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 Licensed Practical Nurse Program (LPN) and 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: http://www.cttech.org/AdultED/index.htm)

- Physical Exam Form, NOTE: All applicants to Adult Health Programs must have their completed physical examination form returned to the program two (2) weeks prior to the first day of class.
- Hepatitis B virus vaccine refusal form must be returned at the same time as the physical form.
- LPN Program students must submit documentation of Health Provider Level CPR Certification by the first day of class.
- All health programs with the exception of the Certified Nurse Assistant (C.N.A.) must complete an orientation and meet all admission requirements.
- Full-time Tuition Waiver Form, NOTE: Tuition waivers are only accepted for veterans and senior citizens. The C.N.A. program does not meet the minimum number of required hours to qualify for financial aid (Pell Grant) but the tuition waiver process is available for qualified C.N.A students only for financial hardship with proof of receiving assistance from one of the means-tested programs specified on the tuition waiver application form or holds veteran or senior citizen status.
- Financial aid documents can be obtained at the schools or downloaded at: http://www.cttech.org/AdultED/documents/Financial%20Aid%20Application%20Packet.pdf. The completed financial aid forms must be submitted at least 2 weeks prior to the first day of class.
<table>
<thead>
<tr>
<th>Address</th>
<th>Telephone Number</th>
<th>School Principal</th>
<th>Programs/Department Heads</th>
</tr>
</thead>
</table>
| Bullard-Havens Technical High School | 203-579-6333     | Richard Cavallaro | Licensed Practical Nurse  
Karen Ivers  
Certified Nurse Assistant  
Cynthia Distasio |
| Eli Whitney Technical High School | 203-397-4031     | Dr. Mary Moran    | Licensed Practical Nurse  
Anne Simko  
Certified Nurse Assistant  
Bonnie Drozdowicz  
Surgical Technician  
Karen Dempsey |
| A.I. Prince Technical High School | 860-951-7112     | Sheila Williams   | Licensed Practical Nurse  
Debra Dietrich  
Dental Assistant  
Janice Ferrara  
Surgical Technician  
Terry Kennedy |
| Vinal Technical High School      | 860-344-7100     | Richard Shellman | Licensed Practical Nurse  
Regina Wrenn |
| Platt Technical High School      | 203-783-5300     | Scott Zito       | Medical Assistant  
Karen Canty |
| Norwich Technical High School    | 860-889-8453     | Nikitoula Menounos | Licensed Practical Nurse  
Jeanne Loomis |
| Stratford School for Aviation Maintenance Technicians | 203-381-9250 | Scott Zito | Aviation Maintenance Technician  
Joseph Scarduzio |
| W.F. Kaynor Technical High School | 203-596-4302     | David Telesca    | Licensed Practical Nurse  
Pamela Cramer  
Dental Assistant  
Susan Doliver |
| Windham Technical High School    | 860-456-3879     | Mark Ambruso     | Aviation Maintenance Technician  
Charles Hilton |
| Connecticut Aero Tech            | 860-566-1234     | Robert Sartoris  | Automotive Technology  
Richard Dulac  
Culinary Arts  
Joseph Fortuna  
Electronics Technology  
Brian Kelleher  
Heat, Ventilation, Air Conditioning  
David Bauchiero  
Manufacturing Technology  
Ben Russell  
Welding & Metal Fabrication  
Joseph Hanlon |
| Bristol Technical Education Center | 860-584-8433     | Luz Manson       | |
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;
- Licensed Practical Nurse Program applicants must have taken ATI's TEAS test.

Applicants must also include:
- Resume
- Documentation of having passed the following college level courses
  - Intermediate Algebra or equivalent with a “C” or better
  - English Composition or equivalent with a “C” or better

Incomplete applications will not be processed

Instructions

Complete this application and return the completed application with the required documentation specified above to the appropriate Technical High School 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: __________________________________________________________

Technical High School applying to: __________________________________________

Adult program applying for:
( ) Aviation Maintenance Technician ( ) Certified Nurse Assistant ( ) Dental Assistant

( ) Medical Assistant ( ) Surgical Technician ( ) Licensed Practical Nurse

For Bristol Technical Education Center, specify program: ___________________________

It is the policy of the Connecticut Technical High School 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 High School System does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut High School System’s nondiscrimination policies and practices should be directed to the Superintendent of Schools, Connecticut Technical High School System, 25 Industrial Park Road, Middletown, CT 06457, 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 ___

LPN program entrance test scores submitted _____ Intermediate Algebra grade 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:** ______________________

(_________________)

(_________________)

(_________________)

(_________________)

**Address:** ________________________________________________________________

(_________________) (_________________) (_________________)

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

**Mailing Address:** __________________________________________________________

(If different) (_________________) (_________________) (_________________)

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

**Birth Date:** __________________

**Place of Birth:** __________________

(_________________) (_________________) (_________________)

(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

(Note: The Certified Nurse Assistant program does not meet the minimum number of required hours to qualify for a Pell Grant. The applicant can apply for a tuition waiver if receiving aid from a means-tested program as specified on the tuition waiver form or is a senior citizen or has a veteran status.)

