

**ADULT & CONTINUING EDUCATION – YORK COUNTY SCHOOL OF TECHNOLOGY**

**REGISTRATION for:** \_\_\_\_\_

DATE:	SOCIAL SECURITY #	DATE OF BIRTH:		
LAST NAME:		FIRST NAME:		M.I.
ADDRESS:		CITY	STATE	ZIP
HOME / CELL PHONE #		SCHOOL DISTRICT:		
WORK PHONE #		EMPLOYER		
EMERGENCY CONTACT:			PHONE #	
EMAIL:				

*The PA Department of Education requires the following information. Please check the appropriate box:*

GENDER		ETHNICITY		EMPLOYMENT STATUS	RACE	REASON FOR TAKING COURSE			
<input type="checkbox"/>	Male	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Am. Indian or Alaskan Native	<input type="checkbox"/>	Job Preparation
<input type="checkbox"/>	Female	<input type="checkbox"/>	Non-Hispanic / Latino	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Black / African American	<input type="checkbox"/>	Upgrade / Supplement Skills
				<input type="checkbox"/>	Unemployed	<input type="checkbox"/>	Native Hawaiian / Other Pacific Islander	<input type="checkbox"/>	Apprenticeship
				<input type="checkbox"/>	Retired	<input type="checkbox"/>	Asian	<input type="checkbox"/>	Change Career
				<input type="checkbox"/>		<input type="checkbox"/>	White	<input type="checkbox"/>	Other:
				<input type="checkbox"/>		<input type="checkbox"/>	Multi-racial	<input type="checkbox"/>	

All students who enroll in Adult Ed, Adult Nursing and Continuing Ed courses and any other programs at York County School of Technology ("School") are expected to pay their tuition, fees and related charges on their accounts, in full for the current term(s) as of either the published due date, first day/night of class, or have already enrolled in, and been approved for an YTECH Adult Ed payment plan prior to the start of classes (not all programs have payment plans). The due dates for the payment of tuition, fees and related charges are determined by the dates of enrollment, the date a course/ program starts or the terms of the payment plan.

Payment can be made by credit card (MasterCard, VISA, and Discover), by check or money order. There is a service fee that is charged for returned checks and individuals who repeatedly submit returned checks will be required to remit payment via only a money order, or a certified check.

For many programs (not all check with office) the school offers a tuition payment plan designed for students to pay tuition and related charges over a period of time rather than all at one time. (Please contact the office for more information on the payment plan.) For students who receive financial aid or some other form of 3<sup>rd</sup> party payment, please be aware that said student is responsible for any portion of their balance due, not covered by their aid package or 3<sup>rd</sup> party payment. Students have 5 days from the disbursement/receipt of their aid package to pay the remaining balance due or enter into an approved payment plan. Failure to make payment or enter into a payment plan may result in dismissal from the program. The School reserves the right to refuse to issue grades, transcripts records, program completion certification as well as deny registration or readmission to students who owe money to the School, or who have failed to return School books or equipment. Any and all debts owed to the School must be paid in full prior to the completion of a course/program, certification exam, 3<sup>rd</sup> party exam or graduation from the School. Student that withdraw with accounts in good standings will be given a maximum of 30 days to address any debts owed to the school. Any accounts that are in arrears more than 30 days could be subject to collections. The Student will be responsible for any and all costs or fees (including collection agency costs) incurred by the School to collect any debt or obligation owed to the School.

Regardless of the methods a student expects to pay their tuition bill (financial aid, third party pay, loan or other form of financial assistance) ultimately it is the students' obligation to pay for all debts incurred. In the case where a financial aid disbursements or other form of third party payment do not cover the total cost of a program, the student is responsible for promptly paying the balance owed to the School. Students who owe a balance to the School, after all financial aid or 3<sup>rd</sup> party payments for the current payment period has been disbursed, must pay the balance due, or enter into a payment plan. Any student who has an account that is in arrears will not be permitted to continue attending classes. Student agrees to be responsible for all costs and charges on unpaid balances including, but not limited to, collection fees up to 50%, court costs and reasonable attorney's fees and all costs incurred by the School in the collection of debts (including collection agency costs).

In order to graduate, enroll in classes, take certification exams, 3<sup>rd</sup> party exams, have my records submitted, obtain verification of enrollment/attendance, I understand that I am responsible for any unpaid balance remaining on my account and I understand that balance must be paid in full prior to graduation or the release of any records.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<i>FOR OFFICE USE ONLY!</i>	
SPONSOR:	
SPONSOR FUNDING:	
AMOUNT OF PAYMENT	
RECEIPT NUMBER:	
DATE PROCESSED:	
PROCESSED BY:	