School of Diesel and Heavy Equipment at OSU Institute of Technology, working in close relationship with Komatsu America Corp., administer the program activities. The Komatsu ACT Program is exclusively by and for Komatsu Distributors.

KAC (Komatsu America Corp.) is pleased to announce that starting with the 2011 graduating students, in addition to their Associate in Applied Science Degree, graduates will also receive their first level technician career path certificate recognizing them as a certified Komatsu Technician. Therefore, in addition to the core credit hours completed at OSU, these students will complete the KVC (Komatsu Virtual Campus) on line training courses, one new model course, and two years of employment that are required for this level of certification. With more KAC training and more experience Komatsu Technicians can acquire Advanced Technician, Senior Technician and Master Technician certifications while working for a Komatsu distributor.

The KVC on line courses completed by OSUIT students include: Introduction to Komatsu Service; Basic Four Main Products - Structure and Function; Basic Four Main Products - Operation; Foundation of Hydraulics; Foundation of Electrical; Foundation of Engines; Foundation of Power Train; Foundation of Undercarriage; Study of Failure Investigation; FOWA (Fuel, Oil, Water, Air diagnosis); Advanced Engine; Advance Electrical; Advance Hydraulics; Advanced Undercarriage; Advanced Powertrain; Advanced AC/DC Electricity.

KAC believes that incorporating this career path certification process into the curriculum at OSU will assist the distributors with the ongoing process of certifying their technicians, while benefitting the graduating technicians with enhanced Komatsu product knowledge and the recognition of being a certified Komatsu Technician in the KAC distributor network.

PROGRAM PURPOSE

The purpose of this Distributor program is to upgrade the technical competency and professional level of incoming Komatsu service technicians. It will train Komatsu students to analytically diagnose, service and maintain Komatsu products using recommended procedures, special tools, and service information. It will provide course content that will enable successful graduates to advance in position after additional experience, and to understand new systems and components as they are introduced.

PROGRAM STRUCTURE

The two-year, six-semester program incorporates approximately one-half of the time designated for technical / academic education at OSU Institute of Technology. The remaining time is allocated for on-the-job experience at sponsoring Komatsu distributors. Each block of technical education and general education course work is followed by an immediate distributor work experience time period that reinforces the technical education. These time periods are approximately 7 ½ weeks in length each. It is essential for the success of the program that the students' education at OSU Institute of Technology and Komatsu distributor work experiences be closely aligned for maximum student learning and retention.

Since considerable time is spent at the distributor, it is a requirement of the program that students have a sponsoring Komatsu distributor prior to enrollment. The primary responsibility for the distributor is to provide training-related employment for the students during their distributor learning/ work experience internship.

All tuition, fees, textbooks, travel expenses and housing costs are the responsibility of the student. In addition to these costs, the students are required to purchase a prescribed tool set if they do not already have one. Distributors may make other expense sharing agreements with students, at the discretion of the distributor.

PROGRAM CURRICULUM

Technical training on Komatsu equipment components includes the latest developments in: Engines; Hydraulics; Power Trains; Electrical and Electronic Systems; Test Procedures and Diagnostic Tools.

In addition to the technical curriculum, courses will be offered in areas such as Math, Composition/Technical Writing, Psychology, U.S. History, U.S. Government, Business and Ethics to provide students with the background necessary for effective communication of ideas and the development on interpersonal skills.

PURPOSE OF THE INTERNSHIP

The internship allows students to apply, in a real world setting, what they have learned during the previous classroom/lab sessions. In addition, students become familiar with the distributor environment, its organizational structure, and the competencies that are expected of a professional service technician.

STUDENT QUALIFICATIONS

Prospective students must be:

1. 18 years of age (or older) by the time of the first internship.
2. High School Graduate, or GED
3. Able to meet OSU Institute of Technology and Komatsu admission and academic requirements.
4. Sponsored by a Komatsu Distributor.
5. Possess a valid driver's license and maintain an employable driving record.
6. Willing to take a drug test if requested by Distributor sponsor.

(NOTE: for many distributors this is a requirement for employment).

ADMISSIONS CHECKLIST

Regular Admission – applies to students who have never attended college. This also includes students who earned college credit through Cooperative Alliance or Concurrent Enrollment while in high school. GED, Home-Schooled, and students under 21 years of age who never attended college fall in this category.

