



**LANCASTER COUNTY**  
**CAREER & TECHNOLOGY CENTER**

**APPLICATION FOR FULL TIME PROGRAMS**  
**2017-2018**

**Willow Street Campus**

1730 Hans Herr Drive  
P.O. Box 527  
Willow Street, PA 17584

Tel 717-464-7065  
Fax 717-464-9518

**Brownstown Campus**

Snyder and Metzler Roads  
P.O. Box 519  
Brownstown, PA 17508

**Mount Joy Campus**

432 Old Market Street  
P.O. Box 537  
Mount Joy, PA 17552

**EXTENSION CAMPUS**

**Lancaster County**  
**Public Safety Training Center**  
101 Champ Boulevard  
Manheim, PA 17545

**Health Sciences Campus**

422 Beaver Valley Pike  
Willow Street, PA 17584

**YOUR FUTURE. YOUR CAREER. OUR PRIORITY.**

[WWW.LANCASTERCTC.EDU](http://WWW.LANCASTERCTC.EDU)

# Mission/Accreditation

Prepare people for skilled, innovative and productive careers.

The Lancaster County Career & Technology Center is accredited by:

Council on Occupational Education

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, Georgia 30350  
Telephone: 1-800-917-2081



## Statement of Nondiscrimination

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584-0527. Telephone 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Director of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584. Telephone: 717-208-3124.

## Grievance Procedure

The administration will not tolerate unlawful discrimination by any of its employees or students. Any student subjected to unwelcome verbal, graphic or physical conduct relating to their gender, race, color, national origin, religion or handicap/disability, which has the purpose or effect of unreasonably interfering with their educational opportunities or creates an intimidating or offensive educational environment, is encouraged to immediately report such conduct to the Building Principal. All complaints will be investigated. All complaints will be kept confidential. No reprisals or retaliation will be allowed for reporting such conduct or cooperating with an investigation of a complaint. See the building Principal for further details and procedures contained in School Policies 103 and 248.

For cases where the grievance cannot be settled at the institutional level, students and/or parents of students can contact the Council on Occupational Education at: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (800) 917-2081/(770) 396-3898, FAX: (770) 396-3790.

## Obligated Military Service

The Lancaster County Career & Technology Center adheres to the U.S. Department of Education regulations (34 CFR 668.18) regarding readmission of service members returning to a training program that was interrupted due to a service obligation. Students will be readmitted into their program with the same academic status previously held and with the same number of credit hours or clock hours previously completed. This policy applies to all postsecondary students, degree-seeking and non-degree.

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## POSTSECONDARY FULL TIME PROGRAM ADMISSIONS INFORMATION

Thank you for your interest in the Lancaster County Career & Technology Center. Since 1971, the Lancaster County Career & Technology Center (Lancaster County CTC) has been serving the education needs of adult students. We realize that there are many people who, through choice or circumstance, need to ready themselves for today's changing job market. We assist dislocated white-collar and blue-collar job seekers, college degree holders who cannot find a job in their field, and those who need re-training and/or their job skills upgraded.


Lancaster County CTC is known throughout Pennsylvania as having some of the best equipped schools in the state. Lancaster County CTC is the fourth largest technical school operating in Pennsylvania featuring state-of-the-art training technology and first rate training facilities. Full time high school senior and adult students meet in industry approved labs and gain knowledge and skills using traditional and contextual teaching strategies paired with hands-on, real-world learning.

### **SECTION 1: PROGRAM SELECTION – ADMISSIONS**

Lancaster County CTC has an open admissions policy; serving the needs of all who apply for admission. However, this doesn't mean that there are no entrance requirements. Certain programs of study make various prerequisites a necessity. The Lancaster County Career & Technology Center is accredited by the Council on Occupational Education. All programs are approved by the PA Department of Education (PDE) and reflect the employment needs of the greater Lancaster County region. Additionally, most Lancaster County CTC training programs are credentialed by a nationally accredited organization (such as NCCER, NHA, AWS, etc...). For programs with specific program accreditation, incoming students will be required to meet enrollment requirements of both the accrediting/ credentialing organization as well as Lancaster CTC's enrollment requirements.

Please read all of the information in this booklet so that you will be able to provide the necessary information on the enclosed application forms. *Be advised that training space may be limited and enrollment is based on "first to apply, first accepted"*. Program descriptions, schedules, prerequisite information, program specific national and/or state legal requirements for eligibility for licensure, and requirements for entry into or advancement within an occupation can be found at [www.LancasterCTC.edu](http://www.LancasterCTC.edu) or by contacting the Admissions Counselor at (717) 278-1469.

Lancaster County Career & Technology Center permits adult students to attend daytime programs that are primarily taught to high school students for the purpose of workforce development. This type of training is referred to as "intergenerational." Adult enrollment is permitted on a tuition basis as openings permit. Openings will be filled on a first-come/first-serve basis with priority given in the following order: high school students before adults, participating school district residents before applicants residing outside of the participating school districts' area. Full time day study consists of classes 180 days during the school year, operating six hours daily, from 8:00 a.m. to 2:35 p.m., with a one half hour break for lunch scheduled by the school.

All daytime programs are considered "intergenerational" unless noted by the  symbol, which is used to identify the full time programs that are offered as Adult Only.

The following pages list the full time certificate and degree programs offered by Lancaster County CTC with a break-down of tuition and fees charged for each program.

Prior to enrollment, prospective students should seek out possible funding sources for their training. Lancaster County Career & Technology Center participates in various federal, state and local financial aid programs. Listed below are the Financial Aid resources available to students who qualify. For more information about financial aid options or to receive financial aid application instructions, contact the Office of Financial Aid at 717-464-7059.

- Federal Pell Grant
- Federal Direct Stafford Student Loans  
Subsidized & Unsubsidized
- Federal Direct PLUS Loan
- Lancaster CareerLink WIOA / ITA funding  
(717) 509-5613
- Veteran's Education Assistance (888) 442-4551
- Office of Vocational Rehabilitation (800) 762-6306
- TRA/TAA (717) 509-5613
- New Choices Career Development (717) 393-1735
- Your Local Area CareerLink WIOA / ITA funding

*A complete listing of full-time and part-time faculty members, including degrees held and the conferring institution, is available for review upon written request to the Executive Director's Office at the Main Campus of the Lancaster County Career & Technology Center.*

## Consumer Services

### **Early Childhood Education: (1080 hrs)**

Pre-Entrance Expenses*		\$385
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$70	
<i>Tools*</i>	\$75	
<i>Health Assessment &amp; Current Mantoux TB Test*</i>	\$150	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,140
<i>Textbooks*</i>	\$35	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - Assistant Group Supervisor (DPW)</i>	\$0	
<i>Certification - CDA-Ready (PDE)</i>	\$25	
<i>Certification - Pediatric First Aid (AAP)</i>	\$20	
<i>Certification - New Staff Orientation</i>	\$15	
Estimated Cost of Program*		<b><u>\$10,725</u></b>

