



Scioto County Career Technical Center  
Post-Secondary Education

**Information Technology Professional**

**Getting started at Scioto Tech**

\*Program Cost: \$8,124.00

**2017-2018 Entrance Requirements**

Program Hours: 900

<b>Application</b>	
<input type="checkbox"/> Complete and Submit Application for Admission.	<u>Post-Secondary Office</u> 740.259.5526
<input type="checkbox"/> Submit high school diploma or GED certificate.	
<b>WorkKeys (Pre-entrance Cost)</b>	
<input type="checkbox"/> Schedule WorkKeys Pre-Entrance Exam.	<u>Post-Secondary Office</u> 740.259.5526
<input type="checkbox"/> Required scores: Math 4; Locating Information 4; Reading 4.	
<input type="checkbox"/> Testing fee \$60.00 (cash, check, money order or major credit card).	
<input type="checkbox"/> Picture ID required.	
<b>Financial Aid/Financial Arrangements</b>	
<input type="checkbox"/> Apply for Financial Aid by completing a FAFSA application at <a href="http://www.fafsa.gov">www.fafsa.gov</a> (Federal PELL Grants & Direct Student Loans).	<u>Financial Aid Office</u> 740.259.5526
<input type="checkbox"/> Schedule appointment with Financial Aid Coordinator to review financial aid application, veterans' benefits, and/or other payment options.	
<input type="checkbox"/> You must have awarded financial aid, set-up payment plan or paid program costs by the deadline date given at the program orientation.	
<b>Informational</b>	
<input type="checkbox"/> Attend a program informational meeting for acceptance into the program.	<u>Post-Secondary Office</u> 740.259.5526

Potential outside agencies to contact for funding or additional funding to cover program cost. Contact agencies at least 30 days prior to program start date.

- o Bureau of Vocational Rehabilitation - 4303 Old Scioto Trail, Portsmouth, Ohio 740.354.7951
- o Bureau of Workers' Compensation - 1005 4<sup>th</sup> Street, Portsmouth, Ohio 740.354.7974
- o CAO - Workforce Investment Act (WIA) - 433 Third Street, Portsmouth, Ohio 740.354.4531
- o Workforce Investment Act (WIA) - 941 Market Street, Piketon, Ohio 740.289.2371

\*Program costs do not include pre-entrance costs. Pre-entrance costs are the sole responsibility of the student.





Scioto County Career Technical Center  
Post-Secondary Education

For Office Use Only

**Application for Admission**

Please print clearly and return to the SCCTC Post-Secondary Office, 951 Vern Riffe Drive, Lucasville, OH 45648, Phone 740.259.5526, Fax 740.259.8312.

\*\*All questions must be answered. If not applicable, answer N/A.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ MI \_\_\_\_\_ Maiden Name \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Program(s) of Interest: \_\_\_\_\_ Program start date(s): \_\_\_\_\_

High School Attended: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

High School Location: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

Year GED Earned: \_\_\_\_\_

(Please attach a copy of your diploma or GED certificate with this application)

**Education Advancement:**

List all career technical centers, colleges, and/or universities previously attended:

Name of Institution: \_\_\_\_\_ Type of Degree \_\_\_\_\_

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**Equal Opportunity Statement**

Scioto County Career Technical Center does not discriminate in admission, access, or treatment in programs, and activities or employment policies or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, or disability. Inquiries regarding Title IX may be directed to the Title IX coordinator at 740.259.5522 ext. 2234.

**Alternate Contact Information:**

Name: _____	Relationship: _____		
Home Phone: _____	Cell Phone: _____		
Address: _____	_____	_____	_____
Street	City	State	Zip

I authorize the Scioto County Career Technical Center, Post-Secondary Education, to obtain and exchange any information about myself as required from past and future employers, training facilities, and other organizations for the purpose of determining eligibility, suitability, and providing services. This also includes obtaining any income verification from employers, public assistance agencies, and/or any other social service agency.

I certify that the statements included in this application are accurate and true to the best of my knowledge. I understand that my enrollment is voluntary and that I shall not hold the Board of Education or school officials responsible for injury resulting from my actions or conduct.

I have read and agree to all the above:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mission Statement**

The mission of Scioto County Career Technical Center, the region’s driving force for re-energizing the economy, is to provide a superior workforce through personalized training, new technologies, and community partnerships.

**Refund Policy**

Full-Time/600+ hours
A 100% refund* of tuition and lab fees if the student withdraws in the 1st week of the term.
A 75% refund * of tuition and lab fees if the student withdraws within the 2 <sup>nd</sup> week of the term.
A 50% refund* of tuition and lab fees if the student withdraws within the 3 <sup>rd</sup> week of the term.
No refund after the 3 <sup>rd</sup> week of the term.
*Excludes any expenses incurred by the school such as assessments already taken, books, tools, etc.

Short-Term/up to 599 hours
If a program is cancelled for any reason, or a student withdraws prior to the start date of a program, a 100% refund will be given.
No refund will be given after the start date of the program.