



Boone Career and
Technical Center

Your Goals. Our Mission.

Default Management Plan

OBJECTIVE:

Boone Career and Technical Center does not offer student loans. However, BCTC does offer students the ability to defer tuition payments.

SCOPE OF SERVICES:

Prospective students receive guidance from faculty members to complete the Free Application for Financial Aid (FAFSA) and meet with the financial aid counselor to determine their eligibility. Upon enrollment, each student meets with the adult programs secretary to review financial aid and arrange a payment plan when aid does not cover the total cost of attendance.

Tuition Payment Arrangements:

Students are required to make tuition payment arrangements by either completing the financial aid process or signing a tuition payment agreement to make monthly payments with the financial aid office before starting his/her program of training. All students (including alternates) are given two weeks from the first day of class to complete this process or the student will be dismissed from the program of training. Students must pay a minimum of fifty percent (50%) of the total tuition by the mid-term point of the program in which they are enrolled.

Previous Balances:

If a student owes a tuition balance from previously attending BCTC, the student will be denied starting into a program of training until the balance is paid in full. The student can enroll while making payment on the outstanding balance; however, the balance must be paid in full 2 weeks before attending classes. This includes any balance on account owed because of (Title IV aid, Pell Grant, and/or Direct Loan) being returned due to student withdrawal or failing out of a program of training. Current-year financial aid cannot be used to cover any previous balance.

Payments of miscellaneous school-related expenses are due upon receipt. A student may sign for these expenses ONLY if the student has a written contract with another sponsoring agency stating the agency will pay for these expenses.

ALL TUITION MUST BE PAID IN FULL TWO WEEKS BEFORE THE STUDENT'S LAST DAY OF CLASS:

Personal checks will not be accepted 3 weeks before completion of the program. A certificate of completion will not be issued and school-related information, such as attendance records and grade transcripts, will not be released until all tuition has been paid in full. Students enrolled in programs of training that require a certification or licensure exam at the end of the program will not be permitted to take the exam until all tuition has been paid.

Note: a returned check fee of \$30 will be charged for any personal check that is returned for insufficient funds, etc.

BUDGETARY RESOURCES:

Boone Career and Technical Center receives funding from the West Virginia Department of Education (WVDE) to administer and support Advanced Career Education (ACE) programs. ACE Program Block funds are awarded to implement instruction. The amount of funding received is based on the percentage of students enrolled in programs per full-time equivalent (FTE).

ACE Program Block Funds:

These funds are available to operate and manage ACE programs. These funds support faculty salaries/stipends, instructional equipment and supplies, and curriculum.

ACE Advantage Block Funds:

These funds are utilized to reduce student costs for ACE programs.

MAJOR ACTIVITY:

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EVALUATION/STAKEHOLDERS:

This plan is evaluated annually by the BCTC administrator/director and ACE faculty (instructors, financial aid counselor, and adult programs secretary) and revised as needed.