

Date: January 30, 2018

Re: Admissions Process – Current Grade 12 Students Interested in Returning as Post Graduates

The purpose of this communication is to clarify the admissions process for grade 12 students that are currently attending Bristol T.E.C. and are interested in reapplying to Bristol TEC as a post-graduate student for the following school year. Please note that current students do not receive any priority over new applicants and are not guaranteed readmission.

Bristol T.E.C. offers six in-demand career technical education programs – Automotive Technology, Culinary Arts, Electronics Technology, HVAC-R, Precision Machining, and Welding & Metal Fabrication. HVAC-R is a two year program (1st year students must reapply for the second year). All other programs are one-year, ten-month programs designed to teach students the basic career/technical and employability skills needed to enter the workforce. Every effort is made to place eligible students in their field of study.

Time Frame	Steps	Special Notes
September 15 th – June 1 st	Applicants must arrange to “shadow” visit the program(s) they are interested in.	Contact – Ms. Darlene Aresta *To be considered for readmission applicants are required to earn a full endorsement from the CTE instructor of the program(s) they are interested in. Partial endorsement(s) → Waitlist. No endorsement(s) → Denial **Students must be in good standing in their current program with regards to attendance, grades, etc.
Ongoing	Post-graduate application completed and submitted.	Contact – Ms. Darlene *Incomplete applications will not be reviewed.
Beginning February 15, 2018	Admissions Committee Reviews Applications.	*Weekly meetings.
Between February 15, 2018 - Last Day of School.	Acceptance letters will be mailed to the student (and parent if student is under 18 years of age).	*Students are required to return their commitment letters within 15 calendar days from the date of the letter. Attention – Ms. Miranda Hoxha.
Within 15 calendar days from the date on the acceptance letter.	Accepted students must include a \$50.00 <u>non-refundable</u> registration fee along with their commitment letter.	*Commitment letters will not be processed without the registration fee. **Offer will be rescinded if commitment letters and fees are not returned as required.

“Preparing students with the skills to be successful in the modern workforce.”