## Information Technology

### **Computer Systems Technology: (1080 hrs)**

Pre-Entrance Expenses*		\$150
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$60	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,752
<i>Textbooks*</i>	\$175	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification – CompTIA A +</i>	\$172	
<i>Certification – CompTIA Net +</i>	\$125	
<i>Certification – OSHA 10 Hour General Industry (Career Safe Online)</i>	\$25	
<i>Optional Computer Maintenance Kit*</i>	\$210	
Estimated Cost of Program*		<b><u>\$11,102</u></b>

## Construction Technologies

### **Architectural CAD: (1080 hrs)**

Pre-Entrance Expenses*		\$135
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$45	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,325
<i>Textbooks*</i>	\$75	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - Certified Drafter (American Design &amp; Drafting Assoc.)</i>	\$155	
<i>Certification - International Code Council (IRC) 2012</i>	\$25	
<i>Certification - OSHA 10 Hour Construction Industry (CareerSafe On-Line)</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,660</u></b>

**Construction Technologies (continued)**

**Cabinet Making & Wood Technology: (1080 hrs)**

Pre-Entrance Expenses*		\$170
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$80	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,305
<i>Textbooks*</i>	\$110	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - ABC Core/Carpentry Level I(ABC/NCCER)</i>	\$25	
<i>Certification - Power Atuated (Hilti)</i>	\$0	
<i>Certification - OSHA 10 Hour Construction Industry (CareerSafe On-Line)</i>	\$25	
<i>Tools* (ordered by school)</i>	\$100	
Estimated Cost of Program*		<b><u>\$10,675</u></b>

**Commercial Construction/Management: (1080 hrs)**

Pre-Entrance Expenses*		\$260
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$95	
<i>Tools*</i>	\$75	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,302
<i>Textbooks*</i>	\$182	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - ABC Core/Carpentry Level I(ABC/NCCER)</i>	\$25	
<i>Certification - OSHA 10 Hour Construction Industry (CareerSafe On-Line)</i>	\$25	
<i>Certification - Rough Terrain Boom Lift/Aerial Boom (Lift Inc)</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,762</u></b>

**Electrical Construction Technology: (1080 hrs)**

Pre-Entrance Expenses*		\$315
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$80	
<i>Tools*</i>	\$145	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,275
<i>Textbooks*</i>	\$180	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - ABC Core/Electrical Level I(ABC/NCCER)</i>	\$25	
<i>Certification - OSHA 10 Hour Construction Industry (Career Safe Online)</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,790</u></b>



**Construction Technologies (continued)**

**HVAC/Refrigeration: (1080 hrs)**

Pre-Entrance Expenses*		\$170
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$80	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,386
<i>Textbooks*</i>	\$246	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - ABC Core/HVAC Level 1 (ABC/NCCER)</i>	\$25	
<i>Certification - EPA</i>	\$45	
<i>Certification - OSHA 10 Hour Construction Industry (Career Safe Online)</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,756</u></b>

**Painting, Ceramic Tile, & Vinyl: (1080 hrs)**

Pre-Entrance Expenses*		\$170
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$80	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,095
<i>Textbooks*</i>	\$0	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - ABC Registration</i>	\$25	
<i>Certification - OSHA 10 Hour Construction Industry (Career Safe Online)</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,465</u></b>

**Plumbing: (1080 hrs)**

Pre-Entrance Expenses*		\$170
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$80	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,295
<i>Textbooks*</i>	\$200	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - ABC Core/Plumbing Level 1 (ABC/NCCER)</i>	\$25	
<i>Certification - OSHA 10 Hour Construction Industry (Career Safe Online)</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,665</u></b>

## Construction Technologies (continued)

### **Residential Carpentry: (1080 hrs)**

Pre-Entrance Expenses*		\$250
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$85	
<i>Tools*</i>	\$75	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,277
<i>Textbooks*</i>	\$182	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - ABC Core/Carpentry Level 1 (ABC/NCCER)</i>	\$25	
<i>Certification - OSHA 10 Hour Construction Industry (Career Safe Online)</i>	\$25	
<i>Certification - Powder Actuated (Hilti)</i>	\$0	
Estimated Cost of Program*		<b><u>\$10,727</u></b>

## Visual Communications

### **Commercial Art: (1080 hrs)**

Pre-Entrance Expenses*		\$150
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$60	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,375
<i>Textbooks &amp; Kit*</i>	\$310	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - PrintED (GAERF)</i>	\$20	
Estimated Cost of Program*		<b><u>\$10,725</u></b>

### **Digital Design/Print Media: (1080 hrs)**

Pre-Entrance Expenses*		\$205
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$95	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,180
<i>Textbooks*</i>	\$95	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - PrintED (GAERF)</i>	\$40	
Estimated Cost of Program*		<b><u>\$10,585</u></b>

**Visual Communications (continued)**

**Photography & Digital Imaging: (1080 hrs)**

Pre-Entrance Expenses*		\$885
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$45	
<i>Tools - Digital Single Lens Reflex Camera*</i>	\$750	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,172
<i>Textbooks*</i>	\$115	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - CPR (AHA)</i>	\$12	
Estimated Cost of Program*		<b><u>\$11,257</u></b>

**Culinary Arts**

**Baking & Pastry Arts: (1080 hrs)**

Pre-Entrance Expenses*		\$254
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$164	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,131
<i>Textbooks*</i>	\$86	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - ServSafe (incl in book cost)</i>	\$0	
Estimated Cost of Program*		<b><u>\$10,585</u></b>

**Culinary Arts/Chef: (1080 hrs)**

Pre-Entrance Expenses*		\$330
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$240	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,332
<i>Textbooks*</i>	\$252	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - ServSafe (incl in book cost)</i>	\$0	
<i>Certification - Junior Culinary Federation</i>	\$35	
Estimated Cost of Program*		<b><u>\$10,862</u></b>

**Culinary Arts (continued)**

**Event Planning & Tourism Services: (1080 hrs)**

Pre-Entrance Expenses*		\$290
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$180	
<i>Tools (Basic office Supplies)*</i>	\$20	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,355
<i>Textbooks*</i>	\$250	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - CRDS (AHLA-Education Institute)</i>	\$60	
Estimated Cost of Program*		<b><u>\$10,845</u></b>

**Advanced Manufacturing**

**Electromechanical Engineering Technology: (1080 hrs)**

Pre-Entrance Expenses*		\$130
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$40	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,370
<i>Textbooks (online access)*</i>	\$300	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - OSHA 10 Hour General Industry (Career Safe Online)</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,700</u></b>

**Sheet Metal Technology: (1080 hrs)**

Pre-Entrance Expenses*		\$170
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$80	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,298
<i>Textbooks*</i>	\$193	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - OSHA 10 Hour General Industry (Career Safe Online)</i>	\$25	
<i>Certification - Forklift</i>	\$10	
<i>Certification - ABC Core Registration</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,668</u></b>

