

**STUDENT ADMISSION POLICY AND PROCEDURES FOR
FULL-TIME PROGRAMS**

The purpose of this policy is to set out the eligibility requirements and guidelines for admitting students to the technology center. It is the policy of the board of education that no person shall, on the grounds of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to, discrimination under any education program or service or any other activity for which the board is responsible.

Secondary students residing within the technology center site areas must be regularly enrolled in a high school located in the technology center site areas in order to attend a technology center program tuition free. Students enrolled in the eleventh (11th) and twelfth (12th) grades will have first priority in enrollment in fulltime/daytime training programs, except Practical Nursing and Lineworker. Sophomores may be enrolled at the discretion of the high school principal and the area school administration. Students wishing to return for the second year of a two-year program will have priority over first year students.

Practical Nursing student applications are accepted from post-secondary students who meet, complete, or submit the following requirements: (1) High school transcript or GED test score and certificate, (2) Aptitude tests (3) References. Selection will be based on evaluation of the above items, consideration of district residency, and a personal interview.

~~Secondary students residing out of the technology center site areas and adult students must make application to the superintendent or designee for admission and shall be responsible for paying tuition.~~

Secondary and adult students are admitted to programs on the basis of their interest, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work. In addition, other factors may be considered that affect the student's ability to fully participate or complete a program, or to obtain professional credentials at the program's conclusion.

Students may be admitted to specified programs on an advanced standing status provided they meet certain criteria.

Tuition

In-district post-secondary and out-of-district secondary and post-secondary students are responsible for all applicable tuition and fees. Tuition and fees are due upon admission unless arrangements have been made through the financial aid or bursar office. Financial aid is available for qualified students in approved programs and career majors.

Students may enter into an agreement with the district to pay tuition and fees on a pre-determined schedule. The agreement is initiated by the bursar. Payment terms and conditions are contained in the agreement.

Failure to pay tuition will result in removal from the program. Students may be readmitted to the program provided space is available, they were in good standing otherwise, and tuition and fees are paid in full.

****Out-of-district tuition** will be charged to students who reside outside the Mid-America Technology Center district. If the student resides in another technology center district, a letter of reciprocity may qualify the student for in-district tuition rates.

The board-approved tuition and fee rate schedule is available in the student services office.

Procedures

The purpose of these procedures is to establish written guidelines to be followed if a person seeks to appeal a decision to deny him/her admission to a full-time program pursuant to the board's above policy.

General Information

Any person seeking admission to the technology center or to a full-time program has the right to appeal a denial of admission as set forth in these procedures. The purpose of these guidelines is to provide due process procedures for the appeal of admission denial decisions. All aspects of the appeal process shall be kept confidential. Only those individuals directly involved are to have access to any names or information. No reprisals of any kind shall be taken by the administration, faculty or any employee against any person seeking admission because the person is involved directly or indirectly in an appeal. Unless otherwise mutually agreed, the time limitations for appeal are binding on both the person seeking admission and the technology center.