

# CUMBERLAND COUNTY TEC 2009-2010 COST AND POLICIES

## REGISTRATION PROCESS

Certain classes have admission requirements that must be met before acceptance. Classes that do not have these admission requirements can be registered on a first come first serve basis which includes the payment policies as listed below. Included in the total course cost is a \$50 non-refundable registration fee. The non-refundable registration fee does not apply to evening school class offerings.

## LATE REGISTRATIONS

Students registering 10 or less calendar days prior to the first day of class are considered late applicants. The non-refundable registration fee becomes \$75. Students registering after the first day of classes, if allowed, are not eligible for refunds in accordance with item no. 1 under "refunds" detailed below.

## PAYMENT POLICIES

Students must pay 50 % of the tuition and fees(100 % Cosmetology make-up hours) to reserve a seat in the class at registration time. The remaining balance is due on August 20<sup>th</sup> for September starting classes. For non September starting classes, the remaining balance is due 10 days prior to the first day of class. Additional assessments, paid during the course year, may be required on a course by course basis. Evening school fees are to be paid in full at registration.

We accept cash, checks, money orders and VISA or MasterCard.

## SCHOLARSHIPS

Students awarded scholarships may use their scholarship award to attend any program subject to all enrollment criteria as detailed on Board policy 5111.5. The awarding scholarship entity is required to contact the CCTEC Business Office, Accounts Receivable Dept. , to be informed of the required payment timelines that are applicable to the awarding entity.

## FINANCIAL AID

We do not participate in federal student loan and grant programs (e.g. Stafford Loans, Pell grants) at this time. However, several local agencies (WIA, Workforce Development, Trade Act, Veterans' Administration and Vocational Rehab.) regularly fund students in our programs. Contact these agencies to see if you qualify for assistance. You may also be eligible for the Hope Scholarship Tax Credit or a Lifetime Learning Tax Credit.

## REFUNDS

All students are eligible for course tuition refunds subject to the requirements as set forth in Board policy 5111.5. Refunds are processed on regularly scheduled Board meeting dates. Same day refunds are not available.

### ADULT FULL TIME AND TWI-LIGHT

1. Students dropping the course prior to the first day of class are eligible for a 100% refund less the non-refundable registration fee as detailed above. This does not apply to those students who may have registered after the first day of class.
2. Students dropping the course on or before the 30<sup>th</sup> calendar day after the first day of class are eligible for a 50% tuition refund less the non-refundable registration fee as detailed above. **Course fees such as books, tools, uniforms, etc... are non-refundable after the first day of class.**
3. All other students dropping at other times are not eligible for a refund.

### EVENING SCHOOL PART-TIME

1. Students dropping the course prior to the first day of class are eligible for a 100% refund.
2. All other students dropping at other times are not eligible for a refund.

## OUT OF COUNTY/STATE FEES

Non-Cumberland County residents will pay more for our courses. A New Jersey resident from another county or out of state residents will pay \$ 4,000 more per year than the rates listed on the other side of this form. New Jersey residents from other counties may be able to obtain a charge-back (home county pays the out-of-county fee). Ask your home county for details.

## APPEAL AND DUE PROCESS PROCEDURE

Any adult student may appeal any part of Board policy 5111.5, Adult Tuition and Fees, in writing to the Board of Education. The student must present their individual circumstance to the Superintendent of Schools. The appeal letter will be presented to the Board of Education at their next regularly scheduled meeting for review and possible action. While appealing any part of policy 5111.5, the student shall not be exempt from adhering to the entire policy, including it's timelines.

## AFFIRMATIVE ACTION STATEMENT

The Cumberland County Board of Vocational Education offers equal educational opportunity to every qualified individual regardless of age, color, national origin, religion, sex, marital status or handicap.

**RIGHT OF THE BOARD**

The Cumberland County Board of Vocational Education reserves the right to alter the fee structure and policies for any course at any time after appropriate public notification, discussion and action.

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**FUNDING AGENCIES**

**ADDRESS**

**PHONE**

One Stop Career / WIA  
Workforce Development

275 N. Delsea Dr.  
Vineland, NJ 08360

856-696-5660

Division of Vocational  
Rehabilitation

40 E. Broad Street  
Bridgeton, NJ 08302

856-453-3888

County Welfare

13 N. East Avenue  
Vineland, NJ 08360

856-691-4600

Trade Act

State of New Jersey  
Dept. of Labor  
Trenton, NJ 08625-0058

609-567-6765

By signing below, I affirm that I have read the above cost and policies of the Cumberland County Board of Vocational Education and agree to abide by them. I further understand that non payment of any course fee in accordance with Board policy 5111.5 may result in my removal from the course.

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Student Signature

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Date