

# Board Policy

## Adult and Continuing Education

The Board recognizes the value of education to people of all ages. As such, the Board encourages the District Superintendent, Chief Operating Officer, or designee to establish fiscally sound procedures to foster the enrollment of “adult” students in any appropriate existing program and to establish programs, where feasible, to serve this population when such service will not detract from our responsibilities to the school age residents of component school districts.

The pay rate for teachers in Eastern Suffolk BOCES-operated adult programs (e.g., General Equivalency Diploma) will be established annually by the Board.

Through its various programs for adults, ESBOCES shall seek to provide the types of occupational training and retraining needed by adults in the area to train for technical, skilled, and semiskilled jobs and to become more efficient in their current occupations.

The courses offered shall be based on public demand. ESBOCES shall strive to offer any occupational course desired when demand is sufficient to assure a minimum enrollment and when the services of a qualified instructor are available.

Adult courses shall be supported entirely through a combination of fees and tuition and funded programs. Special occupational training may be provided by ESBOCES under contract or grant with the federal and/or state government or with industrial and other business organizations.

Any adult may register for an adult occupational course or program and shall be admitted upon payment of the required tuition and fees. Admissions to adult courses shall be restricted to adults. “Adults” for the purpose of this policy shall mean high school graduates or any person who has not been enrolled in a high school for a period of at least one (1) year who is at least eighteen (18) years of age. The reason for the latter restriction is to encourage students to stay in high school until their high school graduation and to enroll in regular daytime occupational programs, which are more suitable for them.

### **Tuition and Fees**

The Director of Career, Technical, and Adult Education shall annually establish tuition and fees for adult courses. Even though the student may enroll for a sequential two (2) year (or longer) program, the Board reserves the right to raise fees and tuition after the student’s first year on the basis of changing costs and fluctuations in federal aid.

### **Refunds**

Full tuition refunds, less a thirty-five dollar (\$35) withdrawal fee, will be made upon written request five (5) business days prior to the first class meeting. Full tuition refunds will be made in the event a course is cancelled. A refund of ninety percent (90%), less a thirty-five dollar (\$35) withdrawal fee, will be given if a written request is received less than five (5) business days prior

to the first class meeting. A refund of seventy-five percent (75%), less a thirty-five dollar (\$35) withdrawal fee, will be made if a student withdraws after the first class meeting and twenty-four (24) hours prior to the second class meeting. The cost of books will also be deducted from the refund. No refunds will be made after the second class. There are no exceptions to this refund policy. Refunds other than charge cards will take at least four (4) to six (6) weeks to process.

This policy does not apply to the Licensed Practical Nursing Program.

### **Combining of Classes/Cancellation**

The Board reserves the right to combine classes at one center or to cancel a course entirely in a class of under-enrollment.

### **Senior Citizens**

Senior citizens sixty-two (62) years of age or over may attend continuing education classes on a space available basis at a ten percent (10%) discount. Any charges for supplies and textbooks must be paid in full by the student.

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