



Adult & Continuing Education

Fall 2017 Catalogue



CV-TEC is accredited by the Commission of the Council on Occupational Education.

www.cves.org/cv-tec
(518) 561-0100 x240

Financial Aid

CV-TEC's Financial Aid Office assists students in applying for Federal, State and CV-TEC Scholarship funding in order to help them meet their education costs. However, the first responsibility for financing a student's education rests with the student. The cost of attending CV-TEC begins with tuition, fees, books and supplies. Depending upon individual circumstances and place of residence, additional costs such as living accommodations, board, transportation and a variety of personal expenses may have to be considered.

Adult students who are seeking enrollment or who are currently enrolled in CV-TEC have a variety of financial aid opportunities available to them. Depending upon eligibility, students may qualify for one or more of the following financial aid options:

Financial Aid	Source
• PELL/NDSL	Federal Title IV
• Training Grants	OneWorkSource/DOL
• Vocational Rehabilitation	ACCES-VR
• Training Grants/EPE/TANF	CV-TEC, HSED Program
• Training Grants	JCEO
• Training Grants	Veteran's Administration
• Varied Scholarships	Varied Sources/Partners

Student Loans:

Financial Aid	Source
• Guaranteed Student Loans	Federal Title IV
• Sallie Mae Loan	Sallie Mae/CV-TEC

Post-secondary students interested in applying for federal financial aid should begin by visiting the USDOE website at <https://fafsa.ed.gov/> and complete the "Free Application for Federal Student Aid" (FAFSA) process.

Questions concerning financial aid may be directed to: Mr. Chris Chaffin at 518-561-0100 x 245 or to the Student Personnel Services Office at x 241.

Veteran's Benefits

CV-TEC complies with the "Principles of Excellence" as defined in Executive Order 13607, and signed on April 27, 2012. CV-TEC recognizes the importance of serving our nation's Veterans, service members, and dependents, and of providing all students with appropriate and transparent information. CV-TEC agrees to comply with the Principles of Excellence during the 2016-17 academic year and is listed on the Department of Veteran's Affairs website at: <http://www.gibill.va.gov/>. Our point of contact for VA benefits is Lucy Marbut. Ms. Marbut is located at our Plattsburgh Main campus. (The GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill).

Ability to Benefit:

The Consolidated and Further Continuing Appropriations Act of 2015 (Pub. L. 113-235) was enacted on December 16, 2014. The new law allows a student who does not have a high school diploma (or its recognized equivalent), or who did not complete a secondary school education in a homeschool setting, to be eligible for Title IV, HEA student assistance (Title IV aid) through Ability to Benefit (ATB) alternatives, but only if the student is enrolled in an "eligible career pathway program" as defined in section 484(d)(2) of the HEA. CV-TEC makes ATB benefits available to qualifying students. Questions concerning ATB eligibility can be answered by calling 518-561-0100 x 245.

CV-TEC Adult Education Payment/Refund & Withdrawal Policy (# 4340) (Revised 9/10/14)

The Director of CV-TEC is hereby authorized to establish an adult education program for the educational, career and recreational needs of the community. The Director is authorized to establish tuition and fees and available slots in accordance with applicable law and regulation.

All adult CV-TEC students must complete the "Adult Acceptance Form" prior to admission and complete the "Adult Student Payment Agreement" indicating how the education will be funded. Tuition for long-term programs should be paid in advance to cover the entire instructional program. Two payments may be made with advance permission with 50% due before the 1st day of classes and the remaining 50% due at the mid-point of instruction. Full payment for short-term adult and community education programs must be paid at the time of registration. Adult students who are enrolled in a CV-TEC Adult Education program are entitled to a refund of tuition according to the following schedules when a request to withdraw

Adults in CV-TEC Daytime Programs:

Students are responsible for all payments based on the "Adult Student Tuition and Fees Payment Agreement".

Acceptance into some programs may incur a non-refundable deposit. This deposit is credited against the outstanding balance if a student enrolls.

Refund Policy:

- Refunds are based upon yearly tuition regardless of chosen payment plan.
- Refunds will not be made for any fees other than tuition.
- Discontinuation by a funding agency must be in writing.
- Refunds will be issued within 45 days of written notification.

CV-TEC Refunds will be calculated based on the following schedule:

	<u>Refund Percentage</u>
Withdrawal prior to or on the first day of class:	100%
Withdrawal through the first 10% of total instructional days	90%
Withdrawal between 10% - 25% of total instructional days	50%
Withdrawal between 25% - 50% of total instructional days	25%
Withdrawal after 50% of total instructional days	0%

*NOTE: For students entering a program part way through the school year, the refund is based upon the percentage of instructional days from the date of entry until the withdrawal date against the number of school days from the date of entry through the end of the school year.

This refund policy applies to all adult students, including those who may be dismissed from their course of study.

Adult Students Receiving Title IV Funding

Adult students receiving Title IV Federal Funding will be obligated to comply with all applicable federal policies.

Short Term Adult and Community Education Programs

- Full tuition is payable at the time of registration.
- A full refund will be made if classes are cancelled or closed out.
- No refund will be made after the first class.
- Refunds will be issued within 45 days of notification.

Business and Industry Training Programs

After a Business and Industry Training contract is signed the following policies will apply:
Cancellation by the business partner before the program actually begins will incur a 10% administrative charge for set up and curriculum development. After the program begins all contractual charges must be paid in full regardless of student attendance.

Contractually, students must indicate that: "I agree to pay my tuition and fees according to my selected plan. I further agree that although I may have applied for alternative funding, I am ultimately responsible for all tuition and fees incurred. By not submitting timely payments, I will be terminated from the program and not allowed to graduate. Records will not be released until all accounts are paid in full. I have also read, understand and agree to the Adult Student Tuition and Fees Payment Agreement.

International Students

Presently CV-TEC does not offer a separate International Student program. All adult applicants who meet CV-TEC application requirements are welcome to apply for admission into CV-TEC's programs.

Student Records

CV-TEC maintains students' records in accordance with the *Records Retention and Disposition Schedule ED-1*, originally issued in 1988, and revised since then. It has been prepared and issued by the State Archives, State Education Department, pursuant to Section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the *Official Compilation of Codes, Rules and Regulations of the State of New York*. Individuals interested in student record retention guidelines may visit the NYS Education Department website at: www.archives.nysed.gov. Students may access their records by completing a Student Record Access Request form. Students must make an appointment and bring the completed form with them on the date/time of their appointment.