- Complete and submit an OSU Institute of Technology Application for Admission on line at: <https://admissions.osuit.edu/apply/>.
- Obtain a Personal Identification Number (PIN) to sign online at www.pin.ed.gov. (If you are a dependent student, a parent will need a PIN as well) Complete the Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov. **The OSUIT school code is 003172.** Once our office receives your information, we will notify you if additional information is needed and/or send your award letter.
- Submit official high school transcript/GED
- Submit ACT or SAT scores.
- ACCUPLACER testing may be required for placement purposes (all students will be required to take Accuplacer assessment unless they can prove proficient in a subject area with ACT sub scores in math, reading, writing or science scores of 19 or above or have transfer credits. Accuplacer testing is a computer generated assessment administered through the Assessment Center at OSUIT. (918-293-5254)

Accuplacer sample questions at: <http://www.accuplacer.collegeboard.org>
- Provide a copy of Immunization records or complete the Immunization Record Form or the Certificate of Exemption.
- Residential Life: Complete room and board contract – Single and Nontraditional Students Room and Board Contract for single students, Family Housing University apartments Contract if you plan to have your family with you at OSUIT. (918-293-4939)
Students making application for campus housing are encouraged to apply early. To reserve space in campus housing students must make a deposit of \$150 (\$500 for family apartments) through the Bursar's office. (918-293-5226)
- Veterans need to visit with the OSUIT Veteran Service Office. (918) 293-4972.or email vetservices@okstate.edu
- Complete enrollment through the School of Diesel and Heavy Equipment (918) 293-4710, (918) 293-4730, or (918) 293-3800
- Have your student ID card made. Take your class schedule to the front desk of the Grady W. Clack Center.
- Approximately 48 hours after making application to OSUIT, you will create an O-Key account at <http://okey.okstate.edu> . You will utilize the e-mail address you submitted on your application. Once you have created your O-Key account, you may request a Banner PIN (via e-mail or text), contact your advisor listed in the front of this information guide.

Important Dates

January 2021

- New Financial Aid Applications Are Available
- OSU Institute ofTechnology Scholarship Applications Available
- OSU Institute ofTechnology Admission Applications Available

January 31, 2021

- Family's Receive W-2 Forms and Begin to Prepare Tax Returns So Financial Aid Applications Can Be Completed.

February 1, 2019

- Students Begin Submitting OSU Institute ofTechnology Admission Applications.
- Begin Completing Free Application For Federal Student Aid (FAFSA).
- Students Should Be Making Plans to Take the ACT or SAT Test

May 23, 2021

- Enrollment Begins For Fall Term. Enrollment will continue through September 2.

September 7, 2021

- Move-in Day for Freshman Komatsu Students

September 8, 2021

- First Day of Classes for Freshman Komatsu Students

October 22, 2021

- Final Day of Fall Class work for Freshman Komatsu Students on OSUIT campus.

For More Information please call:

Terryl Lindsey, Dean, School of Transportation & Heavy Equipment. (918) 293-5106
School of Transportation and Heavy Equipment..... (918) 293-5388
Student Financial Services (918) 293-5290
Admissions Office (918) 293-4680

RESPONSIBILITIES OF PARTICIPANTS

OSU Institute of Technology

1. Provide faculty dedicated to the Komatsu ACT Program.
2. Provide necessary time to initially train and update the faculty.
3. Provide facility dedicated to the Komatsu ACT Program; classrooms, labs, etc.
4. Provide advisement for Komatsu ACT Program students.
5. Maintain up-to-date tools and equipment, including basic tool list.
6. Grant the Associate of Applied Science degree in Komatsu Service Technology to graduates.
7. Inform sponsoring distributors of student progress.
8. Assist distributors with student selection and recruitment.
9. Conduct student visitations during internships.
10. Establish a Komatsu Advisory Committee for curriculum and content.
11. Schedule Advisory Committee meetings.
12. In general, oversee student recruitment and selection process.

Komatsu America Corp.

1. Encourage distributor cooperation and support.
2. Assist in locating and selecting Komatsu faculty.
3. Provide Komatsu training for faculty.
4. Furnish OSU Institute of Technology with Komatsu equipment and components.
5. Provide OSU Institute of Technology with essential training materials, including audio visuals, student booklets, instructor guides, shop manuals, necessary mock-ups, simulators, software, etc.
6. Monitor curriculum to assure success.
7. Provide \$300.00 per semester scholarship to distributor-selected students.
8. Provide \$600.00 tool reimbursement to OSU for each distributor-sponsored student.

