8.0
CAREER AND TECHNICAL EDUCATION
FOR ADULTS

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8.100   ENTRANCE REQUIREMENTS AND ADMISSIONS

8.101   TABE Requirement
Adult students enrolling in Locklin Tech programs must take the Test of Adult Basic Education (TABE) as designated by the Department of Education. The TABE is used to assess a student's mastery of basic skills. Testing must be scheduled with the Student Services Office and an exam fee, as well as a photo ID, must be presented at the time of testing. Basic skills must be achieved before an adult student can receive a certificate as a program completer.

8.102   Basic Skills Deficiency
Adult students not scoring the required score on the TABE may still enroll in a program, but must also participate in Applied Academics for Adult Students ~~(AAAS)~~ to improve their basic skills scores on the TABE.

8.103   Adult Basic Education
Adult students, who do not have a diploma or GED, are encouraged to enroll with Santa Rosa Adult School ~~in Adult Basic Education (ABE) class. This class is designed to help individuals improve basic skills, prepare to retest and~~ to earn a high school diploma or GED. Students may enroll in CTE courses, provided space is available, for the cost of the $15.00 application fee. Students must be making adequate program in their ABE program and maintain good attendance.

8.104   Age Requirements
There is no maximum age limit to attend Locklin Tech.

8.105   Enrollment Date
Adult students may enroll in a program at the beginning of each semester, if space is available in that program.

8.106   Adults with Disabilities
Adult students with disabilities are encouraged to self-identify and request services if needed before or after admission to Locklin Tech. Reasonable accommodations can be made based on the needs of the individual student. Students with a documented disability who are completing a postsecondary adult CTE program, but have been unsuccessful in obtaining the designated exit criteria on the Test of Adult Basic education (TABE), may have this requirement waived. Specific procedures are available from the Student Services Department.

8.107   Ability to Benefit
An ability-to-benefit student is defined as a student beyond compulsory age of required high school attendance who has not earned a diploma or its equivalent, is not committed to earning a diploma or its equivalent, has passed the school's entrance examination, and would benefit from the technical education offered by the institution. Procedures on "ability-to benefit" are in compliance with current federal guidelines. An ability to benefit student is not eligible for financial aid.

8.108   English Language Learners (ELLs)
English Language Learners (ELLs) are encouraged to co-enroll at Santa Rosa Adult School's Learning Center for assistance while enrolled in a Locklin Tech Program.

8.109   Denial of Admission
Students may be denied admission to Locklin Tech due to the following reasons:
- previous disciplinary actions or misconduct at Locklin Tech or other educational institutions
- charged with violation of a law which resulted in probation, community service, jail sentence or revocation or suspension of a driver's license

A student may be required to provide a full statement of relevant facts and furnish the school with copies of official documents explaining the final disposition of the proceedings prior to granting admission.

Falsification on the admission application will result in denial of admission or immediate withdrawal from Locklin Tech. Expunged records do not have to be revealed.

8.200   COMPLETION OR WITHDRAWAL FROM A PROGRAM

8.201   Exit Interview

Program completers, as well as adult students exiting at a terminal occupational completion point, are required to complete an exit interview form, complete an interview, including a resume, with the Career Specialist, sign a withdrawal form and settle any financial obligations. The exit interview is required before a student can receive their Certificate of Completion.

8.202   Administrative Withdrawal

The school reserves the right to withdraw an adult student from class if, in the judgment of school officials, such withdrawal is in the best interest of the student or student body at large.

8.203   Follow-up Survey

A follow-up survey is conducted each school year on adult students who have completed a program or who withdraw with marketable skills.

8.204   Certificate of Completion

An adult student will be eligible to receive a full program completion certificate after: mastering all program competencies as required by Florida Department of Education; participating in an exit interview with Locklin Tech's Career Specialist; demonstrating mastery of basic skills (TABE) or meet exemption criteria for waiver of the TABE.; and satisfying all financial obligations to the school (fees, books, equipment, tools, etc.). The certificate will list the program's competencies and will indicate the skills mastered by the student. The certificate will also show the student's employability skills record and any industry certifications obtained in the program. A copy of the certificate will be kept in the student's file in the Student Services office.

8.300   PROGRAMS OF STUDY

8.301   Continuing Education

Continuing Education classes are offered based on need. A current schedule of continuing education programs is available in the Student Services office at Locklin Tech.