**Advanced Manufacturing (continued)**

**Welding Technology: (1080 hrs)** 

Pre-Entrance Expenses*		\$235
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$70	
<i>Tools*</i>	\$75	
Program Tuition		<b>\$9,400</b>
<i>Base Tuition</i>	\$9,310	
<i>Certification - American Welding</i>	\$90	
Out-of-Pocket Program Fees*		\$1,295
<i>Textbooks*</i>	\$270	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,930</u></b>

**Advanced Welding Technology: (900 hrs)** 

Pre-Entrance Expenses*		\$235
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$70	
<i>Tools*</i>	\$75	
Program Tuition		<b>\$9,400</b>
<i>Base Tuition</i>	\$9,310	
<i>Certification - American Welding</i>	\$90	
Out-of-Pocket Program Fees*		\$1,295
<i>Textbooks*</i>	\$270	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,930</u></b>

**Health Care/Medical Technologies**


**Dental Assistant: (1080 hrs)**

Pre-Entrance Expenses*		\$240
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$150	
Program Tuition		<b>\$9,275</b>
<i>Base Tuition</i>	\$9,200	
<i>Clinical Malpractice Insurance*</i>	\$75	
Out-of-Pocket Program Fees*		\$2,107
<i>Textbooks*</i>	\$276	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Hepatitis series (3 step) - mandatory for clinical*</i>	\$240	
<i>Tetanus update - mandatory for clinical*</i>	\$36	
<i>Certification - Dental Radiology National Board &amp; PA Certification</i>	\$325	
<i>Certification - ICE Exam</i>	\$175	
<i>Certification - CPR</i>	\$10	
Estimated Cost of Program*		<b><u>\$11,622</u></b>

**Health Care/Medical Technologies (continued)**

**Medical Administrative Assistant: (1080 hrs)**

Pre-Entrance Expenses*		\$190
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$100	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,885
<i>Textbooks*</i>	\$325	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Physical with Tuberculin Test - PPD - mandatory for clinical*</i>	\$100	
<i>Health Center-21 (AES)</i>	\$50	
<i>Certification - CMAA (NHA)</i>	\$105	
<i>Certification - CBCS (NHA)</i>	\$105	
<i>Certification - CPR</i>	\$50	
<i>Certification - CEHRS (NHA)</i>	\$105	
Estimated Cost of Program*		<b><u>\$11,275</u></b>

**Medical Assistant: (1080 hrs)** 

Pre-Entrance Expenses*		\$250
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$90	
<i>Tools*</i>	\$70	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,125	
<i>Clinical Practice Insurance*</i>	\$75	
Out-of-Pocket Program Fees*		\$1,755
<i>Textbooks*</i>	\$518	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Physical Examination with Immunization (Current Mantoux TB Test)*</i>	\$150	
<i>Certification - CMA (NHA)</i>	\$150	
<i>Certification - Healthcare Professional w/CPR &amp; AED</i>	\$75	
Estimated Cost of Program*		<b><u>\$11,205</u></b>

**Medical Coding Specialist: (900 hrs)** 

Pre-Entrance Expenses*		\$190
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$100	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$2,277
<i>Textbooks*</i>	\$782	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Physical with Tuberculin Test - PPD - mandatory for clinical*</i>	\$100	
<i>Certification – Certified Professional Coder (AAPC)</i>	\$350	
Estimated Cost of Program*		<b><u>\$11,667</u></b>

## Health Care/Medical Technologies (continued)

### Sports Medicine/Rehabilitation Technician: (1080 hrs)

Pre-Entrance Expenses*		\$252
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>FBI Fingerprinting</i>	\$29	
<i>Uniforms*</i>	\$103	
<i>Tools (watch w/second hand)*</i>	\$30	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,450
<i>Textbooks*</i>	\$195	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Physical Examination with Immunization (Current Mantoux TB Test)*</i>	\$150	
<i>Certification - Bloodborne &amp; Airborn Pathogen (National Safety Council)</i>	\$30	
<i>Certification - CPR &amp; AED (American Heart Association)</i>	\$30	
Estimated Cost of Program*		<b><u>\$10,902</u></b>

## Agriscience

### Animal Production Science & Technology: (1080 hrs)

Pre-Entrance Expenses*		\$280
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$130	
<i>Tools (stethoscope, thermometer, watch w/second hand)*</i>	\$60	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,635
<i>Textbooks*</i>	\$306	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - Artificial Insemination (Select Sires Course)</i>	\$200	
<i>Certification - Poultry Technician</i>	\$10	
<i>Certification - OSHA General Industry</i>	\$25	
<i>Class Curriculum Trips*</i>	\$49	
Optional Expense - FFA (LCCTC Chapter)*		\$372
Estimated Cost of Program*		<b><u>\$11,487</u></b>

## Transportation Technologies

### Automotive Technology: (1080 hrs)

Pre-Entrance Expenses*		\$395
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$80	
<i>Tools (optional)*</i>	\$225	
Program Tuition		<b>\$8,980</b>
<i>Base Tuition</i>	\$8,980	
Out-of-Pocket Program Fees*		\$1,435
<i>Textbooks (Goodheart/Wilcox Online)*</i>	\$190	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - PA Safety Inspection License</i>	\$10	
<i>Certification - PA Emissions Inspection License</i>	\$55	
<i>Certification - NATEF</i>	\$15	
<i>Certification - ASE</i>	\$120	
Estimated Cost of Program*		<b><u>\$10,810</u></b>

**Transportation Technologies (continued)**

**Collision Repair: (1080 hrs)**

Pre-Entrance Expenses*		\$150
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$60	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,262
<i>Textbooks*</i>	\$152	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - NATEF</i>	\$15	
<i>Tools (Respirator &amp; Tool kit)*</i>	\$50	
Estimated Cost of Program*		<b><u>\$10,612</u></b>

**Diesel Equipment Technology: (1080 hrs)**

Pre-Entrance Expenses*		\$170
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$80	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,323
<i>Textbooks*</i>	\$273	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - OSHA 10 Hour Industrial Safety</i>	\$5	
<i>Certification - PA State CAT 3 Inspection</i>	\$0	
<i>Certification - Stemco Wheel End</i>	\$0	
<i>Certification - Snap On 504 DVOM</i>	\$0	
Estimated Cost of Program*		<b><u>\$10,693</u></b>

**Heavy Equipment Operation (HEO) & Basic Maintenance: (1080 hrs)**

Pre-Entrance Expenses*		\$300
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$210	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,287
<i>Textbooks*</i>	\$182	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - OSHA Forklift</i>	\$10	
<i>Certification - PennDot Flagger</i>	\$0	
<i>Certification - OSHA General Industry</i>	\$25	
<i>Certification - ABC Core Level 1 Registration</i>	\$25	
Estimated Cost of Program*		<b><u>\$10,787</u></b>



