

GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: ADULT EDUCATION

ADOPTED: October 23, 2007

REVISED: June 23, 2015

125. ADULT EDUCATION	
1. Purpose	The Joint Operating Committee recognizes the value of educational growth and advancement to adult members of the community and the need of both adults and minors for education programs.
2. Authority SC 502, 1801, 1805 Title 22 Sec. 4.3 SC 1850.1	<p>The Joint Operating Committee may establish and maintain a program of adult education based upon the needs and interests of the residents, consistent with the educational goals and policies of the center.</p> <p>The Joint Operating Committee may employ staff, utilize available facilities, supply instructional and supplementary materials, and provide administrative leadership required to maintain the adult education program. The Joint Operating Committee shall establish the tuition rate for each course offered in the adult education program.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall:</p> <ol style="list-style-type: none"> 1. Utilize appropriate staff members. 2. Assess the needs and resources of the community. 3. Develop a program of adult education and present that program to the Joint Operating Committee for approval. 4. Develop and implement means to inform the public of adult education offerings.
4. Guidelines	<p>First priority for enrollment in the adult programs will be granted to residents of participating school districts. When quotas and space permit, nonresidents of the attendance area may participate in the programs.</p> <p>Lab fees may be charged for consumable materials in certain courses.</p>

Withdrawal From Adult Short-Term Course

The following conditions apply to the return of fees when a student withdraws from an adult short-term course:

1. All fees, except a designated amount to cover registration costs, shall be returned if a student withdraws prior to the first class session.
2. All fees will be returned if a course is not opened due to insufficient enrollment or any other administrative reason.
3. One-half (1/2) of the fee will be returned if a student withdraws during the first two (2) weeks of instruction.
4. No fee shall be returned after the two (2) week period of enrollment.

Withdrawal From Postsecondary Education Program

The following conditions apply to the return of fees when a student withdraws from a postsecondary education program:

1. When withdrawal from a postsecondary education program occurs before the first class session, 100% of the tuition that has been paid by the student will be refunded. Acceptance fees retained by the school cannot exceed \$100.00.
2. When withdrawal occurs after attending sixty percent (60%) of the total hours required for the program, no refund will be issued and student is responsible for paying the total cost of the tuition and fees.
3. All refunds will be based on the portion of the enrollment period remaining on the student's last recorded day of attendance, or the date the school is informed the student is not returning. The remaining portion of an enrollment period is determined by dividing the number of clock hours remaining in the enrollment period by the total number of clock hours scheduled to be completed in the program enrollment period.
4. When a student withdraws prior to the program completion, five percent (5%) of the full program tuition will be assessed for the administrative fee and included in the final amount owed.

5. The U.S. Department of Education Guidelines for Title IV Aid will be adhered to when calculating the amount of federal student aid eligible to be applied to the student's account for time attended when a student withdraws, which may result in a return of funds.

Attendance

All students are required to maintain "Satisfactory Attendance" throughout their enrollment in their program and are expected to be present for all scheduled classes. No policy or system of "excused absence" is recognized by the school. Students receiving Title IV funds must maintain a 90%, or better, attendance record throughout their program in order to be considered as maintaining satisfactory attendance. All students must attend 85%, or more, of their scheduled class sessions in order to graduate and receive a diploma. Students not achieving 85% or better attendance by the end of their first and/or second semester will be involuntarily withdrawn from their program.

Any student absent from class must be prepared to make up the missed time and complete any course work missed while absent. Fees will be incurred for the cost of makeup time. The student is responsible for the cost of makeup time additional to the cost of tuition.

If a student is absent for three consecutive instructional days, he/she must provide written notification to the Supervisor of Adult Education, indicating the reason for the absence. If the student is absent for five or more days, without notifying the school, he/she will be involuntarily withdrawn from their program. In this case, the "Withdrawal from School/Refund Policy" will apply.

Students successfully completing postsecondary courses will be awarded a diploma.

Replacement Diplomas

Additional copies of postsecondary diplomas can be purchased any time after graduation. Individuals must complete the Request For Replacement Diploma form, available in the adult education office, and return it with the fee of ten dollars (\$10.00) per diploma. No diplomas will be reissued until after the form is completed and signed, and the fee is collected.

The processing time for replacement diplomas is four (4) to six (6) weeks. Diplomas will be in the current style and font and bear the signature of the current administrators.

This policy is effective for all graduates of any postsecondary or adult education program at the Greater Johnstown Career & Technology Center.

References:

School Code – 24 P.S. Sec. 502, 1801, 1805, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 4.3