ADMISSIONS POLICY

The Admission Policy is used to define the enrollment requirements for all student who wish to enroll at Tri-County Career Center-Adult Center as a regular student in an eligible program. Tri-County Career-Adult Center is an equal opportunity employer and follows the same policies in accepting applications from potential students. The Tri-County Career-Adult Education Center has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, faith, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status or on the basis of legally acquired genetic information. This policy follows the U. S. Department of Education, Ohio Department of Higher /Education as part of the Ohio Technical Centers, the Council on Occupational Education (COE), And the Veterans Administration Education Department.

To be eligible for admission, a student must be able to read and write English.

- Students in full time programs (Cosmetology, Medical Assisting Technology, Cyber Security and Welding Technology) must meet the following requirements:
    - Must meet with the Student Services Supervisor/Financial Aid Advisor to enroll.
    - Required to take a TABE test and meet with ASPIRE instructor.
    - Must be 17 years of age with a high school diploma, GED, or Adult Diploma issued by the Ohio Department of Education.
    - Medical Assisting has additional clinical requirements, students will receive information from the program instructor.

If Tri County Career Center – Adult Center has any reason to believe that a student's High School Diploma and/or GED is not valid, Tri County Career Center – Adult Center reserves the right to verify any Highschool Diploma/GED with the student's secondary academic institution. This may include communication with the institution's staff, obtaining of Student's academic records and transcripts, or verified letter. A student may provide Tri County Career Center- Adult Center with proof of validity at any point prior to their registration.

- Students in short courses (Fiber Optic Technician Training, Phlebotomy, Nursing Assistant, Power Line Technician Training for example)
    - Meet with the Student Services Supervisor or System Management Supervisor to register.
    - Phlebotomy and Nursing Assistance have additional clinical requirements, students will receive Information from the program instructor.

NOTE: The Cosmetology, Medical Assisting Technology, Cyber Security and Welding Technology programs are Title IV eligible. For short-term courses, students are referred to their county Ohio Means Jobs (OMJ) office for eligibility and availability, Opportunities for Ohioans with Disabilities (OOD), Ohio Bureau of Worker's Compensation Rehabilitation (BWCR), Training Readjustment ACT (TRA/TAA), and the Veterans Administration.

Adults with documented disabilities may enroll in any full-time program provided they can meet all the requirements necessary for the program. A TABE (Test of Adult Basic Education) assessment will be provided to determine the academic and career/technical levels. Upon completion of the evaluation process, students with disabilities may be referred through an agency for tuition, fees and services.