

APPLICATION PROCESS INSTRUCTIONS

Phase I

- All applicants must complete a **Full-time Adult Program Application for Admission** including a signed **Full-time Adult Student Information Sheet**
- All applicants must submit a high school transcript or General Educational Development (GED) certificate.
- The Aviation Maintenance Technician Program have varied start dates. **Interested candidates must check the specific school website for application deadlines. Candidates can apply to only one school.**

When applying for admission to a full-time adult only program, the completed application documents must be submitted to the applicable trade **Department Head**.

(The list of full-time adult programs, their locations and the applicable trade Department Heads are attached)

- Applicants may be scheduled for an interview and/or test.

NOTE: Applications, complete or incomplete will not be returned

The next set of instructions is for Phase II of the Admission Process and is to be completed ONLY by students officially notified of acceptance into the program.

Phase II

STOP - Only accepted students complete Phase II after receiving ACCEPTANCE notification

ACCEPTANCE PROCESS INSTRUCTIONS

Successful applicants will be notified in writing and instructed to submit a non-refundable \$50 registration fee. The registration fee **must be paid immediately** to secure a place in the program. The registration fee must be a bank check or money order (**no personal checks accepted**), payable to: Treasurer, State of Connecticut

In addition, the successful applicants will be instructed to submit the following information (download forms for completion at: <https://www.cttech.org/adult-education>)

- Physical Exam Form,
- Hepatitis B virus vaccine refusal form must be returned at the same time as the physical form.
- Full-time Tuition Waiver Form, **NOTE:** Tuition waivers are only accepted for veterans and senior citizens.
- Financial aid documents can be obtained at the schools or downloaded at: <https://www.cttech.org/adult-education/financialaid> The completed financial aid forms must be submitted at least 2 weeks prior to the first day of class.



Full-Time Adult Programs and School Locations

Address	Telephone Number	School Principal	Programs/Department Heads
Stratford School for Aviation Maintenance Technicians Great Meadow Road, Stratford, CT 06615	203-381-9250	Scott Zito	Aviation Maintenance Technician Joseph Scarduzio
Connecticut Aero Tech 500 Lindbergh Dr., Hartford, CT 06114	860-566-1234	Scott Zito	Aviation Maintenance Technician Charles Hilton
Bristol Technical Education Center 431 Minor Street, Bristol, CT 06010	860-584-8433	Scott Zito	Automotive Technology Richard Dulac Culinary Arts Joseph Fortuna Electronics Technology Brian Kelleher Heat, Ventilation, Air Conditioning David Bauchiero Manufacturing Technology Mark Jurczyk Welding & Metal Fabrication Joseph Hanlon



Application for Student Admission for Full-Time Adult Programs

www.cttech.org

In order to be considered for admission to a Technical High School, applicants must:

- ◆ provide the Connecticut Technical High School with a high school transcript or evidence of successfully completing the General Educational Development (GED) test;
- ◆ submit signed and dated copy of the **Full-time Student Information Sheet** included at the end of this application

Incomplete applications will not be processed

Instructions

Complete this application and return the completed application with the required documentation specified above to the appropriate School (Bristol T.E.C., CT Aero Tech, or Stratford School for Aviation Maintenance Technicians), addressed to the applicable trade Department Head.

Applicants may have to participate in an interview as part of the application process depending on the trade program.

Student Name: _____

School applying to: _____

For Bristol Technical Education Center, specify program: _____

It is the policy of the Connecticut Technical Education and Career System that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut Technical Education and Career System does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut Technical Education and Career System's nondiscrimination policies and practices should be directed to the Superintendent of Schools, Connecticut Technical Education and Career System, 39 Woodland St., Hartford, CT 06105, and/or, regarding race, color, national origin, age, sex and/or disability to the Office for Civil Rights, U.S. Department of Education, Boston, MA 02110-1491, telephone 617.289.0111, fax 617.289.0150, TTY/TDD 877.521.2172. The Connecticut Technical High School System is an equal opportunity/affirmative action employer.

For Technical High School Use Only

Application fee submitted ____ High School Transcript or GED submitted ____

English Composition grade submitted ____ Resume submitted ____

Date: _____ Signature: _____ Title: _____

Applicant's State Assigned Student ID

Applicant Student Identification number:

This application requests information about your national origin, gender, racial or ethnic group, and primary language spoken in the home. Providing this information is voluntary. The information you do provide will be used for record-keeping purposes only; it will not be used as a factor in any action concerning education, activities or employment.

