



MARION TECHNICAL COLLEGE
PLANS AND PROCEDURES MANUAL

CWE – Fee Based
Policies and Procedures

EFFECTIVE SCHOOL YEAR: 2022-2023

REVISED: February 2023

A DIVISION OF THE MARION COUNTY PUBLIC
SCHOOLS, AN EQUAL-OPPORTUNITY SCHOOL DISTRICT

CWE courses

Credit Card Paying Student for Firefighting CWE

- Student signs up for a course on Mariontc.edu Continued Workforce Education and pays for a course online. Please do not take payment with a credit card for Firefighting CWE unless notified by Raquel.

Check or Cash Paying Student for Firefighting CWE

- If a student is paying with cash or check student must confirm a seat is available in the course with Raquel by calling or emailing. If a student arrives at student fees, they must get confirmation from Raquel 352-369-2875
- If a seat is available, the student must create an account in FOCUS. Students will be directed to Student Services for assistance in creating a FOCUS account.
- The registrar must schedule students and invoice for CWE. Students may now pay in Student Fees with cash or check.

Businesses paying for groups of students will be invoiced after the first day of the course. Tracking of students attending will be kept with the Marion Technical College program clerk.

If a unique situation may arise, please get in touch with Raquel.