**Transportation Technologies (continued)**

**RV & Outdoor Power Equipment: (1080 hrs)**

Pre-Entrance Expenses*		\$175
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$80	
<i>Tools (Clipboard, 2" Binder)*</i>	\$5	
Program Tuition		<b>\$9,200</b>
<i>Base Tuition</i>	\$9,200	
Out-of-Pocket Program Fees*		\$1,387
<i>Textbooks*</i>	\$242	
<i>Lab Fee</i>	\$1,000	
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - Four Stroke Engines (EETC)</i>	\$45	
<i>Certification - Two Stroke Engines (EETC)</i>	\$45	
<i>Certification - PA Motorcycle Inspection</i>	\$10	
Estimated Cost of Program*		<b><u>\$10,762</u></b>

**Specialized Associate Degree**

**Veterinary Technology - AST: (1535 hrs)**



Pre-Entrance Expenses*		\$315
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$170	
<i>Tools (Watch w/second hand)*</i>	\$55	
Program Tuition & Fees		<b>\$23,100</b>
<i>Base Tuition</i>	\$21,100	
<i>Lab Fee</i>	\$2,000	
Textbooks*		\$2122
Out-of-Pocket Program Fees*		\$345
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - VTNE</i>	\$300	
Estimated Cost of Program*		<b><u>\$25,882</u></b>

**Automotive Technology - AST: (1575 hrs)**



Pre-Entrance Expenses*		\$170
<i>Application Fee</i>	\$50	
<i>Criminal/Child Abuse Checks</i>	\$40	
<i>Uniforms*</i>	\$80	
Program Tuition		<b>\$19,730</b>
<i>Base Tuition</i>	\$18,230	
<i>Lab Fee</i>	\$1,500	
Textbooks*		\$800
Out-of-Pocket Program Fees*		\$245
<i>Parking Permit</i>	\$25	
<i>CTSO Fee</i>	\$20	
<i>Certification - PA Safety Inspection License</i>	\$10	
<i>Certification - PA Emmissions Inspection License</i>	\$55	
<i>Certification - NATEF</i>	\$15	
<i>Certification - ASE</i>	\$120	
Estimated Cost of Program*		<b><u>\$20,945</u></b>

**NOTE: By the first day of school you must pay a one hundred dollar (\$100) good faith payment toward your program tuition. This amount will be applied directly to your tuition account. If you have secured federal financial aid or funding through an agency which will cover the amount of your full tuition, the balance of your account will be paid when the funding arrives at the school.**

**If you have not secured funding through either financial aid or through a funding agency, you must pay, or make satisfactory payment arrangements with the Bursar's Office prior to the first day of class. Furthermore, you will need to make additional payment arrangements for your second term tuition with the Bursar's Office prior to the start of your second term.**

## **SECTION 2: REGISTRATION**

### **General Admission Requirements:**

All applicants for admission to career training programs (diploma or certificate programs in excess of 400 clock hours) must meet the following requirements:

1. Be at least 18 years of age, or have satisfied the conditions for early admission of a secondary student.
2. Have the ability, in the judgment of the Lancaster CTC, to benefit from the educational program being pursued.
3. Have earned a high school diploma or a Commonwealth Secondary School Diploma (CSSD) through GED or other state recognized testing.
4. Submit a completed Postsecondary Full Time Program Application, along with a non-refundable fee of \$90 (Includes \$50 application fee, \$30 background checks, and \$10 pre-entrance testing fee).
5. PA Child Abuse History Clearance form. Individuals who have an Indicated or Founded child abuse history may be denied admission to the program.
6. PA Child Abuse History Clearance Waiver. By signing this waiver you are permitting the results of the clearance to be forwarded directly to the school.
7. Request for PA State Police Criminal Record Check form. Individuals who have a positive criminal history may be denied admission to the program. (Applicants who have not been a resident of PA for two full consecutive years prior to application must provide documentation of a FBI Federal Criminal History Record in addition to the state criminal record check – This cost is *not* included in the application fee and is the responsibility of the applicant).
8. Submit a high school diploma, transcript or, GED test scores. High school graduates should complete the Secondary Education Transcript Request form included in this application booklet and send it to their graduating high school. GED recipients must complete the Secondary Education GED Test Score Request form and send it to the PA Department of Education.
9. For consideration of college credits, have your college forward an **official transcript**. Transcripts must be on file prior to the start date of classes to be considered for advanced credit in a degree program.
10. Some program specific admissions forms are *not* included in this booklet. Students entering programs in healthcare should contact the Registrar's Office at 717-464-7065 to learn about required physical or dental exams.
11. Attend pre-entrance assessment testing and attain a minimum score as prescribed by the program. The Lancaster County CTC uses the College Board's online Accuplacer exam and tests in two basic areas, Arithmetic and Reading Comprehension. Prospective students interested in preparing for the placement exam are encouraged to visit <http://accuplacer.collegeboard.org/students/prepare-for-accuplacer> for a list of resources. FREE sample questions are available here for download. Questions regarding cut scores for your program can be directed to Ms. Rebecca Conway, the Program Specialist for Adult Education, at [rconway@lancasterctc.edu](mailto:rconway@lancasterctc.edu) .
12. Lancaster County CTC may consider postsecondary credits in English and Math with a grade of C or better or SAT scores of 480 or higher in Critical Reading and Math in lieu of placement testing.

13. Prospective students who do not successfully meet the minimum score, as prescribed by the program, but score within 5 points of the “cut” score may receive a waiver from the Director of Higher Education & Continuing Education based on the pre-admissions interview and supporting documents under the following circumstance:
  - a. Waivers may be granted if the 5 point or less deficit is made up by points generated within the interview process. A plus (+) or a lack of a (+) will be assessed in each of the following interview categories: Punctuality, Presentation, Career Goals, Commitment to Educational Program, and Lack of Risk Factors\*. For each plus (+), the student will be assessed two points. A (+) in each of the 5 categories will make up a 10 point deficit on the Accuplacer exam [up to 5 points applied for the Math, and up to 5 points applied towards the English].

\*Risk Factors precluding successful outcomes in a program may include transportation issues, conflicting work schedules, and lack of family support.
14. If a student does not successfully meet the minimum score, as prescribed by the program, after their second attempt of the Accuplacer Exam and does not meet the requirements for a waiver, they must complete a remedial class as appropriate (math and/or reading comprehension) that is approved by the Lancaster CTC prior to re-taking the Accuplacer Exam a third time.
15. Pre-Admissions Interview: An Admissions Interview lets us learn more about you than what your application tells us - and gives you a chance to ask us about whatever you want to know. We may use what we learn from you when considering your application for admission. All applicants will be contacted by the Registrar’s Office to schedule a date and time for an interview.
16. Attend a student orientation program prior to the start of training. All applicants who have submitted a complete application and passed the pre-entrance testing and interview process will be contacted by the Admissions Office to schedule a date and time for orientation.
17. Submit all documents as required by program, along with your non-refundable application fee of **\$90** to:

Lancaster County Career & Technology Center  
ATTN: Adult Education Registrar  
1730 Hans Herr Drive  
PO Box 527  
Willow Street, PA 17584

**Note:** Applications received without required fee will not be processed.

### **SECTION 3: COSTS, PAYMENTS, REFUNDS**

Pre-entrance expenses are costs that students incur prior to the start of their training program. These expenses may include program uniforms, required tools, physical and dental exams, CPR certification if required, and general school supplies. Students are provided an instructor welcome letter at orientation for their selected program that outlines the specific needs for class.

