

### 6150.1 EDUCATIONAL FEES

Adult Education Programming costs shall include the published course tuition, fees and any other costs associated with the program that can include, but are not limited to:

- A. Textbooks;
- B. Uniforms;
- C. Insurance;
- D. Badges;
- E. Testing; and
- F. Other costs as appropriate.

The registration process for adult students shall be as follows:

- A. Testing as required by each individual instructor. The student may bear the cost for required testing.
- B. Registration shall be on a first come first served basis with the exception of competitive testing requirements for certain programs which include the required payment being paid as require in item E. below. Students are required to pay any and all fees as stipulated below.
- C. The Board of Education shall charge a \$50 non-refundable registration fee for all programs including non-certificated part-time programs.
- D. Annually, the Board of Education shall establish the tuition rates and fees for all adult programs. The Board of Education reserves the right to modify the established rates and fees with proper notice provided.
- E. A minimum required payment of tuition and fees shall be made at registration time to secure a seat in the selected program. Payment plans are provided but under no circumstance shall the payment plan extend beyond the first day of class. Final payment of all tuition and fees must occur no later than ten days prior to the anticipated class start date.



- F. Refunds of one hundred percent less the non-refundable registration fee shall be permitted prior to the first day of class. No refunds shall be permitted after the first day of class.. All refunds are processed by the school business office and take approximately 4-6 weeks to process after receiving the official withdrawal form. Failure to attend class does not constitute an official withdraw from class.
- G. A waiting list shall be utilized to fill in classes that have dropped students for whatever the reason.
- H. Third party funding sources shall be permitted to fund any cost related to the adult program. However, students receiving funds through third party sources shall not be eligible to receive refunds paid directly to them for dropping the class. Nor shall the third party awarding entity receive a refund unless the student drops prior to the first day of class. Third party payments must meet the same payment timelines as cash-paying adults. The Superintendent of Schools shall have the authority to waive any requirement of this provision if it is in the best interest of the school.
- I. Workforce Investment Act (WIA) and any other funding agencies shall be permitted to fund any cost related to the adult program. Payments for funded students shall be administered through the contract established with each particular funding agency. Notice must be received prior to the student's admittance to class. Enrollment timelines and refunds shall comply with those established in this policy.
- J. The Administration shall develop a written fee schedule to be provided to each registering or interested adult student. The Administration shall also require each registering adult student to indicate receipt and understanding of this fee schedule, policies and procedures of the adult program. Additionally, this schedule shall include the payment policy as indicated in item E. above. It shall be the responsibility of the Administration to develop the required form(s) to comply with this provision.
- K. Adult students shall have the right to due process and appeal any part of this policy to the Board of Education by indicating his/her individual circumstances. Appeals related to policies and/or procedures related to funding agencies or other governing bodies are outside of this appeal procedure and must be taken up with that specific agency. The student must present the circumstances in writing to the Superintendent of Schools. The letter of appeal will be presented for review and possible action by the Board of Education at the next regularly scheduled Board meeting. While appealing any part of this policy, the student shall not be exempt from adhering to the entire policy. The decision of the Board of Education shall be final.

Adopted: 24 May 2018