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 CTHSS.

( ) 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 High School System (CTHSS)
2015-2016 Full-Time Adult Student Information/Financial Obligation

**Tuition and Fees**

The tuition and fee schedule for 2015 – 2016 academic year as approved by the Connecticut State Board of Education are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Resident/Non-Resident</th>
<th>Tuition</th>
<th>Registration Fees (nonrefundable)</th>
<th>Payment Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Returning Licensed Practical Nurse</strong></td>
<td>In-State Resident returning in good standing during the 2015-2016 school year</td>
<td>Total of $11,550 payable over three semesters ($3,850 per semester)</td>
<td>$50.00 per program</td>
<td>Based on selected payment plan</td>
</tr>
<tr>
<td><strong>Returning Licensed Practical Nurse</strong></td>
<td>Non-State Resident returning in good standing during the 2015-2016 school year</td>
<td>Total of $23,772 payable over three semesters ($7,924 per semester)</td>
<td>$50.00 per program</td>
<td>Based on selected payment plan</td>
</tr>
<tr>
<td><strong>NEW August 2015 Class Licensed Practical Nurse</strong></td>
<td>In-State Resident newly enrolled</td>
<td>Total of $11,550 payable over three semesters ($3,850 per semester)</td>
<td>$50.00 per program</td>
<td>Based on selected payment plan</td>
</tr>
<tr>
<td><strong>NEW August 2015 Class Licensed Practical Nurse</strong></td>
<td>Non-State Resident newly enrolled</td>
<td>Total of $23,772 payable over three semesters ($7,924 per semester)</td>
<td>$50.00 per program</td>
<td>Based on selected payment plan</td>
</tr>
<tr>
<td><strong>Returning Aviation</strong></td>
<td>Resident returning in good standing during the 2015-2016 school year</td>
<td>Total of $6,576 payable over two years ($2,192 per installment)</td>
<td>$50.00 per program</td>
<td>August 2015 May/June 2016</td>
</tr>
<tr>
<td><strong>New Aviation (starting with December 2015 Class)</strong></td>
<td>Resident newly enrolled</td>
<td>Total of $6,576 payable over two years ($2,192 per installment)</td>
<td>$50.00 per program</td>
<td>December 2015 May/June 2016 3rd Installment in 2016-2017</td>
</tr>
<tr>
<td>Certified Nurse Assistant</td>
<td>Not applicable</td>
<td>$1,400 per eight week cohort</td>
<td>$50.00 per academic year</td>
<td>Date of first scheduled class</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>Not applicable</td>
<td>$3,710 payable over two semesters ($1,855 per semester)</td>
<td>$50.00 per academic year</td>
<td>Date of first scheduled class</td>
</tr>
<tr>
<td>Medical Assistant and Surgical Technology</td>
<td>Not applicable</td>
<td>$3,710 payable over two semesters ($1,855 per semester)</td>
<td>$50.00 per academic year</td>
<td>Date of first scheduled class</td>
</tr>
<tr>
<td><strong>Bristol T.E.C. Programs</strong></td>
<td>Not applicable</td>
<td>$3,760 payable over two semesters ($1,880 per semester)</td>
<td>$50.00 per academic year</td>
<td>Date of first scheduled class</td>
</tr>
<tr>
<td>Automotive Technology; Culinary Arts; Electronics Technology; Heating, Ventilation and Air Conditioning; Manufacturing Technology; Welding and Metal Fabrication; HVAC/R (2 years)</td>
<td></td>
<td>$7,520 payable over four semesters ($1,880 per semester)</td>
<td>$50.00</td>
<td>Date of first scheduled class each semester</td>
</tr>
</tbody>
</table>
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:

- Tuition waivers are available for veterans, students age 62 and over (subject to seat availability), and ONLY to students enrolled in the Certified Nurse Assistant program that are experiencing financial hardship;
- 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.**

Applying for a tuition waiver

Eligible students wishing to apply for a tuition waiver must complete a Tuition Waiver Request form (available at http://www.cttech.org/AdultED/index.htm) 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;
- Financial Hardship (ONLY for students enrolled in the Certified Nurse Assistant program) students requesting a tuition waiver MUST provide proof of the student’s or student’s spouse or dependent student’s parent current approval to participate in one or more of the following means-tested benefit programs:
  - Supplemental Security Income;
  - Connecticut Documentation for Food Stamps;
  - Free or Reduced Price Lunch;
  - Temporary Assistance for Needy Families (TANF);
  - Women in Crisis (WIC);
- 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 2015 IRS Tax Return in order to avoid delay and having to go back to change information or making corrections. The completion and submission of 2015 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 CTHSS Financial Aid Application Packet available from the school’s financial aid liaison.

The CTHSS deadline for applying for a Pell grant for the 2015-2016 academic year is as follows:
- Returning LPN - June 20*
- All other full-time programs (except for C.N.A.) by July 22*
- New Aviation starting December 2015 – after official acceptance into the program by November 15*
- New LPN starting August 2015 – after official acceptance into the program by July 22*
*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 CTHSS 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.

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 2015-16 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 __________________