The tuition charge does not include the cost of textbooks. Textbooks are the responsibility of the student. A booklist for your program is available from the school website or the Registrar. The tuition charge does not include any fees for membership to vocational clubs or organizations, costs for breakfasts or lunches served at the school, parking permits, certification exam fees, nor does it cover replacement costs for items lost such as parking permits, student ID card, etc.

Students are responsible to pay the tuition based on payment periods. Most full time programs consist of two payment periods. Programs with multiple start dates throughout the year and evening programs operate on different payment periods. To learn more about your program's payment periods, contact the Bursar's Office at 717-464-7068.

All program tuition must be paid in advance for each payment period. Each student is responsible for seeing that his or her tuition is paid on time. An invoice for tuition will be sent no earlier than two weeks prior to the start of the program and each subsequent payment period. **Failure to make payments on time may result in removal from the program.** Students who have applied for and are eligible to receive financial aid in an amount enough to cover their full tuition are considered to have paid their tuition in advance, however, **a good faith payment of \$100.00 will be required to ensure their enrollment.**

Payments must be in the form of Check, Money Order, Visa or MasterCard. **Cash will not be accepted.**

- Checks and/or money orders should be made payable to **Lancaster County CTC.**
- Checks and/or money orders may be mailed or paid in person at the Willow Street Campus. Mail payments to:

Lancaster County Career & Technology Center  
ATTN: Bursars Office  
1730 Hans Herr Drive  
PO Box 527  
Willow Street, PA 17584

- Tuition is charged in payment periods. Payment periods are considered to be consecutive hours and days of training with NO allowance for absenteeism or tardiness. One payment period is the equivalent of one term of training.
- Payments for pre-entrance expenses such as uniforms, tools, and supplies are the sole responsibility of the student. These items are not charged to the student's account and must be paid by the student when required to be purchased.
- Refunds for tuition are made as described below. Refunds of federal student aid are described in Section 5.

## **Refunds for Class Cancellation**

If a class is cancelled by the Lancaster County Career & Technology Center, students will be refunded 100% of pre-paid tuition plus \$50 of the application fee. The \$30 background check fees and \$10 testing fee cannot be refunded. Students are not required to request that tuition be refunded. Refunds of pre-paid tuition occur automatically and shall be made within 30 days of the planned start date of the class.

Prior to commencing training, degree students who cancel their enrollment agreement within 5 calendar days of signing the agreement will be refunded in accordance with the class cancellation refund policy. Degree students cancelling their enrollment after 5 calendar days will be refunded in accordance with the Withdraw on or Before the First Day of Class refund policy.

## **Refunds for Students that Withdraw on or before the First Day of Class**

If a student fails to commence class or withdraws from class on the first day of school, the school will retain no more than \$100 of pre-paid tuition. The \$50.00 Application Fee, \$30.00 Background Check Fees, and \$10.00 Testing Fee are *nonrefundable*. Refunds of pre-paid tuition in excess of \$100 occur automatically and shall be made within 30 days of the start date of the class.

## **Tuition Refunds for Students Enrolled Prior to Visiting the Institution**

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

## **School Refund Schedule**

Students withdrawing from their program are eligible for partial tuition refunds. The following refund schedule for tuition applies beginning on the first full class day:

Withdrawal during the first 7 calendar days of the term	- 75%
Withdrawal after the first 7 calendar days but within the first 25% of the term	- 55%
Withdrawal after 25% but within 50% of the term	- 30%
Withdrawal after 50% of the term	- no refund

Refunds will be made on tuition charges for each payment period once a student is determined to be withdrawn from training from the Lancaster County Career & Technology Center. Tuition refunds will be calculated using the student's actual last day of attendance. Refunds of pre-paid tuition shall be made within 30 days of the student's last day of attendance. There are no refunds for textbooks, workbooks, or materials.

## **SECTION 4: TRANSFER POLICY**

Transfer from one Lancaster County CTC program to another will only be considered within the first 2 weeks of the program start date, and only with the approval of the Director of Higher Education. The difference in program tuitions will either be refunded to the student or responsibility for payment will be assumed by the student, as applicable.

## **Tips on Finding Scholarships**

**Local Organizations** - You can increase your odds of actually winning a scholarship by checking local organizations first. You may only be going up against a few other local students, versus the entire student population of the country.

**Employers** - Have your parents ask their personnel administrator if their company offers any sort of financial aid, tuition reimbursement, or scholarships, for employee's children. Most major companies do offer this benefit. If you have a job, ask your own company if they offer this sort of benefit.

**Volunteer Work** - If you have done any volunteer work at your local hospital, food bank, etc., these organizations may provide scholarships in recognition for unpaid assistance.

**Organizations** - Check foundations, religious organizations, fraternities or sororities, and town or city clubs to see if they offer any kind of scholarship. Include community organizations, and civic groups such as the American Legion, 4-H Clubs, YMCA, Elks, Kiwanis, Jaycees, and the Girl or Boy Scouts in your search. If you are NOT a member of any organizations, the next thing is to check with the organizations that represent what you are planning on studying.

**Unions** - If you or your parents are members of a Union, all the major labor unions offer scholarships for members and their dependent children (AFLCIO, Teamsters, etc.)

**Church** - Check with your church. Your local parish may or may not have any scholarships for their members, but the Diocese or headquarters may have some available.

**The Library** - Your public library is an excellent source of information on state and private sources of aid. Ask the librarian to help you research sources of scholarships. Your financial need is usually considered, but other factors may also be taken into account.

**Chamber of Commerce** - Check with your local Chamber of Commerce. Many offer (usually small, less than \$500) grants to students in the community, especially those planning on careers in business or Public Service. Even if they do not offer any themselves, you can usually get a listing of members, and many of them may offer small scholarships to local students.

**High School** - Check with your High School Guidance Counselor, Principal, Teachers, and other high school administrators on scholarship information that has been sent to the school.

**Newspapers** - Read your local newspaper every day, especially during the summer. Watch for announcements of local students receiving scholarships. Find out where you can apply for the next year for that same scholarship. Watch also for actual announcements of local firms and organizations offering scholarships. If your local newspaper has a "library" (most do) ask the librarian at the paper to help you find scholarship information posted in the newspaper in past issues. Do not expect to find much information from your local newspaper, but it is another source.

**Yellow Pages** - Find out if any professional or social organizations have a chapter in your city. Call them and find out if they offer any scholarships, both nationally and locally. You may even want to check with major corporations in your area.

**The Internet** - Hit the major search engines, and run searches on scholarships, financial aid, organizations, colleges, universities, and grants - anything you can think of. Be wary of any organization or company that charges you a fee for their services. Please see the next section for information on "Scholarship Scams."

