

ADULT VOCATIONAL EDUCATION PROGRAMS

The following rules shall apply to payment of tuition and to refunding certain tuition paid by adult students enrolled in adult vocational education programs at Questar III education centers.

- I. Full time Adult Licensed Practical Nurse (LPN) Program
 - A. All tuition for the full-time adult LPN program is due or evidence that the student will be receiving Title IV federal funding prior to the first class meeting. There shall be no deferral of tuition payment.
 - B. There shall be a full refund of all tuition paid, less the amount of a non-refundable registration fee, to any student who formally withdraws from the program prior to the first scheduled class meeting date. A student who withdraws or is dismissed at any time during or after the first scheduled class meeting date shall be entitled to a refund as provided below.
 - 1. Within first week of the program..... 100% of tuition
 - 2. In the second week of the program..... 70% of tuition
 - 3. In the third week of the program..... 50% of tuition
 - 4. In the fourth week of the program..... 30% of tuition
 - 5. Any time after the fourth week of the program..... No refund
 - C. Notwithstanding this policy, Pell grant funds and any other Federal grant funds shall be refunded in compliance with applicable federal law and regulations.
 - D. Whenever a student shall be otherwise entitled to a tuition refund under this policy, no refund shall be owed to any student unless and until such student has submitted a letter of withdrawal from the LPN Program, or comparable formal notice of withdrawal or dismissal has been received or issued by Questar III.
 - E. On occasion refunds may be due to enrolled LPN students because overpayments have been made by financial aid sources or other persons. Questar III shall make a refund of such overpayments, but only upon receipt of a written request for a refund.

- F. If a student withdraws or is dismissed from the LPN program before anticipated scholarships, loans or grants are awarded, he or she shall be personally liable for all tuition and fees that would have been paid by such financial aid. If a student receiving financial aid withdraws during a refund period described above, any refund he or she would be due shall be returned to the agency awarding the financial aid and not to the student.
 - H. All students who are seeking to enroll in an adult vocational education program offered at a Questar III education center shall be provided with information on the program including the students' responsibilities for payment of tuition. All students shall execute an Agreement as provided by Administrative Regulation.
- II. All Other Adult Vocational Education Programs
- A. All tuition for adult vocational education programs other than the LPN program or evidence that the student will be receiving Title IV federal funding is due prior to the first class meeting of the quarter. There shall be no deferral of tuition payment.
 - B. There shall be a full refund of all tuition paid for the academic quarter, less the amount of any non-refundable registration fee, to any student who withdraws from the program by means of a written notice, or comparable formal notice of withdrawal, prior to the completion of the first week of class. On or after that date there shall be no refund of tuition to a student for that quarter.
 - C. Notwithstanding this policy, Pell grant funds and any other Federal grant funds shall be refunded in compliance with applicable federal law and regulations.
 - D. All students who are seeking to enroll in an adult vocational education program offered at a Questar III education center shall be provided with information on the program including the students' responsibilities for payment of tuition. All students shall execute an Agreement as provided by Administrative Regulation.

- E. The Questar III Board of Education recognizes that education should be a lifelong pursuit. In recognition of this goal, vocational education day school programs offered at Questar III education centers shall be open to eligible adult students as space is available. An eligible adult is any person who resides in the service area of Questar III and who is either: (a) under the age of 21 years and has received a high school diploma; or (b) 21 years or older. Questar III vocational education program sequences, or parts thereof, will not be modified for the purposes of tailoring a program to serve such eligible adults.

- F. Questar III establishes a reduced tuition rate of fifty- percent (50%) of the established secondary tuition rate for any eligible adult student enrolled in a vocational education program. In establishing such tuition rate, however, the Board of Education intends that no additional cost be assigned to component districts as a result of providing this reduced tuition program.

ADMINISTRATIVE REGULATION

**ADULT VOCATIONAL EDUCATION PROGRAMS
STUDENT ENROLLMENT AGREEMENT**

All students who enroll in a Questar III Adult Vocational Education Program must complete this Student Enrollment Agreement and return it to Questar III with a non-refundable registration fee of \$100 before [Insert date]. Failure to return this Agreement by such date may result in forfeiture of a seat in the class.

Student Name: _____ Date of Birth: _____

Address:

Phone: _____ Mobile phone: _____ E-mail _____

Social Security Number: _____

The above-referenced student hereby AGREES as follows:

1. I, [Insert name of student], intend to enroll in the following Questar III Adult Vocational Education Program:
[Insert Name of Adult Vocational Education Program and Date(s) of Program]
2. I have been provided with and understand the Questar III policies relating to academic progress, student conduct and disciplinary procedures applicable to participation in this education program.
3. I understand that the tuition for the program is [Insert tuition rate].
4. I understand and agree that I am responsible for paying all tuition and fees for this education program.
5. I understand that tuition and fees must be paid before the first day of class, or that I must present sufficient written verification of tuition to be paid by sources of financial aid. Tuition and fees must be paid by certified check or money order.

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- 6. I understand and agree that in the event I withdraw or am dismissed from the education program I may or may not be entitled to a refund of tuition and that all tuition refunds are governed by the Questar III Board of Education Policy on Adult Vocational Education Programs.

- 7. I understand and agree that in the event I fail to become or remain entitled to financial aid or otherwise fail to make full payment of tuition that I am personally responsible for paying Questar III tuition due even in the event that I withdraw or am dismissed from the program.

Signature of Student

Date

Signature of Parent
(if student is under 18)

Date

STATE OF NEW YORK)
) ss.
COUNTY OF)

On the ___ day of _____, 20___, before me personally appeared to me known, who, being by me duly sworn, did depose and say that (s)he resides at _____;
that (s)he executed the above Agreement.

Notary Public