

Garnet Career Center Admission Policy

The institution's admission policies and procedures are clearly stated, consistently applied, non-discriminatory, published, and consistently communicated to students. Garnet Career Center's admission policy is clearly and concisely stated in written form and is included in the student handbook, the program brochures, program flyers, in Plan of Instruction, and the institution's website. The admission policy is reviewed annually by the Local School Improvement Council/School Wide Advisory Committee. The principal of Garnet Career Center consistently reviews and verifies the admission policy as needed on all publication formats. The policy is used consistently in all publications such as: handbook, institution's website, program brochures, advertisements, and flyers in each classroom. By design and implementation, the policy and procedures governing admissions to Garnet Career Center's programs are nondiscriminatory to any eligible applicant regardless of race, color, creed, religion, sex, age, disability, marital status, or national origin.

Garnet Career Center has an appropriate hard-copy and an on-line publication which it uses to accurately present information regarding admission policy and procedure. At the beginning of their program, each student is electronically provided a student handbook available at www.garnet.edu. The admission policy and applications are located on the institution's website as well as in program brochures and in the admission packets, which are given to all new potential students. The principal of Garnet Career Center routinely verifies that all publications, both hardcopy and online, consistently articulate the school's admissions policies. Before any publication or website change is made, the Principal in collaboration with the department chairs review and verify for accuracy before the information is released to the public.

ADMISSION POLICY

Entrance requirements vary by program. All adults must present an original high school diploma, GED, or TASC (or a sealed transcript if the diploma, GED, or TASC report is not available). Individual programs may have more specific documentation requirements. Other requirements may include pre-entrance testing, physical exams, driver's license, etc. Any student that falsifies or omits required information on required documents is subject to immediate termination. Garnet reserves the right to refuse admission to any applicant. Diploma, transcript, and/or GED/TASC report must be from a public or accredited private entity.

ADMISSIONS POLICY FOR FULL-TIME PROGRAM

All students applying for admission to the career and technical programs are required to complete and submit the following forms and credentials to the counselor:

1. Admission Application (Application Fees are non-refundable) and Program Application, if applicable.
2. High school transcript/proof of diploma, GED, or TASC transcript from an accredited school or agency approved by the West Virginia Department of Education. PN students MUST provide transcript.

3. Student must be 18 years old prior to start of program or prior to clinical rotations and/or on-the-job training or automotive shop hands-on training (driver's license or photo ID showing proof of age required). Automotive Technology requires a copy of student driver's license.
4. Copy of Medical insurance or signed Insurance Waiver
5. Meet additional requirements unique to specific program.

Applications for admission and program brochures are available in the school office. Exceptions to these policies are prohibited.

FULL-TIME/PART-TIME STUDENTS

There are two types of adult students enrolled in programs at Garnet: Full-time and part-time students. Full-time students are those students who are scheduled to attend twenty-four or more hours per week in a full-time program and are working toward a certificate in that program with the intention of completing all hours required for the certificate. A part-time student is one who has enrolled for less than sixteen hours per week. Part-time students will receive a Garnet Certificate of Completion and a transcript from the school showing the hours attended. Part-time students will be considered for state funded financial aid based upon a FAFSA application and twelve hours of attendance per week. Some departments may permit students who are not interested in taking the entire curriculum to enroll in departmental approved training modules.