Komatsu Distributors

1. Agree to act as a sponsoring distributor.
2. Distributors ensure that OSU sponsored students are enrolled in the KVC system with the role of Service-Other prior to the start of class
3. Recruit, interview and select prospective student(s)
4. Provide distributor coordinated internship experience in accordance with the program schedule.
5. Provide related Internship experiences that supplement the student's most recent instruction.
6. Agree to pay the student during periods of internship.
7. Provide work uniforms for student consistent with distributor policy both while at school and at the distributor.
8. Provide any other benefits in a manner consistent with other student employees sponsored by the same distributor.
9. Assist in obtaining equipment and training aids.
10. Participate in the Advisory Committee meetings.
11. Perform student evaluation during internship.

STUDENT

1. Obtain and maintain a Komatsu Distributor Sponsor throughout the program.
2. Provide sponsoring Komatsu Distributor with responsible and productive work effort.
3. Participate in all learning activities at scheduled times.
4. Complete Komatsu Virtual College Career Path Certificate online courses.
5. Maintain academic standards and adhere to academic policies according to OSU Institute of Technology policy.
6. Maintain distributor attendance standards.
7. Be responsible for program cost: tuition, fees, books, tools, housing, etc.
8. Wear work uniforms, safety glasses and recommended/required persona safety equipment during campus class/labs and distributor internship experiences.

STUDENT SELECTION PROCEDURES

1. Students who wish to become a member of the Komatsu ACT Program should make application early in the spring semester (January - March) if possible. This will allow time for processing financial aid packages, identification of preparatory class needs, sponsorship acquisition, etc. The application process includes the following:
 - A) Complete OSU Institute of Technology Application for Admission.
 - B) Comply with OSU Institute of Technology Admission Policies.
 - C) Complete the student assessment process. (May include both the Compass and Career Profile testing).
 - D) Complete preparatory class needs prior to the start of the program.
 - F) Have established housing if the student is out-of-state.
2. Students who successfully complete the Admission process are eligible to interview with the Komatsu Distributor of their choice. Check with the Komatsu faculty for a list of Komatsu Distributors that have agreed to participate in the program. The interview should take place at the dealership and participant's goals should be discussed.
3. ALL STUDENTS MUST HAVE A DISTRIBUTOR SPONSOR BEFORE ENROLLMENT CAN BE COMPLETED.

TOBACCO USE IN UNIVERSITY BUILDINGS AND GROUNDS

It is the intent of Oklahoma State University to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, effective July 1, 2010, Oklahoma State University Institute of Technology is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

Residential Life will designate a limited number of facilities that will be exempt from this policy. Residential Life officials charged with oversight of the exempt areas of campus where tobacco use is permitted must adopt and post internal policies.

Tobacco use is prohibited in vehicles on grounds owned or under the control of Oklahoma State University.

Students will have access to cessation assistance.

FINANCIAL ASSISTANCE

Students deciding to be part of the Komatsu ACT Program may have a need for financial assistance. Students involved in the program have the opportunity to earn while they learn during the distributor internship portion of the program. These earnings may be applied to program costs.

Additional financial aid, through loans or grants, for tuition, books, tools, on-campus room and board, etc., may be available through various financial assistance programs. Students needing financial assistance are encouraged to complete the applications for financial aid as early as possible. Following application submittal, allow an 8-10 week period for processing. Early application assures availability of funds, if qualified, and allows the Financial Aid Office to prepare a realistic financial aid package.

Financial Aid information may be obtained by calling the Student Financial Services Office at (800) 722-4471

Note: Tools required for the Komatsu ACT program are considered an educational expense and should be included in education costs when applying for student financial aid.