## **Scholarship Scams**

### **Don't Pay Money to Get Money**

Some deceitful companies will go about swindling dollars by promising students free scholarship money in exchange for an up-front fee. Others claim to have access to untapped sources of financial aid, charging students for information on various scholarship awards. Many parents will receive letters in the mail promoting "free financial aid seminars" or "open interviews" for financial assistance, not knowing that the real purpose of the event is to plug unnecessary products and/or services. When a sales pitch implies that purchasing such a product is a prerequisite to receiving federal student aid, it violates federal regulations and state insurance laws. While some of these profit-making companies do offer legitimate services, there are several alternative routes students can take to acquire a wealth of scholarship information - for FREE. The bottom line: if you have to pay money to get money, it's probably a scam and you're better off looking elsewhere.

### **Six Signs of a Scam**

The Federal Trade Commission urges students & parents to look out for six signs that a scholarship offer is a scam:

1. "The scholarship is guaranteed or your money back." No one can guarantee students that they'll receive scholarship money. Always look for strings attached. Fin Aid ([www.finaid.org](http://www.finaid.org)), an acclaimed web site dedicated to providing students with comprehensive scholarship information, alerts that "some companies will not refund your money, but instead will offer to rerun the search for a specified number of times at no charge." It also has found that numerous organizations define the word "receive" ambiguously - students will receive information about scholarships, not the scholarships themselves.
2. "We will need your credit card or bank account number to hold this scholarship." Never give out an account number without getting all the information in writing first.
3. "You can't get this information anywhere else." Don't believe a company that claims its search engine is entirely unique. Different scholarship databases overlap significantly since many utilize the same information-gathering techniques. There are several free search services on the Internet where students can enter information about themselves and instantly see a list of valid scholarships for which they may qualify.
4. "The scholarship will cost some money."
5. "We'll do all the work for you." There are thousands of legitimate scholarship opportunities out there. However, these award donors often require substantial materials from their applicants - essays, letters of recommendation, transcripts, etc. For these applications, you can't hire a company to do the work for you.
6. "You've been selected" by a "national foundation" to receive a scholarship or "You're a finalist" in a contest you never entered. Before sending anything, call directory assistance to see if the company has a listing. Find out how the company acquired your information and then be on guard for hidden fees.



If you or someone you know suspects that a scholarship offer may be a scam, you can report it to the National Fraud Information Center at 1-800-876-7060, the Federal Trade Commission at 1-877-FTC-HELP, or by email to Finaid.org at [scams@finaid.org](mailto:scams@finaid.org). You can also contact your State Attorney General's Office, the Better Business Bureau, U.S. Postal Inspection Service (if any part of the transaction was through the mail), U.S. Department of Education Office of Inspector General, or your high school counselor for more assistance.

## **National Scholarship Databases**

Listed below are several scholarship databases available to assist students in finding private sector scholarships, fellowships and loans for which s/he may be eligible. Upon entering student-specific information (i.e. grade level, major, email address...) the search will retrieve information about scholarships pertaining to that student and send this information to his/her email account. This may include more detailed information about the scholarship, as well as how to request an application.

### **Scholarship Databases** <http://www.finaid.org/scholarships/other.phtml>

- From this web page you can link to a variety of searches including:

- FastWeb Scholarship Search
- <http://www.finaid.org/otheraid/natamind.phtml>
- <http://www.axa-achievement.com/>
- <http://www.scholarships.com/>
- <http://www.educationplanner.com>
- <http://www.hispanicfund.org/>
- <http://www.finaid.org/otheraid/natamind.phtml>
- <http://www.axa-achievement.com/>
- <http://scholarships.brokescholar.com/>
- <http://www.supercollege.com/>

*Disclaimer: The Office of Financial Aid at the LCCTC does not monitor nor control the information provided on the web sites listed above.*

## Checklist for Completing Required Forms

Submit all required documents with your non-refundable application fee of **\$90** to:

Lancaster County Career & Technology Center  
ATTN: Adult Education Registrar  
1730 Hans Herr Drive  
PO Box 527  
Willow Street, PA 17584

Type or print all information on each form clearly and neatly in ink.

**Lancaster County CTC Program Application**

**\$90 Payment for Application and Background Checks**

Please read the instructions prior to completing the PA Child Abuse History Clearance, Consent/Release of Information Authorization, and Criminal Record Check forms.

**Consent/Release of Information Authorization form for the PA Child Abuse History Clearance**

**Pennsylvania Child Abuse History Clearance**

- a. Fill in all areas of the form beginning with “Applicant Demographic Information”
- b. Address must be Applicant's current home address.
- c. All information must be completed in full. The form asks for all previous names, addresses, and household members since 1975. This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
- d. Application must be signed and dated at the bottom in the space provided.

**Pennsylvania State Police Criminal Record Check**

Complete the two lines under the section labeled “Subject of Record Check”

**High school diploma or GED transcript**

Forms are provided for you to request these transcripts from the issuing authority.



(FOR OFFICE USE ONLY)

Date Rcvd. \_\_\_\_\_

Check  Money Order  Credit Card

Doc # \_\_\_\_\_

Receipt # \_\_\_\_\_

Amount \$ \_\_\_\_\_

Campus \_\_\_\_\_ Initial \_\_\_\_\_

Start Date \_\_\_\_\_

## POSTSECONDARY FULL TIME PROGRAM APPLICATION

**NOTE: A \$90 PAYMENT AND ALL COMPLETED BACKGROUND CHECK FORMS MUST ACCOMPANY THIS COMPLETED APPLICATION**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Legal Last Name      Legal First Name      Legal Middle Name      (Maiden or Alias Names)

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

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

School District you live in: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever been convicted of, or plead guilty/no contest, to a misdemeanor or felony crime?       Yes       No

**Demographic Information is used for statistical purposes only and is not used to determine admission.**

Birth date \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Gender:       Male       Female

Ethnicity:  Hispanic of any Race       American Indian or Alaska Native       Asian       Black or African American  
 Native Hawaiian or Other Pacific Islander       White       Two or More Races       Non-Resident Alien       Unknown

Are you a Citizen of the USA?      \_\_\_ Yes      \_\_\_ No

**If NO:** You must submit a copy of your I-94 or green card prior to enrollment.

What is the country of your citizenship? \_\_\_\_\_ Visa or Resident Status: \_\_\_\_\_

**PROGRAM INFORMATION**       Certificate Program       Specialized Degree Program

For which Program are you applying? (First Choice) \_\_\_\_\_ Please circle one: Day / Evening  
(Second Choice) \_\_\_\_\_ Please circle one: Day / Evening

**EDUCATIONAL INFORMATION**      Do you have a High School Diploma, GED, or equivalent?       Yes       No

High School Name/Location \_\_\_\_\_

Area of specialization:       College prep       General       Vocational      Grade Completed \_\_\_\_\_      Date \_\_\_\_\_

**COLLEGE/TRADE/BUSINESS SCHOOL(S)** (If you have attended additional schools, please attach an extra page listing those schools.)