Personal Information

Full Name: _____
(Last) (Maiden) (First) (Middle)

Address: _____
(Box, Apartment, Street Name and Number)

(City or Town) (State) (Zip Code)

Mailing Address: _____
(If different) (Box, Apartment, Street Name and Number)

(City or Town) (State) (Zip Code)

Birth Date: _____ **Place of Birth:** _____
(Month/Day/Year) (City) (State) (Country)

Home Phone: () _____ **Other Phone:** () _____

Email address: _____

General Information

Gender: Male Female

Racial or Ethnic Group: American Indian or Alaskan Native (1) Asian American or Pacific Islander (2)
 Black (3) White (4) Hispanic (5)

Primary Language: _____

High School graduate? Yes No

If yes, name of High School: _____

If no, do you have a GED certificate? Yes No

NOTE: A copy of a High School transcript or GED certificate must be included with this application.

Are you a U. S. Veteran? Yes No **Dates of Service** _____ **to** _____

Type of discharge: _____

Are you interested in applying for financial aid (Pell Grant)? Yes No

Have you attended/applied to another Connecticut Technical High School? Yes No

If you answered yes, name of school: _____

Have you ever been convicted of any crime? Yes No

Are there any criminal charges pending against you? Yes No

If you have answered yes to either of these questions, attach a sheet providing specific information. If conviction of a crime or pending criminal charges is a basis for rejection, you will be notified in writing and you will be provided an opportunity to request reconsideration (see CGS 46a-79 and 80). Failure to disclose a conviction or pending criminal charges will be a basis for rejection, or dismissal if enrolled.

Please tell us how you heard about the adult education programs in the CTECS.

() word of mouth () newspaper ads () newspaper articles () cable TV () TV ads () radio ads () career fairs
() internet () other _____

I hereby certify that the information provided by me in this application is true, complete and accurate.
I understand that applications will not be returned.

Signature of Applicant

Date: _____

Connecticut Technical Education and Career System (CTECS)

2019-20 Full-Time Adult Student Information/Financial Obligation

Tuition and Fees

The tuition and fee schedule for 2019-2020 academic year as approved by the Connecticut State Board of Education are as follows:

Program	Resident/ Non-Resident	Tuition	Registration Fees (nonrefundable)	Payment Due Dates
Aviation	<u>Resident</u>	Total of \$7,200 payable in three installments over two years (\$2,400 per installment)	\$50.00 per program	Date of first scheduled class of each "block"
<i>Returning</i> Aviation	<u>Resident returning in good standing during the 2019-20 school year</u>	Total of \$6,576 payable over two years (\$2,192 per installment)	\$50.00 per program	Date of first scheduled class of each "block"
Bristol T.E.C. Programs Automotive Technology; Culinary Arts; Electronics Technology; Precision Machining Technology; Welding & Metal Fabrication; Heating, Ventilation and Air Conditioning (2 years)	Not applicable	\$4,000 payable over two semesters (\$2,000 per semester) HVAC: \$7,520 payable over four semesters (\$1,880 per semester)	\$50.00 per academic year \$50.00	Date of first scheduled class Date of first scheduled class each semester

Acceptable methods of payment

- Bank check or money order made payable to "Treasurer, State of Connecticut" for the exact amount due;
- Cash will be accepted in the school business office only during regular business hours (8:30 a.m. – 4:30 p.m.);

Unacceptable methods of payment

- Personal checks;
- Debit and Credit cards;
- Cash (except during normal business hours);

Other financing options (It is the responsibility of the student to initiate and follow up on the methods listed below):

The Connecticut Technical High School System offers other financing options including:

- **Financial Aid** - Students enrolled in a full-time program may apply for a **federal Pell grant**;
- **Outside agencies** Funding from other state agencies (i.e. Dept. of Labor, Office of the State Comptroller);
- **G.I. Bill Veteran Education Benefits**

****Any student failing to pay or be approved for an alternative financing option by the payment due date will be immediately dismissed from their program of study. As regular attendance is a critical aspect of the educational process, students with attendance problems may be dismissed from the program.**

Connecticut Technical Education and Career System (CTECS)

2019-20 Full-Time Adult Student Information/Financial Obligation

Applying for a tuition waiver

Eligible students wishing to apply for a tuition waiver must complete a Tuition Waiver Request form (available at <https://www.cttech.org/assets/uploads/files/Adult%20Education/PTWaiverForm.pdf>) no later than four weeks prior to the first class session.