Estimated Cost per Semester

http://www.osuit.edu/academics/new_tuition.html

2021-2023- Estimated Cost Per Semester

\$2,000.00 - \$3,900.00 Required Tools (dependent on manufacturer and tool box selected)

Fall 2019 - Semester 1

\$1,159.00	Two Bedroom/One Bathroom Suite
\$150.00	\$150.00 single unit, \$500.00 family unit (refundable)
\$779.00	20 Meal Plan
\$3,411.75	Tuition & fees \$227.45 (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,899.75	Estimated total semester educational expenses

Spring 2020 - Semester 2

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,411.75	Tuition & fees \$227.45 (16 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,749.75	Estimated total semester educational expenses

Summer 2020- Semester 3

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,184.30	Tuition & fees \$227.45 (14 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,522.30	Estimated total semester educational expenses

Fall 2020 - Semester 4

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,411.75	Tuition & fees \$227.45 (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,749.75	Estimated total semester educational expenses

Spring 2021 - Semester 5

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,411.75	Tuition & fees \$227.45 (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,749.75	Estimated total semester educational expenses

Summer 2021 - Semester 6

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,729.40	Tuition & fees \$227.45 (12 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5,067.40	Estimated total semester educational expenses

\$34,138.70* Estimated total educational expenses

Cost of tuition and fees, room and board may change after Oklahoma State Regents meet in July.

*This is an estimate for in-state tuition only.

KOMATSU DISTRIBUTOR INFORMATION

How will the program benefit your Business?

This program is an answer to the skilled technician shortage. It responds to the needs of Komatsu distributors for highly qualified, motivated and skilled technicians. Technicians who are...

1. Trained on all current Komatsu products.
2. Trained in the latest diagnostic and servicing procedures.
3. Trained to "do it right the first time!"
4. Trained with a positive attitude about their job.
5. Productive before they complete their training.
6. Educated in the important areas of communication, reading, mathematics, business management, business ethics, etc.
7. Trained in safe work habits and practices.
8. KVC certified Komatsu Technician.

This program is a planned distributor personnel development program. It combines the resources of Komatsu America Corp. with the expertise of the faculty at OSU Institute of Technology and Komatsu Distributors to build a true educational partnership! This program is designed to focus on the success of your potential employee, the Komatsu ACT student.

It is cost-effective! The best news is that there is no required up-front cost for the dealership. Your investment is minimal. Here's why:

1. You select and supervise the student as a productive employee of your business. The cooperative educational work experience occurs in your location, under your supervision and direction.
2. The student is responsible for the cost of tuition, fees, books and the required basic tool set.
3. You and the student agree on the wage rate during the internship experience. You are not required to pay them while they are attending classes at OSU Institute of Technology.
4. You may elect to provide incentives or financial help to your student, at your option.

How are Komatsu ACT students recruited?

OSU Institute of Technology will assist in recruiting students. It is the distributors responsibility, however, to select the "right" student. You should actively recruit a student from your area. Some good sources are:

- | | | |
|----------------------|--------------------------------|-----------------|
| 1. Current employees | 2. Employees friends, families | 3. Customers |
| 4. High Schools | 5. Vo-Tech Schools | 6. FFA Chapters |
| 7. Skills USA | 8. High School Coaches | |

Once you have identified a student you believe will be a good applicant, bring the student to visit the campus at OSU Institute of Technology to tour the facilities, interview with the faculty, complete assessment and career profiling. Upon completion and with further discussion, a final decision should be made regarding sponsorship. It is also a good idea to offer the student some type of summer employment. This will allow both of you to verify that you have made the right decision, before the program begins.



INSTITUTE OF TECHNOLOGY
School of Transportation and Heavy Equipment

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 Okmulgee, OK 74447-3901
 (918) 293-4710
 fax (918) 293-4658
 www.osuit.edu



ACT

ADVANCED CAREER TRAINING

Program
Transportation & Heavy Equipment

Degree Awarded
Associate in Applied Science

General Requirements
87 Credit hours
2.0 Minimum Overall Grade Point Average

Typical Schedule for Komatsu ACT
Plan of Study
DHEK-216

Bolded General Education courses will be scheduled for half semester classes; others could be accepted as transfer credit.

1st Semester - 15 Credit Hours

DHEK	1104	Komatsu General Basics
DHEK	1124	Komatsu Parts and Service Publications
CS	1013	Computer Literacy & Applications
GTGE	1111	College Cornerstone

DHEK	1143	Internship
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2nd Semester - 16 Credit Hours

DHEK	1333	Komatsu Basic Electrical Systems
DHEK	1324	Komatsu Basic Hydraulics
ENGL	1033	Technical Writing I
MATH	2003	Business Mathematics

DHEK	1243	Internship
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3rd Semester - 14 Credit Hours

DHEK	1216	Komatsu Engines & Fuel Systems
DHEK	1352	Vehicle Air Conditioning Systems
ENGL	2033	Technical Writing II