8.302   Career and Technical Programs

The Career and Technical Education programs of study at Locklin Tech are listed in the current Program Schedule. A current schedule of career and technical programs is available in the Student Services office at Locklin Tech.

8.400   TUITION, FEES, FINANCIAL ASSISTANCE AND REFUNDS

8.401   Payment of Tuition and Fees

Adult students are required to pay tuition and some program required fees prior to admittance. Tuition and fees are stated in Locklin Tech's current Program Schedule and are payable at the beginning of each semester and summer session. Additional program related costs may include lab fees, industry certification testing, uniforms, background checks and drug testing.

8.402   Pro-rated Fees

Fees are prorated nine weeks into each semester. The adult student's enrollment will terminate on the last day of each semester or summer term. Adult students must complete a new application and pay their fees prior to the beginning of a new semester. Students who do not verify Florida residency will be assessed non-resident course fees. *(*Neighboring counties are not charged Non-FL resident rates.)*

8.403   Federal Financial Aid
Federal Financial Aid is designed to assist adult students who are in need of monetary assistance for career and technical training. A financial aid counselor is available to assist students.

8.4031 Free Application for Federal Student Aid (FAFSA)
Free Application for Federal Student Aid (FAFSA) working copies are available in Student Services. Applications must be completed electronically at www.fafsa.ed.gov.

8.4032 Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Supplement Educational Opportunity Grant (FSEOG) assists Pell Grant students with exceptional financial need.

8.4033 Federal Work Study (FWS)
Federal Work Study (FWS) is a campus-based award program to benefit eligible students. FWS provides paid job opportunities to help students pay for educational expenses.

8.4034 Florida Student Assistant Grant-Career Education (FSAG-CE) and Florida Work Experience Program (FWEP)
Florida Student Assistant Grant-Career Education (FSAG-CE) and Florida Work Experience Program (FWEP) may be awarded to eligible students pending state budget approval. The Financial Aid Counselor will have more information on these programs after school begins.

8.4035 Pell Grants
Pell Grants are available to adult students demonstrating financial need. A FAFSA form must be completed electronically and evaluated before an award can be made and before a student may begin class. Federal regulations require that students maintain satisfactory academic progress in order to receive federal financial aid. If a student receives a referral for unsatisfactory progress during the probation period, his/her financial aid eligibility will be revoked. The student will be responsible for any fees incurred during the probationary period if Financial Aid is terminated.

8.4036 Reinstatement of Financial Aid
Reinstatement of financial aid can only be achieved by attending a subsequent probation period, not to exceed a nine week period, without financial aid, and maintaining satisfactory academic progress. If it is determined that the adult student could be more successful in another program,   the student may transfer. Fees must be current for reinstatement of financial aid.

8.4037 Attendance Requirement for Pell Grant
Attendance directly affects whether or not a student receives a Pell disbursement each semester. Minimum attendance hours must be met in order to earn tuition assistance. Adult students earn their Pell Grant award through continuous enrollment without interruption.

8.4038 Disbursement of Pell Grant Checks
Disbursement dates for Pell Grant checks is scheduled based on a student's scheduled attendance hours. Checks not picked up within 30 days may be cancelled and payment forfeited. The amount and disbursement date of student Financial Aid is contingent on the actual number of hours (in-class time) a student has attended. It is anticipated that the Pell Grant will be disbursed in two payments during the regular school year with another payment being awarded at the conclusion of the summer term, as applicable.

8.4039 Program Completion
~~Completion of a program of study, as defined by the course description, shall not exceed 150% of the program length based on calendar time.~~

8.4040 Ability-to-Benefit
~~Ability-to-Benefit students can no longer qualify for a Pell Grant.~~

8.4041 Appeal Process
> An appeal to the school's financial aid counselor may be made if a student has been determined ineligible for a Pell Grant. The financial aid counselor reserves the right to exercise professional judgment under unusual circumstances.

