

**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM**  
**2009-2010 APPRENTICE AND EXTENSION ADULT STUDENT INFORMATION**

**TUITION AND FEES:**

**APPRENTICE STUDENTS:**

- Registration fee of \$25.00 (non-refundable) per semester per school due at registration
- Tuition maximum of \$100.00 per course (can be prorated downward for courses of less than 36 hours) payable prior to the completion of the student's 1<sup>st</sup> class attended.

**DEFINITION OF APPRENTICE STUDENT (All criteria below must be satisfied):**

- Must be registered with the State Labor Department, Office of Apprenticeship Training
- Possesses a current and valid apprentice card prior to the 1<sup>st</sup> class session – current and valid is defined as an apprentice card that meets all of the following:
  1. The card is for the student's current employer;
  2. The card has an expiration date of 6/30/10;
  3. The card is signed by Labor Department Apprentice Program Manager.
- Be enrolled in a class that is part of his/her apprenticeship trade curriculum

**EXTENSION STUDENTS:**

- Registration fee of \$25.00 (non-refundable) per semester per school due at registration
- Tuition of \$275.00 per 36 hours of instruction (will be prorated for courses of more or less than 36 hours) payable prior to the completion of the student's 1<sup>st</sup> class attended.

**ATTENDANCE:**

Based on 3 hour class sessions, the following is a list of total hours in a course and the maximum number of allowed absences (by number of classes) prior to denial of credit:

<u>Total hours in classes</u>	<u>Maximum absences</u>	<u>Total hours in classes</u>	<u>Maximum absences</u>
1 - 9	0	61 - 90	3
10 - 30	1	91 - 120	4
31 - 60	2		

Excessive tardiness will be addressed on an individual basis and may cause denial of credit.

Employers have the right to verify their employee's attendance in a program.

**TEXTBOOKS:**

Students are required to purchase all required textbooks.

**METHOD OF PAYMENT:**

**Bank check or money order - PAYABLE TO "TREASURER, STATE OF CONNECTICUT".**

**NO PERSONAL CHECKS OR PARTIAL PAYMENTS WILL BE ACCEPTED!**

Cash will be accepted only during regular business hours (8:30 a.m. – 4:30 p.m.) unless other arrangements have been made at the local level.

**ALTERNATE METHODS OF PAYMENT (IT IS THE RESPONSIBILITY OF THE STUDENT TO INITIATE AND FOLLOW-UP ON THE METHODS LISTED BELOW):**

**TUITION WAIVER** - must be submitted prior to the completion of the student's 1<sup>st</sup> class attended. **The waiver is only for the tuition;**

**ALL STUDENTS MUST PAY THE REGISTRATION FEE.**

**VETERAN'S** – Short-term, Apprentice or Extension Tuition Waiver Request form, along with a copy of DD214

**HARDSHIP** - Short-term, Apprentice or Extension Tuition Waiver Request form, along with copy of approved hardship documentation and written verification that no agency will pay tuition

**SENIOR CITIZEN-AGE 62** - Short-term, Apprentice or Extension Tuition Waiver Request form and proof of age

**IF ANY WAIVER REQUEST IS DENIED, TUITION AND REGISTRATION FEE ARE DUE THE 1<sup>ST</sup> CLASS SESSION AFTER THE DENIAL DATE.**

**OUTSIDE AGENCIES** - written documentation from the agency guaranteeing payment for the student must be presented prior to the completion of the 1<sup>st</sup> class session. Documentation can be in the form of a **payment voucher** such as the one used by the Connecticut Employees Independent Union.

**IF DIRECT PAYMENT DEADLINES OR AT LEAST ONE OF THE ALTERNATE METHOD DEADLINES ARE NOT MET, THE STUDENT WILL BE DISMISSED FROM HIS/HER PROGRAM OF STUDY IMMEDIATELY.**

**REFUNDS:** All requests must be in writing within 14 days of the 1<sup>st</sup> class session except for military, serious illness, and hardship requests.

**AMOUNTS**

100% OF TUITION – if request made prior to 1<sup>st</sup> class session.

60% OF TUITION – if request made within fourteen (14) calendar days of the 1<sup>st</sup> class session

**MILITARY, SERIOUS ILLNESS, HARDSHIP REQUESTS**

100% - must be supported by written documentation of military obligation or the serious illness or hardship

**DISMISSED STUDENTS** - if a student is dismissed from his/her program of study (regardless of length of program) for attendance or disciplinary reasons after the 14 calendar day period, no refund will be made.

I HAVE READ AND UNDERSTAND THE ABOVE:

Student Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_