



Adult General Education Expectations/Expectativas de la Education General Adulta

INITIAL EACH BOX BELOW/ESCRIBA SUS INICIALES EN CADA CASILLA A CONTINUACION

Attendance Policy/Politica de asistencia:

- If I am absent from campus class six consecutive days or do not meet my time-on-task requirements for online classes, I will be withdrawn from that class.
-Si estoy ausente de la clase de campus seis días consecutivos o no cumpla con los requisitos de tiempo en la tarea para la clase en línea, seré retirado de esa clase.
- If I am withdrawn from a campus class or online class for attendance or not meeting my time-on-task requirements, I will be given one chance to re-enroll in that class during the term. I will have to pay the \$15 re-enrollment fee.
-Si me retiran de una clase de campus o clase en línea por inasistencia o por no cumplir con los requisitos de tiempo en la tarea, se me dará una oportunidad de volver a inscribirme en esa clase durante el semestre. Tendré que pagar la tarifa de reinscripción de \$15.
- If I am absent from a class for 30 calendar days in a row, I may not re-enroll in that class.
-Si estoy ausente de una clase durante 30 días consecutivos, no podré volver a inscribirme en esa clase.
- If I am absent from school for 90 calendar days in a row, I may not be permitted to enroll in classes for the rest of the school year.
-Si estoy ausente de la escuela durante 90 días consecutivos, es posible que no se me permita inscribirme en clases por el resto del año escolar.

Classroom Expectations/Expectativas en el aula de clases:

- Cell phones and other electronic devices may not be used in classrooms.
-No se permiten teléfonos celulares ni aparatos electrónicos.
- The student must abide by the attendance policy described above.
-El estudiante deberá cumplir con la política de asistencia descrita anteriormente.
- The student is expected to be on time and remain in class for the full duration.
-Se espera que el estudiante llegue a tiempo y permanezca en clase durante toda la duración de la misma.
- ID badges must be worn above the waist at all times. Students who forget their badge may purchase a new badge, go home, or have someone bring the badge before going to class.
-Las credenciales de identificación deben usarse por encima de la cintura en todo momento. Los estudiantes que olviden su identificación pueden comprar una nueva, irse a casa o pedirle a alguien que la traiga antes de ir a clase.
- The student must sign in and out of class when entering or leaving.
-El estudiante deberá firmar su entrada y salida de clase al entrar o salir.
- Students MUST post-test before the end of the term. Those who do not post-test will not be permitted to register for the next term.
-Los estudiantes DEBEN realizar una prueba posterior antes del final del semestre. Aquellos que no realicen la prueba posterior no podrán registrarse para el próximo semestre.

Dress Code and General Appearance/Código de vestimenta y apariencia general:

- Hats or hat-like apparel is not permitted on the campus.
-No se permiten sombreros o prendas similares a sombreros en el campus.
- Students must wear shoes; no bedroom slippers.
-Los estudiantes deben usar zapatos; no zapatillas de dormitorio.
- Shirts, pants and other apparel and belongings with inappropriate messages will not be permitted.
-No se permitirán camisas, pantalones y otras prendas o pertenencias con mensajes inapropiados.
- Undergarments must not be visible.
-La ropa interior no debe ser visible.

Disciplinary Process/ Proceso Disciplinario:

- First Offense: The student will receive a verbal reprimand from the teacher. All referrals are sent to the career education facilitator (CEF) and the program specialist (PS).
-Primera Ofensa: El estudiante recibirá una amonestación verbal por parte del maestro. Todos los reportes de ofensas se enviarán al facilitador de educación profesional (CEF) y al especialista del programa (PS).
- Second Offense: The student will meet with the CEF and PS and will be suspended for 3 days. Upon returning from suspension, the student will be required to sign a Corrective Action form.
-Segunda Ofensa: El estudiante se reunirá con el CEF y PS y será suspendido por 3 días. Al regresar de la suspensión, el estudiante deberá firmar un formulario de acción correctiva.
- Third Offense: The student will meet with the CEF and PS and will be administratively withdrawn from the program.
-Tercera ofensa: El estudiante se reunirá con el CEF y PS y será dado de baja administrativamente del programa.

Sexual Predator and Sexual Offender Notification/ Notificación de depredador sexual o delincuente sexual:

- <https://offender.fdle.state.fl.us>
- 1-888-357-7332

To inform individuals applying for or receiving services, in writing, that their personal and confidential information/ Para informale a los individuos aplicando o recibiendo servicios, que su información personal y confidencial:

- a) Will be shared only among the WIOA core program partner staff and subcontractors;
Se compartirá únicamente entre el personal y los subcontratistas del socio del programa principal de WIOA;
- b) Will be used only for the purpose of conducting an employment data match and that further disclosure of personal confidential information or records is prohibited; and
Se utilizará únicamente con el fin de realizar una comparación de datos laborales y se prohíbe la divulgación adicional de información o registros personales confidenciales; y
- c) Will not be shared among **WIOA** core partners if the individual declines to share personal confidential information or records and that declining to share will not impact eligibility for services.
No se compartirá entre los socios principales de WIOA. Si el individuo se niega a compartir información o registros personales confidenciales, esa negación a compartir, no afectará la elegibilidad para los servicios.

