

**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM**  
**2018-2019 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 \$325.00 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 6/30/19;
  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 \$350.00 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.

**Methods of payment**

**Bank check or money order** - payable to "Treasurer, State of Connecticut" for the exact amount due.

**Cash will be accepted only during regular business hours (8:30 a.m. – 4:30 p.m.)**

**No personal checks or partial payment plans will be accepted.**

**Alternate methods of payment (It is the responsibility of the student to initiate and follow up on the methods listed below):**

**Tuition waiver** – The Certified Nurse Assistant program does not meet the minimum number of required hours to qualify for a Pell Grant; however, Tuition Waiver is available only for qualified C.N.A. applicants that meet the requirements listed below. Tuition Waiver Request form must be submitted **NO LATER THAN** four weeks prior to first class session. A tuition waiver does not cover the Registration Fee.

**Veteran** - Tuition Waiver Request form with a copy of DD-214 attached

**Senior citizen - age 62 and over** - Tuition Waiver Request form with copy of proof of age

**Financial Hardship** - Only for short-term or extension students that can provide the **acceptable documentation** (proof that student [and/or spouse or dependent student's parent] is a current recipient of benefits from one of the following means-tested benefit programs: *Supplemental Security Income; Connecticut Documentation for Food Stamps, Free or Reduced Price Lunch, TANF, WIC.*

(Unacceptable Documentation: copy of benefit member card, copy of Husky medical program participant documentation.)

NOTE: Unemployment Compensation is **NOT** a means-tested benefit program.

**If the request is denied, tuition is due on or before the first class session, or if the student is already enrolled, tuition is due on the day of their next class session following the date of the denial letter.**

**Outside agencies (employer, WIA, etc.)** - Written documentation from the agency guaranteeing payment

For the student must be presented to the school prior to the tuition deadline(s) noted above.

**G.I. Bill for Veteran Education Benefits** - 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 VA Form 22-1999 for submission to Veterans Administration to receive the education benefits payment.

**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 \_\_\_\_\_