

Berks Career & Technology Admission Policy

Adult Day School students are integrated into the high school program. Applicants are accepted on a space available basis. Berks Career & Technology Center has an open admissions policy. All applicants must be beyond their normal graduation date and have received a High School Diploma or GED. If the High School Diploma was not earned in the USA, it must meet the Academic Diploma Translation for Foreign Credential Evaluation standard. Any costs related to the translation/evaluation of the High School Diploma or GED is the responsibility of the student.

Prior to enrollment, applicants must meet with the Director of Continuing Education for a tour and begin the application process. All applicants are required to pass state and federal background checks and a child abuse clearance as part of the application process.

Once we receive your application and application fee, we will contact you for an interview. If accepted into the program, you will receive an acceptance letter to confirm enrollment.

CLOCK HOURS

Each Clock Hour consists of a 60 minute period consisting of classroom theory, hands-on learning, and tests. Student clock hours awarded are based on the approved academic calendar. Berks Career and Technology Center, upon review of student transcripts, will consider the transfer of clock hours to BCTC.

TUITION AND FEES

Adult students are required to pay tuition based on an annually approved tuition rate. Students are required to purchase uniforms, books/workbooks, tools, personal protective equipment and pay for certifications as required by their program of study.*

TUITION PAYMENT POLICY

Tuition payment is required at the beginning of each payment period within 2 weeks of receiving a tuition statement. There are two payment periods per school year in August and January. Payment plans are available with an initial payment and must be approved by the Continuing Education Administrator prior to enrollment.

TUITION ASSISTANCE

Berks Career and Technology Center participates in various federal, state and local financial aid programs. The purpose of financial aid is to provide assistance to students of financial need who, without financial aid, would be unable to pursue an education. Listed below are the Financial Aid resources available to BCTC students who qualify.

• Federal Pell Grant • Federal Direct Stafford Loan Program Subsidized Stafford Loan Unsubsidized Stafford Loan • Federal Parent PLUS Loan

Each applicant for Federal Financial Assistance must complete and submit the Free Application for Federal Student Aid (FAFSA) for processing. The FAFSA is available on-line at <https://fafsa.ed.gov>. Enter BCTC school code 040413.

• PHEAA – Pennsylvania Targeted Industry Program (PA-TIP) — Apply online at www.pheaa.org/pa-tip • Veteran's Education Assistance • Office of Vocational Rehabilitation • CareerLink

** For more information regarding tuition, fees and other adult student consumer information go to berkscareer.com/ace-consumer-information/*