DHEK	1343	Internship
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4th Semester - 15 Credit Hours

DHEK	2416	Komatsu Wheel Loaders-Advanced Hydraulics & Power Train
PHIL	1213	Ethics
POLS	1113	U.S. Government

DHEK	2443	Internship
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5th Semester - 15 Credit Hours

DHEK	2516	Komatsu Hydraulic Excavator
SPCH	1113	Introduction to Speech
PSYC	1113	Intro to Psychology

DHEK	2543	Internship
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6th Semester - 12 Credit Hours

DHEK	2603	Komatsu Advanced Diesel Emissions
DHEK	2626	Komatsu Capstone
HIST	1493	U.S. History Since 1865

Komatsu Required Tool List

87PC TORX HX BIT DR SET

Set, Wrench, Combination, 12-Point (14 pcs.) (3/8" to 1 1/4")

Set, Wrench, Metric, Combination, 12-Point (25 pcs.) (8 to 36 mm)

Ratchet, Sealed Head, Dual 80™ Technology, Standard Handle, 3/8" drive, 7 11/32"

STANDARD HNDL

Set, Socket, Metric, Impact, Shallow, Laser Marked, 6-Point (14 pcs.) (8 to 24 mm)

3/8IN 6PT SHAL FRAC IMP SKT ST

Set, Socket, Metric, Impact, Deep, 6-Point (14 pcs.) (8 to 24 mm)

Set, Socket, Impact, Deep, 6-Point (12 pcs.) (5/16" to 1")

Extension, Impact, Snap Ring, 6in

Extension, Impact, Snap Ring, 6in

Set, Socket, Metric, Impact, Deep, 6-Point (15 pcs.) (10 to 24 mm)

Socket, Metric, Impact, Shallow, 27 mm, 6-Point

Socket, Metric, Impact, Shallow, 30 mm, 6-Point

Socket, Metric, Impact, Shallow, 32 mm, 6-Point

Socket, Metric, Impact, Shallow, 36 mm, 6-Point

Socket Set, Impact, Shallow, 6-Point, 11 pcs.

Set, Cutters/Pliers, 4 pcs.

Pliers, Retaining Ring, Fixed Tip, Convertible, 0°/.047in tips, 6 7/16in

Pliers, Retaining Ring, Fixed Tip, Convertible, 90°/.047in tips, 6 1/2in

Set, Screwdriver, Combination, Instinct™ Hard Handle, Red, 8 pcs.

36IN STRIKING PRYBAR BLACK

40IN FLIP LID, 6DR RYL BLU

Gauge, Feeler, Bent Blade, 25 blades (.006in thru .030in)

Gauge, Feeler, U.S./Metric, 35 blades (.0015in thru .035in)

Wrench, Oil Filter, Strap, (1" to 6" filter diameter)

Caliper, Dial Type, U.S./Metric, 0- 6"

Punch, Drift, Bronze, 13/16in point, 8in

Hammer, Dead Blow, Soft Grip, 32 oz.

Hammer, Cross Peen, Heavy-Duty, 32 oz.

Pliers, Locking, Curved Jaw with cutter, 10" long

Set, Miniature Pick, Instinct® Soft Grip, Red, 4 pcs.

Putty Knife/ Scraper, Blue/Gray, 2" Flex

Set, Wrench, Metric, Flare Nut Double End, 6-Point (6 pcs.) (9 to 21 mm) Multi-meter, digital

Set, General Service, inches/mm, 1/4" drive, 62 pcs.

Chisel, Flat, 5/8in edge, 6 1/2in

Rule, Steel, Pocket, U.S./Metric, 6"

Diameter

Roll around box or tool cart

Optional

Top tool chest

1/2" impact wrench

1/2" drive standard impact sockets

1/2" drive metric standard impact sockets

1/2" drive metric deep impact sockets

1/2" ratchet drive micrometer torque wrench 30-250 ft-lb

3/8" ratchet drive micrometer torque wrench 50-250 in-lb

12" pipe wrench

3/4" drive socket set

FINANCIAL AID WEB SITES

Scholarship Resources on the Web

www.fastweb.com

www.collegefunds.net

www.wiredscholar.com/

www.freschinfo.com

www.mach25.com

www.scholarships.com/

Mapping Your Future – www.mapping-your-future.org

College Board Scholarship Search – http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

