

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: ADULT EDUCATION

ADOPTED: October 20, 2011

REVISED:

	125. ADULT EDUCATION
1. Purpose	The Joint Operating Committee recognizes the value of educational growth and advancement to adult members of the community and the need of both adults and minors for education programs.
2. Authority SC 502, 1801, 1805 Title 22 Sec. 4.3 SC 1850.1	<p>The Joint Operating Committee may establish and maintain a program of adult education based upon the needs and interests of the residents, consistent with the educational goals and policies of the center.</p> <p>The Joint Operating Committee may employ staff, utilize available facilities, supply instructional and supplementary materials, and provide administrative leadership required to maintain the adult education program. The Joint Operating Committee shall establish the tuition rate for each course offered in the adult education program.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall:</p> <ol style="list-style-type: none"> 1. Utilize appropriate staff members. 2. Assess the needs and resources of the community. 3. Develop a program of adult education and present that program to the Joint Operating Committee for approval. 4. Develop and implement means to inform the public of adult education offerings.
4. Guidelines	<p><u>Registration Costs</u></p> <p>The Joint Operating Committee reserves the right to charge registration costs for any adult education programs.</p>

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<p>School Code 502, 1801, 1805, 1850.1</p> <p>PA Code Title 22 Sec. 4.3</p>	<p>First priority for enrollment in the adult education programs will be granted to residents of the participating school districts. When quotas and space permit, nonresidents of the attendance area may participate in the programs.</p> <p>Costs per course charged to participants in the adult education programs of the center shall be set and approved by the Joint Operating Committee.</p> <p>Lab fees may be charged for consumable materials in certain courses.</p> <p>The following conditions shall apply to the return of fees when a student withdraws from a course:</p> <ol style="list-style-type: none">1. Fees may be returned if a student withdraws prior to the first class session.2. All fees will be returned if a course is cancelled due to insufficient enrollment or any other administrative reason.3. No fee shall be returned after the student has begun attending classes.
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