Name/Location \_\_\_\_\_ Area of Study \_\_\_\_\_

Diploma/Degree \_\_\_\_\_ Dates Attended \_\_\_\_\_ Date Graduated \_\_\_\_\_

**CURRENT EMPLOYMENT INFORMATION**

Present Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisors Name \_\_\_\_\_ Employment dates: From \_\_\_\_\_ To \_\_\_\_\_

Job Title \_\_\_\_\_ Responsibilities \_\_\_\_\_

**MILITARY INFORMATION**

Are you eligible for veterans' education benefits?  Yes  No  Not Sure

Branch of Service \_\_\_\_\_ Rank \_\_\_\_\_ Dates of Service \_\_\_\_\_

**GENERAL INFORMATION**

The following information is requested by the PA Department of Education and is optional.

**Reason for Taking Course**

- \_\_\_ Learn new trade/occupation
- \_\_\_ Upgrade self in present occupation
- \_\_\_ Refresh skill for employment
- \_\_\_ Complete Apprenticeship Program

**Employment Status**

- \_\_\_ Employment full time
- \_\_\_ Employment part time
- \_\_\_ Unemployed
- \_\_\_ Retired

**Special Populations**

- \_\_\_ Economically Disadvantaged
- \_\_\_ Educationally Disadvantaged
- \_\_\_ Limited English
- \_\_\_ Disabled
- \_\_\_ Single Parent
- \_\_\_ Displaced Homemaker
- \_\_\_ Non-traditional training

**How did you hear about the Lancaster County Career & Technology Programs? (Check all that apply)**

- \_\_\_ Radio \_\_\_ T.V. \_\_\_ Newspaper \_\_\_ Magazine \_\_\_ Brochure \_\_\_ Current or Former Student \_\_\_ Internet Search / Website
- \_\_\_ Friends/Family \_\_\_ High School \_\_\_ Job Counselor/CareerLink \_\_\_ Trade Show/Event (please specify) \_\_\_\_\_
- \_\_\_ Billboard \_\_\_ Transit Bus Poster \_\_\_ Truck Banner \_\_\_ Social Media \_\_\_ CTC Instructor/Staff \_\_\_ Barnstormers Game

**NOTE: A \$90 APPLICATION FEE AND ALL BACKGROUND CHECK FORMS MUST ACCOMPANY THIS COMPLETED APPLICATION**

I certify that the information I have provided is true and correct. I hereby understand that any misrepresentation of information I have provided in this application may result in denial of admission into the program or dismissal from the program. I also understand that if I am dismissed from the program for providing false information, I am responsible for any balance owed to the school at the time of dismissal. I have read and understand the Program Cost break down and School Refund policy as described within the application packet. I understand that I will need to pay a \$100.00 good faith payment to secure my enrollment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Statement of Nondiscrimination

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584-0527. Telephone: (717) 464-7050

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Director of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584. Telephone: 717-208-3124.

**CONSENT/RELEASE OF INFORMATION AUTHORIZATION FORM  
FOR THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE**

I, \_\_\_\_\_, hereby authorize the Department of Public Welfare, ChildLine to release my Pennsylvania Child Abuse History Clearance information directly to **Lancaster County Career & Technology Center**.

I understand that this information is confidential in nature pursuant to §6340 (relating to information in confidential reports) of the Child Protective Services Law (CPSL) (23 Pa C.S. Chapter 63) and will not otherwise be released by the **Lancaster County Career & Technology Center** without my express authorization or pursuant to authorization by Title 55 of the Pennsylvania Code. I understand that the aforementioned information will not be released directly to me, as stated in the Pennsylvania Child Abuse History Clearance application.

I understand that I will not receive a copy of my Pennsylvania Child Abuse History Clearance directly from ChildLine; however, I may request a copy of my Pennsylvania Child Abuse History Clearance from **Lancaster County Career & Technology Center** upon written request.

I have read this Consent/Release of Information Authorization form and fully understand and agree to its content. I further understand and agree to all information and ramifications of the Pennsylvania Child Abuse History Clearance application as it otherwise relates to this consent.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**Mailing address of agency:**

**Lancaster County Career & Technology Center  
Higher Education Department  
1730 Hans Herr Drive  
PO Box 527  
Willow Street, PA 17584**



# PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

Type or print clearly in ink. If obtaining this certification for non-volunteer purposes or if, as a volunteer having direct volunteer contact with children, you have obtained a certification free of charge within the previous 57 months, enclose an \$8.00 money order or check payable to the PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES or a payment authorization code provided by your organization. **DO NOT send cash.**

Certifications for the purpose of "volunteer having direct volunteer contact with children" may be obtained free of charge once every 57 months.

Send to CHILDLINE AND ABUSE REGISTRY, PA DEPARTMENT OF HUMAN SERVICES, P.O. BOX 8170 HARRISBURG, PA 17105-8170.

**APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT THE CORRECT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211, OR (TOLL FREE) 1-877-371-5422.**

## PURPOSE OF CERTIFICATION (Check one box only)

- |  |  |
|--|--|
| <input type="checkbox"/> Foster parent<br><input type="checkbox"/> Prospective adoptive parent<br><input type="checkbox"/> Employee of child care services<br><input checked="" type="checkbox"/> School employee governed by the Public School Code<br><input type="checkbox"/> School employee not governed by the Public School Code<br><input type="checkbox"/> Self-employed provider of child-care services in a family child-care home<br><input type="checkbox"/> An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service<br><input type="checkbox"/> An individual seeking to provide child-care services under contract with a child care facility or program<br><input type="checkbox"/> An individual 18 years or older who resides in the home of a foster parent for children for at least 30 days in a calendar year<br><input type="checkbox"/> An individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year<br><input type="checkbox"/> An individual 18 years or older, excluding individuals receiving services, who resides in a family living home, community home for individuals with an intellectual disability, or host home for children for at least 30 days in a calendar year<br><input type="checkbox"/> An individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year | <input type="checkbox"/> Volunteer having direct volunteer contact with children<br><b>If purpose is volunteer having direct volunteer contact with children, choose SUB PURPOSE:</b><br><input type="checkbox"/> Big Brother/Big Sister and/or affiliate<br><input type="checkbox"/> Domestic violence shelter and/or affiliate<br><input type="checkbox"/> Rape crisis center and/or affiliate<br><input type="checkbox"/> Other: _____<br><input type="checkbox"/> PA Department of Human Services Employment & Training Program participant (signature required below)<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">SIGNATURE OF OIM/CAO REPRESENTATIVE</div> <div style="width: 30%; border-top: 1px solid black; text-align: center;">OIM/CAO PHONE NUMBER</div> </div> |
|--|--|

AGENCY/ORGANIZATION NAME:

Lancaster County Career & Technology Center

PAYMENT AUTHORIZATION CODE, IF APPLICABLE:

N/A

Consent/Release of Information Authorization form is attached. Applicant must fill in the "Other Address" sections. By completing the other address sections, you are agreeing that the organization will have access to the status and outcome of your certification application.