Oklahoma Student Loan Authority (OSLA) – www.oslat.org

GRANTS AND SCHOLARSHIPS:

FAFSA Express – www.FAFSA.ed.gov

Missouri Higher Education Loan Association (MOHELA) – www.mohela.com

Oklahoma Guaranteed Student Loan Program (OGSLP) – www.ogslp.org

Oklahoma State Regents for Higher Education – www.okhighered.org

Oklahoma Tuition Aid Grant (OTAG) – www.otag.org

GENERAL INFORMATION:

Coalition for Student Loan Reform – www.cslr.org

National Association of Student Financial Aid Administrators – www.nasfaa.org

National Council of Higher Education Loan Programs – www.nchelp.org

Oklahoma State Department of Vo-Tech – <http://www.okcareertech.org/>

Project EASI – www.easi.ed.gov

The Financial Aid Information Page – www.finaid.org

US Department of Education – www.ed.gov

Komatsu ACT

Sponsor Commitment Form

Komatsu Distributor: Please Print or Type all information:

I am interested in becoming a participating company in the Komatsu ACT Program offered at OSU INSTITUTE OF TECHNOLOGY, and understand the responsibilities of a sponsoring company.

I recommend this applicant for the Komatsu ACT Program and agree to his/her sponsorship should he/she meet academic requirements for admission to OSU Institute of Technology, and will provide scholarships as outlined on the Third Party Billing Application.

Dealer Name

Contact Person

Address

Title

City

State

ZIP

Telephone Number

Fax Number

Name of Student Applicant

Address

City

State

ZIP

Telephone Number

Cell Phone Number

NOTE:

Komatsu Distributor: Please scan or photocopy this form for your files before returning it to OSU INSTITUTE OF TECHNOLOGY.

Email, Mail or Fax form to:

Hector Guevara

Faculty

OSU Institute of Technology

1801 E. 4th St.

OKMULGEE, OK 74447

(918) 293-4730

Fax: (918) 293-4658

terryl.lindsey@okstate.edu

Komatsu ACT Program

THIRD PARTY BILLING APPLICATION

Semester(s) included in this agreement: Fall 20____ Spring 20____ Summer 20____

Student Information

Fall 20____ Spring 20____ Summer 20____

Student's Name: _____

Student's Home Address: _____

Student's ID Number (CWID): _____ Daytime Phone: _____ Cell Phone: _____

List requirements to be met by student, if any (e.g., hours enrolled): _____

Eligible expenses (enter maximum amounts, if): Any School related expense _____

Tuition _____ Fees _____ Room/Board _____

Books/Supplies _____ Fixed Amount _____ Other _____

List restricted expenses: (e.g., fines, event tickets, non-educational expenses, etc.) or special instructions to OSUIT:

If the student has other sources of payment (e.g. scholarships, grants, etc.), may this payment be refunded to the student? Yes No

Payer Information:

Payer Name and Address: _____

Payer's Representative: _____ Daytime Phone: _____ Cell Phone: _____

Payer's email: _____

Agreement:

Payer agrees to pay as described above. Payment will be made directly to Oklahoma State University-Institute of Technology after the student has met the above requirements. Student is ultimately responsible for payment of account by the School's prescribed deadlines unless otherwise agreed upon in writing. Student gives permission to release information relevant to this agreement (e.g., bursar account details, grades, campus and class related performance etc.) to payer. A copy of this form will be provided to the Financial Aid Office. Acceptance of this assistance could affect the student's financial aid.

Student Signature

Date

Payer Representative

Date



CONSENT FOR RELEASE OF PERSONAL INFORMATION/EDUCATION RECORDS

I, the undersigned, understand that my consent is required, by the Family Education Rights and Privacy Act of 1974, as amended (“FERPA”), for Oklahoma State University Institute of Technology - Okmulgee (OSUIT) to **release any personally identifiable information** from my education records not defined as “Public/Directory Information” under the University’s FERPA policy.

I, therefore, authorize access to my educational records (**includes all financial and academic records**) to the following:

	Name	Relationship	*CODE (not required) (alphanumeric)	HINT
Example	Samuel Jones	Father	Bingo	Dog’s name
#1				
#2				
#3				
#4				

- A CODE is not required but will supply an additional security check. Please supply the CODE and HINT to each person named above, if applicable. We will require the CODE from the person named if a CODE is supplied.