I have read, understand, and acknowledge the above statements:
He leído, entiendo y reconozco las declaraciones anteriores:

Print Name: *Nombre y apellido*

Signature: *Firma*

Date: *Fecha*



Permission to Release Information / Emergency Contact

Date: _____

Student's Name: _____ Last Four SS# _____
(Last) (First) (MI)

PLEASE CHECK THE PERMISSION BOX THAT APPLIES:

I give permission to release and /or discuss my academic and personal information to the individual(s) listed below. I understand that I can rescind this permission at any time by making a written request.

Permission granted to: (PLEASE PRINT LEGIBLY)

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone#: _____

Name: _____ Relationship: _____ Phone#: _____

I decline permission to release and /or discuss my academic information.

PLEASE CHECK THE PERMISSION BOX THAT APPLIES:

I **give permission** for my information to be shared among the WIOA core program partner staff and subcontractors. My information will only be used for the purpose of conducting an employment data match and that further disclosure of personal confidential information or records is prohibited.

I **decline** the sharing of my information among the WIOA core program partner staff and subcontractors. (Declining will not impact my eligibility for services.)

EMERGENCY CONTACT:

Name: _____ Relationship: _____

Address: _____

Phone Number: _____

Email Address: _____

Student Signature: _____



Permiso para Divulgar Informacion / Contacto de Emergencia

Fecha: _____

Nombre del Estudiante: _____ Cuatro últimos dígitos del seguro social _____
(Apellido) (Nombre) (Inicial del segundo nombre)

POR FAVOR MARQUE LA CASILLA DE PERMISO QUE APLICA:

Doy permiso para divulgar y / o discutir mi información académica y personal a las personas enumeradas debajo. Entiendo que puedo rescindir este permiso en cualquier momento mediante una solicitud por escrito.
Permiso otorgado a: (ESCRIBA EN LETRA LEGIBLE)

Nombre: _____ Relación: _____ Teléfono #: _____

Nombre: _____ Relación: _____ Teléfono #: _____

Nombre: _____ Relación: _____ Teléfono #: _____

Declino el permiso para divulgar y / o discutir mi información académica

POR FAVOR MARQUE LA CASILLA DE PERMISO QUE APLIQUE:

Doy permiso para que mi información se comparta entre el personal y los subcontratistas del socio principal del programa WIOA. Mi información solo se utilizará con el fin de realizar una comparación de datos laborales y se prohíbe la divulgación adicional de información o registros personales confidenciales.

Rechazo compartir mi información entre el personal y los subcontratistas de los socios del programa principal de WIOA. (Esta negación no afectará mi elegibilidad para recibir servicios).

CONTACTO DE EMERGENCIA:

Nombre: _____ Relación: _____

Dirección: _____

No. de Telefono: _____

Dirección de Correo Electrónico: _____

Firma del Estudiante: _____

Marion Technical College Refund Procedures

Marion Technical College has fair and equitable procedures for the refund of tuition, fees, and other charges uniformly administered and published in the MTC catalog. These procedures comply with the guidelines published by the Council on Occupational Education (COE) and Federal Title IV regulations. All refunds shall be accounted for, and audit trails maintained in accordance with Chapter 8 of the Financial and Program Cost Accounting and Reporting for Florida Schools (AKA – Red Book). Refunds, when due, will be made without requiring a request from a student and will be processed within 45 days; students with VA Education Benefits will be processed in 40 days.

1. Refunds for Programs/Class/Courses Cancelled by the Institution:
 - A. Tuition and fees collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
2. Refunds for Students Who Withdraw on or Before the First Day of the Term:
 - A. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of class, no more than \$100 of the tuition and fees may be retained by the institution.
3. Refunds for Withdrawal After Term Commences:
 - a. Tuition refunds for students enrolled in CCP programs of 600 hours or greater are as follows:
 1. If a student withdraws during the first five (5) days of the term – 100% of tuition and lab fees will be refunded.
 2. If a student withdraws after the fifth day of the term – there will be no refund.
 - b. Tuition refunds for students enrolled in CCP programs of 600 hours or greater are as follows:
 1. If a student withdraws during the first five (5) days of the term – 100% of tuition and lab fees will be refunded.
 2. If a student withdraws after the fifth day of the term – there will be no refund.
4. Refunds for Students Enrolled in Continuing Workforce Education, Community Enrichment Classes or Limited Contract Classes:
 - a. All fees are non-refundable for courses related to Continuing Workforce Education (CWE), Community Enrichment Classes or Limited Contract Classes.
5. Students Administratively Dismissed:
 - A. Students administratively dismissed will not be eligible for a refund.
6. Waiver, Voucher and Agency Payment:
 - a. Students who pay fees but are entitled to a waiver, voucher or agency payment shall be entitled to a refund of fees only if required evidence is presented to the school within fifteen (15) school days of the beginning of a term.

