

- () Required
- (**X**) Local
- () Notice

ADULT EDUCATION PROGRAMS AT CAREER AND TECHNICAL EDUCATION

Upon the request by component school districts, the BOCES may serve adults in secondary programs. The CTE Division will be required to establish procedures that outline a process for determining which programs have space and the application process to be followed, which is to include screening of applicants. All Career and Technical Education Division Continuing Education Programs shall be operated under appropriate supervision. All such programs must generate sufficient income to cover all supervisory costs.

Adults may enroll in scheduled secondary career and technical education classes when space is available. An adult is defined as any person under the age of twenty-one who has received a high school diploma or any person twenty-one years of age or older, whether or not he/she has received a high school diploma. Available space means space in a scheduled class in which enrollment by non-adult students is below capacity.

Enrolled adults will be charged a reduced tuition which will be 50% of the tuition charged regular secondary students. The BOCES will be under no obligation to offer a class in the event the enrollment by non-adult students is below practical levels. Adults enrolled in secondary occupational education programs must pay the established tuition fee in advance and in accordance with the following schedule:

Yearly tuition, in full, by September 1, or bi-annually at the start of each semester.

Tuition Refund/Liability

A non-refundable commitment fee or deposit shall be paid upon acceptance into an Adult Program sponsored by BOCES. In the event the student withdraws or is dismissed before completion of the program, the tuition refund/liability will be determined as follows:

Full Time Programs

<u>Program Completed</u>	<u>% of Tuition Refund</u>	<u>% of Tuition Liability</u>
Upon or before the completion of the 1 st week	Full Refund	No Tuition Charge
Upon or before the completion of the 2 nd week	80% Refund	20% Tuition Charge
Upon or before the completion of the 3 rd week	70% Refund	30% Tuition Charge
Upon or before the completion of the 4 th week	60% Refund	40% Tuition Charge
Upon or before the completion of the 5 th week	50% Refund	50% Tuition Charge
After the 5 th week of the program	No Refund	100% Tuition Charge

Part Time Programs

<u>Program Completed</u>	<u>% of Tuition Refund</u>	<u>% of Tuition Liability</u>
Upon or before the completion of the 2 nd week	Full Refund	No Tuition Charge
Upon or before the completion of the 4 th week	80% Refund	20% Tuition Charge
Upon or before the completion of the 6 th week	70% Refund	30% Tuition Charge
Upon or before the completion of the 8 th week	60% Refund	40% Tuition Charge
Upon or before the completion of the 10 th week	50% Refund	50% Tuition Charge
After the 10 th week of the program	No Refund	100% Tuition Charge

If the program encompasses more than one semester in length, this policy will be extended to allow for these percentages to apply to each semester or term.

A student who finds it necessary to withdraw from an Adult Program must promptly notify the Program Administrator in writing. All refunds will be made to the student within 30 days of receipt of the withdrawal notification.

Adoption: January 14, 2010