ABOUT YOUR CONFIDENTIAL RECORDS:

I understand that my records are protected under a number of federal and state confidentiality regulations and cannot be disclosed without my prior written consent unless otherwise provided for in state and federal regulations, such as Directory Information. I also understand that I may revoke this consent by writing a request at any time except to the extent that action has been taken in reliance on it (e.g. information has been sent or received prior to your revocation, etc.).

I further understand that **Oklahoma State University and/or its staff/employees cannot be responsible for confidentiality of information disclosed after said information has been released pursuant to this authorization**, and I hereby release Oklahoma State University, and its staff/employees from any liability arising from such disclosure.

Acknowledging the above, with the attached signature, I hereby give authority to proceed as directed herein.

SIGNATURE: _____ DATE: _____

Oklahoma State University Institute of Technology – Okmulgee
 1801 East 4th Street Okmulgee, OK 74447-3901
 P (918) 293-4682 F (918) 293-4605
 www.osuit.edu

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

YOU MUST BE A U.S. CITIZEN TO USE THIS FORM. PRINT OR TYPE ALL INFORMATION.

Return this form and application for admissions (if not already submitted) to:

OSUIT, Scholarship Services, 1801 East 4th Street, Okmulgee, OK, 74447-3901

All students must be enrolled full-time (12 hours) in a degree-seeking AS, AAS or BT program. Additionally, students are required to live on campus to *be awarded and continue to receive* the non-resident tuition waiver unless **at the time of application:**

Student is 21 years of age or older

Student is married

Student has legal custody of a child

Completion of application does not necessarily guarantee scholarship award. Students must meet eligibility criteria listed below and awards are contingent on available funding. Should you be awarded this waiver, you will be notified through the financial aid award letter or you can check your WEB4Students account online @prodokm.okstate.edu.

FIRST TIME FRESHMAN OR TRANSFER WITH LESS THAN 24 CREDIT HOURS (must meet at least one of the following criteria):

- 2.0 cumulative high school GPA
- 18 ACT composite or equivalent 860 on SAT
- Proficiency in at least 2 of 3 curricular areas (English-74, Pre-Algebra 46, Reading-81) on COMPASS placement testing or demonstrated by college credit

TRANSFER WITH 24 OR MORE CREDIT HOURS:

- 2.0 cumulative college GPA

STUDENTS WHO DO NOT MEET ABOVE ACADEMIC CRITERIA – may apply once their Institution GPA is 2.0 and they have completed a minimum of 12 hrs. Failure to meet the continuing student criteria listed below will result in ineligibility for the Non-Resident Tuition Waiver for subsequent semesters until the Institution GPA and completion rate reach the level required for continuing students.

Continuing students will automatically receive the NRTW by meeting the following requirements:

2.0 Institution GPA

75% completion rate of enrolled classes as of the end of the add/drop period

Full time enrollment (12 hrs). EXCEPTION: If the student is in the graduating semester, verified by degree audit from their program).

Continuing students who do not meet these standards each term will be placed on probation for one semester. Should the awarded students not meet the above requirements for a second term, the student will no longer be eligible for the Non-Resident Tuition Waiver for the following term. Awarded students will remain on probation until the Institution GPA reaches the above standards.

APPEAL PROCESS:

Should a student lose eligibility for a NRTW due to suspension, an appeal may be made, in writing, to the Coordinator of Scholarships located in the Grady Clack Building. Appeal must state extenuating circumstances and explain how the issues are being addressed.

Student's Legal name:

Last First MI Maiden

College Wide ID No (CWID): Program:

Semester of Admission/Year:

Fall, Spring or Summer semester of the year for which you are applying (example: Fall 2009)

I understand a full Non-Resident Waiver includes only a waiver of the non-resident portion of the semester credit hour tuition and that the remaining fees, as paid by Oklahoma residents, still apply. I further understand that my Non-Resident Tuition Waiver is conditionally awarded subject to verification of housing status, an Institution GPA of at least 2.0 and full time enrollment. Failure to meet any of the conditions stated above will result in the loss of this Non-Resident Tuition Waiver.

Student Signature: Date:

FOR OFFICE USE ONLY:

HS GPA _____ ACT Composite _____ College GPA (24+ credit hours) _____ State of Residency _____

Number of Hours Enrolled _____ Degree _____ Campus Housing _____ Approved _____ Denied _____

Comments: _____

Signature: _____ Date: _____