Additional Refund Procedures:

- \$50 processing fee will be charged except for an administratively cancelled Program.
- No refunds on books, supplies, insurance, fingerprinting, or testing fees if received by student or organization.
- Application fees are non-refundable.
- No refund will be given for fees used to purchase required program professional liability/accident insurance.
- No refunds will be made until ALL financial obligations have been verified by appropriate personnel.
- If student tuition has been paid by the MTC Financial Aid fund or a sponsoring agency, the refund will be returned to the MTC Financial Aid fund or the agency that sponsored the student. Students are responsible for any unpaid tuition and fees.

- When a student withdraws and is due a refund, the refund will be processed within 45 days; students with VA Education Benefits will be processed in 40 days. No funds will be held for future use.
- Payments made by credit/debit card will be refunded to the same credit/debit card used for payment. Convenience fees will not be refunded on credit/debit card transactions unless the class is Administratively cancelled. Cash/check payments will be refunded by a school district check. The check will be made payable and mailed to the name on the original receipt.
- Official transcripts will be held until ALL debts owed to the school are paid.
- Students who feel they have been treated unfairly may appeal using the student grievance procedure as presented in the Student Handbook.
- AGE/ESOL –No refunds after the third scheduled day of class.
AGE/ESOL –No hay reembolsos después del tercer día de clases



Initial/
Iniciales

Print Name: ***Nombre y apellido***

Signature: ***Firma***

Date: ***Fecha***



Authorization for Release of GED® Test Records
Autorización para la divulgación de registros de exámenes de GED

This form is used to obtain permission from GED® test takers to share GED® test records with staff of the school district/college/institution specified. GED® test records will not be shared with any other entity than the one designated.

-Este formulario se utiliza para obtener permiso de los examinados de GED® para compartir los registros del examen de GED® con el personal del distrito escolar/universidad/institución especificada. Los registros de los exámenes GED® no se compartirán con ninguna otra entidad que no sea la designada.

I give my permission to the staff of: **MARION TECHNICAL COLLEGE** to view, download, and/or store my GED® test scores for the following purposes:

-Doy mi permiso al personal de: MARION TECHNICAL COLLEGE para ver, descargar y/o almacenar los puntajes de mis exámenes GED® para los siguientes propósitos:

- Graduation ceremony invitation
-Invitación a la ceremonia de graduación
- GED® preparation opportunities
-Oportunidades de preparación para el GED®
- Accountability and performance reporting
-Rendición de cuentas y presentación de informes de desempeño

Print Name: ***Nombre y apellido***

Signature: ***Firma***

Date: ***Fecha***

This authorization must only be presented to the tester after the GED® testing experience. The form cannot be presented during testing intake procedures.

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Esta autorización sólo debe presentarse al evaluado después de la experiencia del examen de GED®. El formulario no se puede presentar durante los procedimientos de admisión de pruebas.

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Student Photo/Video Release Form

I, _____ (please print), grant permission to Marion Technical College and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me, or members of my family, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby waive any right to inspect or approve the finished photograph/video or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied. I hereby release Marion Technical College and its legal representatives for all claims and liability relating to said images or video. I release MTC, its officers, employees and agents, from any and all claims of harm and liability as a result of any distortion, blurring, or alteration, optical illusion, or use in composite form, either intentionally or otherwise which may occur from making, showing, using or distributing these photographs/video. Furthermore, I grant permission to use my statements that were given during an interview or guest lecture, with or without my name, for the purpose of advertising and publicity without restriction. I waive my right to any compensation.

Formulario de autorización de fotografía/vídeo del estudiante

Yo, _____ (nombre apellido), otorgo permiso a Marion Technical College y sus agentes y empleados el derecho irrevocable y sin restricciones de reproducir las fotografías y/o imágenes de video tomadas de mí, o de miembros de mi familia, con fines de publicación, promoción, ilustración, publicidad comercio, de cualquier forma o en cualquier medio. Por la presente renuncio a cualquier derecho de inspeccionar o aprobar la fotografía/video terminado o copia publicitaria o material impreso que pueda usarse junto con el mismo o al uso eventual que pueda aplicarse. Por la presente libero a Marion Technical College y a sus representantes legales de todos los reclamos y responsabilidades relacionados con dichas imágenes o videos. Libero a MTC, sus funcionarios, empleados y agentes de todos y cada uno de los reclamos de daño y responsabilidad como resultado de cualquier distorsión, borrosidad o alteración, ilusión óptica o uso en forma compuesta, ya sea intencionalmente o de otro modo, que pueda ocurrir al hacer, mostrar, usar o distribuir estas fotografías/videos. Además, doy permiso para utilizar mis declaraciones que fueron dadas durante una entrevista o conferencia invitada, con o sin mi nombre, con fines publicitarios y publicitarios sin restricciones. Renuncio a mi derecho a cualquier compensación.

Please sign and fill out the following:

Por favor firme y complete lo siguiente:

Print Name: *Nombre y apellido*

Signature: *Firma*

Date: *Fecha*

Email: *Dirección de Correo Electrónico*

I decline the above/*Rechazo lo anterior*

Initial/
Iniciales