## APPLICANT DEMOGRAPHIC INFORMATION (DO NOT USE INITIALS)

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
SOCIAL SECURITY NUMBER	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not reported	DATE OF BIRTH (MM/DD/YYYY)	AGE

Disclosure of your Social Security number is voluntary. It is sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to information in statewide database), 6344 (relating to employees having contact with children; adoptive and foster parents), 6344.1 (relating to information relating to certified or licensed child-care home residents), and 6344.2 (relating to volunteers having contact with children). The department will use your Social Security number to search the statewide database to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

HOME ADDRESS	MAILING ADDRESS (if different from home address)	OTHER ADDRESS (if Consent/Release of Information Authorization form is attached)
ADDRESS LINE 1	ADDRESS LINE 1	ADDRESS LINE 1 1730 Hans Herr Drive
ADDRESS LINE 2	ADDRESS LINE 2	ADDRESS LINE 2 PO Box 527
CITY	CITY	CITY Willow Street
COUNTY	COUNTY	COUNTY Lancaster
STATE/REGION/PROVINCE	STATE/REGION/PROVINCE	STATE/REGION/PROVINCE PA
ZIP/POSTAL CODE	ZIP/POSTAL CODE	ZIP/POSTAL CODE 17584
COUNTRY	COUNTRY	COUNTRY United States
<input type="checkbox"/> Different mailing address	ATTENTION	ATTENTION Adult Education Registrar

## CONTACT INFORMATION

HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER
EMAIL (By submitting an email contact, you are agreeing to ChildLine contacting you at this address.)		

# PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

PREVIOUS NAMES USED SINCE 1975 (Include maiden name, nickname and aliases.)			
First	Middle	Last	Suffix
1.			
2.			
3.			
4.			
5.			

PREVIOUS ADDRESSES SINCE 1975 (Please list all addresses since 1975, partial address acceptable; attach additional pages if necessary.)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

HOUSEHOLD MEMBERS (Please list everyone who lived with you at any time since 1975 to present. Please include parent, guardian or the person(s) who raised you; attach additional pages as necessary.)				
Name (First, Middle, Last)	Relationship	Present Age	Gender	
1.	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> person(s) who raised you			
2.	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> person(s) who raised you			
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

I affirm that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code). If I selected volunteer, I understand that I can only use the certificate for volunteer purposes.

APPLICANT'S SIGNATURE
DATE

CHILDLINE USE ONLY		
DATE RECEIVED BY CHILDLINE	SUFFICIENT PAYMENT INFORMATION RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> VALID PAYMENT AUTHORIZATION CODE <input type="checkbox"/> WAIVED (supervisor initials) _____	CERTIFICATION ID #



**PENNSYLVANIA STATE POLICE  
REQUEST FOR CRIMINAL RECORD CHECK  
1-888-QUERYPA (1-888-783-7972)**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. *A response may take four weeks or longer.*

**TRY OUR WEBSITE FOR A QUICKER RESPONSE  
<https://epatch.state.pa.us>**

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

<b>FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER</b>
<b>AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758</b>
<b>DO NOT SEND CASH OR PERSONAL CHECK</b>
<p align="center"><b>CHECK ONE BLOCK</b></p> <p><input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$22.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE</p> <p><input type="checkbox"/> NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$27.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE</p> <p><input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE</p>

<b>SUBJECT OF RECORD CHECK</b>				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE
<p>The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information <u>contained in the files of the Pennsylvania State Police Central Repository only.</u></p> <p><b>FEE FOR REQUESTS - \$22.00. NOTARIZED FEE REQUESTS - \$27.00.</b>  <b>***MAKE ALL MONEY ORDERS PAYABLE TO: <u>COMMONWEALTH OF PENNSYLVANIA</u>***</b></p> <p align="center"><b>REASON FOR REQUEST</b>                  ◀◀◀◀◀CHECK THE BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶</p> <p><input type="checkbox"/> INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$27.00 FOR REQUEST)</p> <p><input type="checkbox"/> ADOPTION (DOMESTIC)      <input type="checkbox"/> EMPLOYMENT      <input type="checkbox"/> VISA      <input type="checkbox"/> OTHER</p>				

**WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.**

**Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919**





**LANCASTER COUNTY**  
**CAREER & TECHNOLOGY CENTER**

**SECONDARY EDUCATION**  
**HIGH SCHOOL TRANSCRIPT REQUEST**

I have applied for admission to the LANCASTER COUNTY CAREER & TECHNOLOGY CENTER. An **Official Transcript** of my school credits is required to complete the application. My signature below authorizes you to send my transcripts to:

Lancaster County Career & Technology Center  
ATTN: Higher Education Registrar  
1730 Hans Herr Dr.  
PO Box 527  
Willow Street, PA 17584

Please print the following information:

NAME: \_\_\_\_\_

MAIDEN NAME: \_\_\_\_\_

CURRENT  
ADDRESS: \_\_\_\_\_

\_\_\_\_\_

YEAR OF GRADUATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

[Submit this form to your high school guidance counselor or principal. Most institutions require a fee for processing transcripts. It is your responsibility to contact the high school to determine the institutional policy and remit the proper amount with this request.]



**LANCASTER COUNTY**  
**CAREER & TECHNOLOGY CENTER**

**SECONDARY EDUCATION**  
**GED TEST SCORE REQUEST**

I have applied for admission to the LANCASTER COUNTY CAREER & TECHNOLOGY CENTER. An **Official Transcript** of my scores on the General Education Development (GED) Test is required to complete the application. My signature below authorizes you to send my transcripts to:

Lancaster County Career & Technology Center  
ATTN: Higher Education Registrar  
1730 Hans Herr Dr.  
PO Box 527  
Willow Street, PA 17584

Please print the following information:

NAME: \_\_\_\_\_

MAIDEN NAME: \_\_\_\_\_

CURRENT  
ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

If you completed your GED in Pennsylvania, submit this form and a \$3.00 money order made payable to "Commonwealth of Pennsylvania" to:

Commonwealth Diploma Program  
Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333

**Understand that by the first day of school you must pay a one hundred dollar (\$100) good faith payment toward your program tuition. This amount will be applied directly to your tuition account. Understand that if you have secured federal financial aid or funding through an agency which will cover the amount of your full tuition, the balance of your account will be paid when the funding arrives at the school.**

**Understand that if you have not secured funding through either financial aid or through a funding agency, you must pay, or make satisfactory payment arrangements with the bursar's office prior to the first day of class. Furthermore, understand you will need to make additional payment arrangements for your second term tuition with the bursar's office prior to the start of your second term.**

**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER  
HIGHER EDUCATION OFFICE  
1730 HANS HERR DR.  
PO BOX 527  
WILLOW STREET, PA 17584-0527**