8.404   Bright Futures Scholarships
Bright Futures Scholarships are accepted as tuition payment.

8.405   Florida Prepaid
Florida Pre-paid is accepted as tuition payment.

8.406   Veteran's Affairs
Veteran's information funding is available and most programs are approved for veterans to receive benefits for full or part-time enrollment. Potential VA students should contact the nearest Veterans Administration Office for complete details. Satisfactory progress requires the student to maintain an average and acceptable performance in a program and to complete their studies within an approved amount of time in order to continue benefits. VA students who accumulate 4 or more unexcused absences during a school month may have their pay terminated and recertification is not immediate. A VA student is expected to maintain an average and acceptable performance so that he/she will complete the program within the number of hours of training that has been approved by the State Approving Agency.

8.407   Workforce Investment Act (WIA)
Workforce Investment Act (WIA) funding assists individuals who are economically disadvantaged and displaced.

8.408   Vocational Rehabilitation (VR)
Vocational Rehabilitation (VR) provides assistance to those applicants demonstrating physical and possible financial need for vocational retraining. The State of Florida Division of Vocational Rehabilitation has a counselor on the Locklin Tech campus. The office is available to evaluate applicants who may need assistance in returning to employment due to the presence of a handicap. Once eligibility for this program is established, a variety of services are available which may include funding for training, formal or vocational counseling, and placement assistance. Successful return to employment is the goal for all rehabilitation clients served by this program.

8.500   ATTENDANCE FOR ADULT STUDENTS
Attendance for adult students is recorded as excused or unexcused. Students with six consecutive unexcused absences may be withdrawn. The exception would be personal or family illness verified by a doctor's excuse or a death in the immediate family. Absences impact a student's financial aid, as well as, Veteran Affairs benefits. It is the student's responsibility to understand the policies of each of these programs related to attendance.

8.600   REFUNDS
Refunds will be made on a prorated basis during the first two weeks (10 school days) of the class. No refunds will be made after an adult student has been enrolled in class over two weeks. Refund checks may be picked up ten school days after the student's withdrawal date. The $15.00 5.00 application fee is non refundable unless a class is cancelled due to insufficient enrollment. Refunds are not given for continuing education courses unless the class is cancelled due to insufficient enrollment. Exception: For any Title IV recipient attending the institution up through the 60 percent point in each payment period (or period of enrollment), a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period (or period of enrollment), a student has earned 100% of the Title IV funds.

8.700   APPLIED ACADEMICS FOR ADULT STUDENTS (AAAS)
AAAS is These courses are designed to correct deficiencies (as determined by the Test of Adult Basic Education (TABE) scores) to enable adult students to enter and succeed in career and technical education programs and obtain subsequent employment. These skills will be presented through a diagnostic-prescription approach to learning that determines the basic skills areas that need improvement. Instructional materials are individualized to strengthen these areas. Students are encouraged to complete any AAAS remediation required within nine weeks

of their enrollment date. Achievement of basic skills is required (determined by TABE scores set by Florida Department of Education) before a program certificate can be awarded.

8.800   POLICY FOR DROPPING/ADDING CTE COURSES

8.801   Procedure for Adding Programs
Locklin Tech follows the state, local, and Council on Occupational Education (COE) policies in regard to adding or dropping programs. The need for a program is identified, labor market surveys, business/industry needs, or request of the advisory committee. The program request is submitted to the Director of Workforce Education. The Director submits the program request to the Superintendent and School Board. Notification is sent to the accrediting agency, Council on Occupational Education. Updates on all programs are reported annually to the Department of Education and COE.

8.802   Deletion of a Program
A program may be deleted by the Santa Rosa County School Board when it has been determined that the program is an unnecessary duplication or is not meeting the needs of the labor market.

8.900   TRANSFER OF CREDIT

8.901   Credits From Another School
Adult students who transfer from another technical school or have received similar training in a high school program may receive credit/hours for the training if an official transcript or other official evidence of completion is provided.

8.902   Transfer Between Programs
Adult students may not transfer from one program to another without written approval from the Student Services office. Consideration is based on the availability of space in the program requested and will only be considered at the beginning of a grading period.

8.903   Recognizing Industry Certifications
Adult students who present documented industry credentials from a certifying agency at the time of enrollment will be placed in the next level curriculum.

8.110   EQUITY COMPLIANCE
It is the policy of the School Board of Santa Rosa County to offer the opportunity for students to participate in appropriate programs, services and activities without regard to race, color, religion, national origin, sex, marital status, use of a language other than English, or disability. If a student feels he/she has been discriminated against, he/she may appeal by using the procedure and form approved by the district board and available in the principal's office.