

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 foreign transcripts (high school and college) must be translated by one of the companies approved by the SDE. [See List of Companies.](#)
- 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%20%20Application%20Packet.pdf>. The completed financial aid forms must be submitted at least 2 weeks prior to the first day of class.



Revised 6/13

Full-Time Adult Programs and School Locations

Address	Telephone Number	School Principal	Programs/Department Heads
Bullard-Havens Technical High School 500 Palisade Avenue Bridgeport, CT 06610	203-579-6333	Richard Cavallaro	Licensed Practical Nurse Karen Ivers Certified Nurse Assistant Cynthia Distasio
Eli Whitney Technical High School 71 Jones Road Hamden, CT 06514	203-397-4031	Scott Zito	Licensed Practical Nurse Anne Simko Certified Nurse Assistant Bonnie Drozdowicz Surgical Technology Karen Dempsey
A.I. Prince Technical High School 401 Flatbush Avenue Hartford, CT 06106	860-951-7112	William Chaffin	Licensed Practical Nurse Debra Dietrich Dental Assistant Janice Ferrara Surgical Technology Terry Kennedy
Vinal Technical High School 60 Daniels Street, Middletown, CT 06457	860-344-7100	Richard Shellman	Licensed Practical Nurse Regina Wrenn
Platt Technical High School 600 Orange Avenue, Milford, CT 06461	203-783-5300	Sheila Williams	Medical Assistant Karen Canty
Norwich Technical High School 7 Mahan Drive, Norwich, CT 06360	860-889-8453	Nikitoula Menounos	Licensed Practical Nurse Jeanne Loomis
Stratford School for Aviation Maintenance Technicians Great Meadow Road, Stratford, CT 06615	203-381-9250	Richard Cavallaro	Aviation Maintenance Technician Joseph Scarduzio
W.F. Kaynor Technical High School 43 Tompkins Street, Waterbury, CT 06708	203-596-4302	David Telesca	Licensed Practical Nurse Pamela Cramer
Windham Technical High School 210 Birch Street, Willimantic, CT 06226	860-456-3879	Fred Ashton Interim Principal	Dental Assistant Susan Dolliver
Connecticut Aero Tech 500 Lindbergh Dr., Hartford, CT 06114	860-566-1234	Robert Sartoris	Aviation Maintenance Technician Charles Hilton
Bristol Technical Education Center 431 Minor Street, Bristol, CT 06010	860-584-8433	Joyce Mowrey	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



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 Technology 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

□	□	□	□	□	□	□	□	□	□	□
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Applicant Student Identification number:

□	□	□	□	□	□	□	□	□	□	□
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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: _____
(Last) (Maiden) (First) (Middle)

Address: _____
(Box, Apartment, Street Name and Number)

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

Mailing Address: _____
(If different) (Box, Apartment, Street Name and Number)

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

Birth Date: _____ Place of Birth: _____
(Month/Day/Year) (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 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)
2013-2014 Full-Time Adult Student Information/Financial Obligation

Tuition and Fees

The tuition and fee schedule for 2014-2015 academic year as approved by the Connecticut State Board of Education are as follows:

Program	Resident/ Non-Resident	Tuition	Registration Fees (nonrefundable)	Payment Due Dates
Returning January 2014 Class Licensed Practical Nurse	<u>In-State Resident</u>	Total of \$11,550 payable over three semesters (\$3,850 per semester)	\$50.00 per program	Based on selected payment plan
Returning January 2014 Class Licensed Practical Nurse	<u>Non-State Resident</u>	Total of \$23,772 payable over three semesters (\$7,924 per semester)	\$50.00 per program	Based on selected payment plan
Returning Aviation	<u>Resident</u>	Total of \$6,576 payable over two years (\$2,192 per installment)	\$50.00 per program	August 2014 February 2015
New Aviation (*New August 2014; **New March 2015)	<u>Resident</u>	Total of \$6,576 payable over two years (\$2,192 per installment)	\$50.00 per program	*August 2014 *February 2014 **March 2015 ***3 rd Installment in 2015- 2016
Certified Nurse Assistant	Not applicable	\$1,400 per ten week cohort	\$50.00 per academic year	Date of first scheduled class
Dental Assistant	Not applicable	\$3,710 payable over two semesters (\$1,855 per semester)	\$50.00 per academic year	Date of first scheduled class
Medical Assistant and Surgical Technology	Not applicable	\$3,710 payable over two semesters (\$1,855 per semester)	\$50.00 per academic year	Date of first scheduled class
Bristol T.E.C. Programs Automotive Technology; Culinary Arts; Electronics Technology; Heating, Ventilation and Air Conditioning; Manufacturing Technology; Welding and Metal Fabrication; HVAC/R (2 years)	Not applicable	\$3,710 payable over two semesters (\$1,855 per semester) \$7,420 payable over four semesters (\$1,855 per semester)	\$50.00 per academic year \$50.00	Date of first scheduled class Date of first scheduled class each semester

Connecticut Technical High School System (CTHSS)

2013-2014 Full-Time Adult Student Information/Financial Obligation

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 2013 IRS Tax Return in order to avoid delay and having to go back to change information or making corrections. The completion and submission of 2013 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.

Connecticut Technical High School System (CTHSS)

2013-2014 Full-Time Adult Student Information/Financial Obligation

- 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 2014-2015 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 August 2014 – after official acceptance into the program by July 22***
 - New accepted March students starting in March 2015 by January 22, 2015.*****Applicants applying and accepted for a program after the specified deadlines can still apply for a Pell grant; however students will need to initiate tuition payments until determined eligible and Pell grant has been awarded.**
- 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 2012-13 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** _____

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM - ADULT EDUCATION FULL-TIME TUITION WAIVER REQUEST

Requests due at the School:

- The student encloses the waiver request and supporting documentation with the program application and bring/mail to the Program of his/her choice for review and approval at least four weeks prior to the first class session;
- The assigned school staff will forward the request to Central Office by the due dates specified under the school completion section.

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.

STUDENT INFORMATION

Date Submitted _____ Program: _____

Student Name _____

Street Address _____

City, State, Zip _____

Check reason type and attach copy of appropriate documentation:

Waiver Request Reason	Acceptable Documentation
<input type="checkbox"/> Veteran	1) DD-214 with proof of honorable discharge from Active Duty Service (Active Duty Training [ADT] <i>does not</i> qualify for tuition waiver); OR 2) Proof of current active duty service.
<input type="checkbox"/> Senior Citizen	Valid photo ID with DOB showing student is age 62 or older based upon seat availability.

TO BE COMPLETED BY SCHOOL

School Name _____ Waiver Number _____

Course Name/Number _____ Course Start Date _____

Principal or Designee Signature _____ Date _____

Requests due at Central Office (forwarded by the school staff with appropriate documentation/signatures):

- Full-time returning students – June 1
- Full-time new students beginning in the Fall – Two weeks prior to first class session
- Full-time new students beginning in the Spring – Two weeks prior to first class session
- SEND TO: Ada Kercadó, CTHSS, 25 Industrial Park Road, Middletown, Connecticut

SEND ATTENTION OF: Ada Kercadó, CTHSS, 25 Industrial Park Road, Middletown, Connecticut

TO BE COMPLETED BY CENTRAL OFFICE

Approved _____ Denied _____

Superintendent or Designee _____ Date _____

PLEASE NOTE: A COPY OF THE APPLICATION/REGISTRATION FORM MUST BE ATTACHED