MID-EAST
Career and Technology Centers
ADULT EDUCATION

Matthew L. Sheridan
Superintendent

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Student Name (Printed):_____

Fire Training Attendance Agreement

Attendance will be taken by the Instructor for each class session. Any hours missed by the Student during the course of state certification shall be made up. NO EXCEPTIONS! The Student may only make up a maximum of 16 hours of class. A Make-up Request Sheet shall be submitted to the Program Director for review/approval prior to the Student being allowed to make-up missed hours. The Chief of the sponsoring department may be notified when the Student(s) has missed 8 hours.

The Student(s) will be charged a rate of $25.00 per hour per Instructor to make-up any missed hours. The fee shall be paid prior to the Student(s) being approved by the Program to make up the hours. The Fire Training Coordinator and the Program Director will determine if the fee will be assessed. If the Student disagrees with the assessment of the fee, he/she may appeal to the Director of Adult Education. The make-up session shall be taught by a Mid-East CTC Instructor.

The Student(s) can share the cost of the make-up hours if more than one student misses the same class. The Student(s) may also attend a class in which the same topic area is being taught in another Mid-East CTC class concurrently. In addition, an Instructor may agree to make-up the class at no cost, in which no fee will be assessed. An agreement will be signed by the Student and the Department Chief acknowledging this policy. The make-up hours shall be documented on the Attendance Make-Up Sheet.

If the Student misses more than 16 hours without prior approval from the Fire Training Coordinator, he/she will be discharged from the class. The Payee will be billed/reimbursed based on the following policy, which is also found in the Fire Training Addendum.

Procedures for Refunding Tuition Payments

Refund Policy:

% of class time	*% of tuition charged*	*% of class time*	*% of tuition charged*
1-10%	*10%*	*31-50%*	*50%*
11-30%	*25%*	*50-60%*	*75%*
61-100%		*100%*	

If the Student is receiving funding from a State Grant or other form of grant reimbursement, the Sponsoring Department will be responsible for the tuition, based on this policy even if the Student fails to meet completion criteria.

The Student as 180 days from the final day of class to make-up all hours and complete all School and State testing.

Sponsoring Department_____

Chief Name & Contact Information (Printed)_____

Department Mailing Address_____

City, State, Zip _____

I hereby authorize Mid-East CTC, Adult Education to bill the above department and address for the amount of $_____ for education costs. Payment is due even if student fails to complete the program unless otherwise stated.

Chief Signature: _____**Date**_____

Student Signature _____**Date**_____