- **Veterans** requesting a tuition waiver must attach a copy of their Certificate of Release or Discharge (DD Form 214) (90 days of honorable active duty service in addition to that spent in active duty training and in attendance at military service academies for any war period after August 2, 1990 or engaged in combat or in combat support role in specific conflicts prior to August 2, 1990);
- **Senior Citizens** – Students age 62 and over requesting a waiver must attach a copy of their proof of age;
- Unemployment compensation is **NOT** a means-tested benefit program and therefore is not considered when determining financial hardship;
- Students whose tuition is being paid by another state agency must submit written documentation (i.e. voucher) identifying the agency responsible for payment.
- Students receiving educational assistance benefits under the G.I Bill from the Veterans Administration must submit enrollment verification or training agreement. The student should provide the school Certification Officer, VA Form 22-1999 for submission to the Veterans Administration to receive the education benefits payment form VA.
- If a student is denied tuition waiver, all tuition and fees are due by the next class session.

Applying for a Pell grant

- Admitted students must complete the Free Application for Federal Student Aid (FAFSA). It is recommended that the student completes the FAFSA after completion and submission of the 2019 IRS Tax Return In order to avoid delay and having to go back to change information or making corrections. The completion and submission of 2019 IRS tax return will allow the student and or parent(s) to use the IRS data retrieval tool when prompted during the FAFSA completion and will provide accurate financial information and therefore expedite the award process.
- Admitted students must submit a valid Student Aid Report (SAR) and complete a CTECS Financial Aid Application Packet available from the school's financial aid liaison.
- The CTECS deadline for applying for a Pell grant for the 2019-20 academic year is as follows:
***Applicants applying and accepted for a program after the specified deadlines can still apply for a Pell grant.**
- If a student is deemed ineligible for financial aid, outstanding tuition is due five days following receipt of the denial notification.
- If a student is notified that their financial aid award will not cover the entire semester tuition cost, all tuition and fees are due five days following receipt of the award notice or by the regular tuition deadline, whichever is later.
- The federal government randomly selects Pell grant applications for verification. If your application is selected for verification, you will be notified by the Financial Aid Administrator and additional supporting documentation must be submitted by the specified deadline.

Procedures for Withdrawal

In order to officially withdraw from an adult education program in the CTECS and be considered for a tuition refund, candidates must complete and **submit to the school's Guidance Office**, the following two documents available from the district's Adult Education webpage (www.cttech.org/AdultED):

1. **Student Withdrawal Form**
2. **Request for Tuition Refund Form (Appendix IX)**

Upon approval of the Student Withdrawal Form by a school administrator (principal or assistant principal), students may be eligible for a tuition refund.

Connecticut Technical Education and Career System (CTECS)

2019-20 Full-Time Adult Student Information/Financial Obligation

Eligibility for Tuition Refunds

- Except for withdrawal due to military action or serious illness, if the Student Withdrawal Form is received from the student **prior to the first scheduled class session**, the student is eligible for a 100% tuition refund.
- Except for withdrawal due to military action or serious illness, If the Student Withdrawal Form is received from the student **after the first scheduled class session**, but **prior to the fourteenth (14th) calendar day from the first scheduled class session**, the student is eligible for a 60% tuition refund.
- Except for withdrawal due to military action or serious illness, if a Student Withdrawal Form is received after the fourteenth (14th) calendar day from the first scheduled class session; the student is not eligible for a tuition refund.
- All requests for tuition refunds due to military action and supported by written documentation from the military are eligible for 100% tuition reimbursement;
- All requests for tuition refunds due to serious illness and supported by written documentation from a medical professional are also eligible for 100% tuition reimbursement;
- Except for military action or serious illness, no refunds will be provided to students who are dismissed from their program of study due to issues with attendance, unsatisfactory educational performance or violation of the district's discipline policy as detailed in the 2019-20 Full-Time Adult Student Handbook.

Processing of Tuition Refunds

If the student meets the eligibility requirements for a tuition refund, the Request for Tuition Refund Form (Appendix IX) completed by the student will be forwarded from the school administrator to the school's business office and then to the State Department of Education's (DOE) Payments Unit.

The SDE Payments Unit will then issue a state invoice utilizing the State of Connecticut's official accounting system (CORE-CT) and transmits the invoice to the State Comptroller for issuance of a refund check payable to the student within the state's payment timelines (currently net 45 days).

I have read and understand the above:

Student Signature _____ **Printed Name** _____ **Date** _____