

COUNCIL ON OCCUPATIONAL EDUCATION

The Ulster BOCES Adult Education department offers dynamic training opportunities inviting students to advance in high-demand occupations. Our nationally accredited training is designed to be hands-on, work-orientated and lead to gainful employment in a career you can be proud of



Ulster BOCES Adult Education Post-Secondary Programs are accredited through:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Telephone: 770-396-3898 or 800-917-2081 • Facsimile: 770-396-3790
www.council.org

Programs accredited by the Council include Practical Nursing, Surgical Technology*, and Adult Cosmetology.*

ADMISSIONS REQUIREMENTS

- 1) Complete all application and admission paperwork
- 2) Study and sit for an entrance exam if required for your program area
- 3) Once accepted into the program, all Practical Nursing & Surgical Technology applicants must:
 - Complete the Financial Aid Information Session online at www.ulsterboces.org/financialinfo
 - Contact the Financial Aid office for an appointment

LET US HELP YOU FUND YOUR NEW CAREER TRAINING!

Federal Student Aid may be available for eligible Practical Nursing & Surgical Technology applicants. Apply online at <https://fafsa.gov>.

This aid may assist students meet certain program costs, and education related expenses. Some funding options are:

- Pell Grants [free money from the federal government]
 - Student Loans [loans from the government, must be repaid plus interest]
 - 0% Payment Plans [for remaining balances, and self-pays]
- Contact the Financial Aid Office for information or assistance

ADULT CAREER EDUCATION CENTER MAIN CAMPUS

Route 9W, PO Box 601 • Port Ewen, NY 12466

Phone: 845-331-5050

Fax: 845-339-8797

Location of Adult Cosmetology

ADULT EDUCATION AT LAKE KATRINE

727 Grant Avenue • Lake Katrine, NY 12449

Phone: 845-382-1281 ext. 2218

Location of Practical Nurse & Surgical Technology

FINANCIAL AID OFFICE

727 Grant Avenue • Lake Katrine, NY 12449

Primary contact:

finaid@ulsterboces.org

REFUND POLICY FOR POST-SECONDARY PROGRAMS

For courses over 100-hours in duration, a refund of tuition and fees may be due in the event that BOCES cancels a class or if a student does not begin program. Ulster BOCES offers a fair and equitable refund policy which is uniformly administered consistent with COE guidelines. Withdrawal decisions are submitted in writing or during an in-person meeting with a Program Coordinator. If a student ceases to attend without formal notification, Administration will determine the official withdrawal date and refund or charge the student accordingly. Refunds due to students are transacted within 45 days:

- After the planned start date, for those who do not begin program
- From the last day of attendance, if formal notification was provided
- From the date the institution terminates or determines withdrawal by the student

When refunds are due they are processed automatically. Payments originally made by credit card will be refunded directly back to the card. For cash and check payments, refunds are issued by check. Refund amounts are based on the following conditions:

- If Ulster BOCES cancels a class, 100% of the deposit fee and tuition will be refunded.
- * If a student opts not to begin classes or withdraws on the first day of class, 100% of any tuition paid will be refunded, and not more than \$100 of the deposit will be retained.
- 90% of tuition is refunded if the student withdraws after the first day of class through the first 10% of the enrollment period. All fees are retained by Ulster BOCES.
- 50% of tuition is refunded if the student withdraws after the first 10% and before 25% of the enrollment period has elapsed. All fees are retained by Ulster BOCES.
- 25% of tuition is refunded if the student withdraws after the first 25% and before 50% of the enrollment period has elapsed. All fees are retained by Ulster BOCES.
- After 50% of the enrollment period passes, Ulster BOCES will retain all monies received.
- **For Federal Student Aid recipients who do not complete their program:** As mandated by federal law, the school must complete a federal 'Treatment of Title IV Funds When a Student Withdraws' worksheet within 30 days from the date the school determined the student withdrew. The worksheet determines federal aid earned and/or aid to be returned. Students are notified in writing of the results. A copy of the worksheet is available from the Financial Aid office upon request.