



## Bristol Technical Education Center

Connecticut Technical Education & Career System  
431 Minor Street, Bristol, CT, 06010  
860-584-8433 / Fax: 860-584-0795  
bristol.cttech.org



### BTEC 2024-2025 – Full-Time Adult Program Application

*(Priority Application Deadline – extended to May 1, 2024)*

#### Application Requirements & Procedures:

- ☐ Complete and submit this application in its entirety.
- ☐ Include a copy of your current or final high school transcript or General Educational Diploma (GED).
- ☐ Upon submission of application and transcript, applicant must take the Admission Test. To set up, contact Mrs. Holman, School Counselor at 860-584-8433, x28335 or via email at [Domenica.Holman@cttech.org](mailto:Domenica.Holman@cttech.org). An admission test fee of \$50 must be paid on the day of testing. (Refer to page 4 for payment methods)
- ☐ Completed application can be sent via email or post-mail to: [Domenica.Holman@cttech.org](mailto:Domenica.Holman@cttech.org)

**Or**

Bristol Technical Education Center, C/O Guidance Office  
431 Minor Street  
Bristol, CT 06010

**\*Admissions is contingent upon post-graduates attending an orientation session and clearing a history of criminal arrest.**

**\*Applicants who received Special Education or related services in high school and have a summary of performance may include it with the application for us to review in order to help meet your educational needs.**

### Personal Information

**Full Name:** \_\_\_\_\_  
(Last) (Prior Name) (First) (Middle)

**Address:** \_\_\_\_\_  
(P.O. Box, Apartment, Street Name and Number)

\_\_\_\_\_  
(City or Town) (State) (Zip Code)

**Mailing Address:** \_\_\_\_\_  
(If different) (P.O. Box, Apartment, Street Name and Number)

\_\_\_\_\_  
(City or Town) (State) (Zip Code)

**Birth Date:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_  
(Month/Day/Year) (City) (State) (Country)

**Home Phone:** ( ) \_\_\_\_\_ **Cell Phone:** ( ) \_\_\_\_\_

**Email address:** \_\_\_\_\_ (Please print clearly)

**BTEC Applicants - Technology Area: 1st Choice:** \_\_\_\_\_ **2<sup>nd</sup> Choice:** \_\_\_\_\_

**BTEC Choices Include:**

- Automotive Technology - 2 year
- Culinary Arts - 1 year
- Mechatronics Technology - 1 year
- HVAC/R - 2 year
- Precision Machine Technology - 1 year
- Welding & Metal Fabrication – 1 year

## General Information

This application requests general information about your national origin, gender, racial or ethnic group, and primary language spoken in the home. Providing this information is voluntary. The information provided will be used for record-keeping purposes only. It will not be used as a factor in any action concerning education, activities or employment.

**Gender:** ☐ Male ☐ Female

**Racial or Ethnic Group:** ☐ American Indian or Alaskan Native (1)  
☐ Asian American or Pacific Islander (2)  
☐ Black (3)  
☐ White (4)  
☐ Hispanic (5)

**Primary Language:** \_\_\_\_\_

**High School graduate?** ☐ Yes ☐ No

**If Yes, name of High School:** \_\_\_\_\_

**If No, what is your expected date of graduation?** \_\_\_\_\_

**Do you have a GED certificate?** ☐ Yes ☐ No

**NOTE:** A copy of a High School transcript or GED certificate must be included with this application.

**Are you a U. S. Veteran?** ☐ Yes ☐ No **Dates of Service** \_\_\_\_\_ - \_\_\_\_\_

**Type of discharge:** \_\_\_\_\_

**Have you attended/applied to another Connecticut Technical High School?** ☐ Yes ☐ No

**If you answered yes, name of school:** \_\_\_\_\_

**Have you ever been convicted of any crime?** ☐ Yes ☐ No

**Are there any criminal charges pending against you?** ☐ Yes ☐ No

**If you have answered yes to either of these questions, attach a sheet providing specific information.** If conviction of a crime or pending criminal charges is a basis for rejection, you will be notified in writing and you will be provided an opportunity to request reconsideration (see CGS 46a-79 and 80). Failure to disclose a conviction or pending criminal charges will be a basis for rejection, or dismissal if enrolled.

It is the policy of the Connecticut Technical Education & Career System that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, or disability (including, but not limited to, mental retardation, past or present history or mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut Technical Education & Career System does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut High School System's nondiscrimination policies and practices should be directed to Superintendent of Schools, Connecticut Technical Education & Career System, 39 Woodland Street, Hartford, CT 06105, and/or, regarding race, color, national origin, age, sex and/or disability to the Office for Civil Rights, U.S. Department of Education, Boston, MA 02110-1491, telephone 617.289.0111, fax 617.289.0150, TTY/TDD 877.521.2172. The Connecticut Technical Education & Career System is an equal opportunity/affirmative action employer.

The following information will help us know more about you and what experiences you may have related to the technology area. Please complete the following. Attach additional sheets if needed.

### Educational Background

Institutional Name City, State	Attendance From To		Certificate/Award Diploma or Degree Earned

### Work Experience:

Company Name City, State	Dates From To		Job Title & Duties

### Volunteering:

Organization Name City, State	Dates From To		Work Done

### Hobbies/Interests:


Please write an interest statement and explain why you have chosen BTEC and what your career plans are. (Attach an additional sheet if needed.)


Please tell us how you heard about the adult education programs at BTEC.

- ☐ Word of Mouth   
 ☐ Newspaper Ad   
 ☐ Newspaper Article   
 ☐ TV/Radio Ad   
 ☐ Career Fair  
☐ Internet   
 ☐ Presentation   
 ☐ Vocational Counselor   
 ☐ other \_\_\_\_\_

I hereby certify that the information provided by me in this application is true, complete and accurate. I understand that applications will not be returned.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if under 18 years of age)

\_\_\_\_\_  
Date

**Connecticut Technical Education and Career System (CTECS)**  
**2024-2025 Full-Time Adult Student Information/Financial Obligation**

**Tuition and Fees**

The tuition and fee schedule for 2024-2025 academic year as approved by the Connecticut State Board of Education are as follows:

Program	Resident/ Non-Resident	Tuition	Admission Test Fee	Payment Due Dates
Aviation	Resident	Total of \$7,200 payable in three installments over two years (\$2,400 per installment)	\$50.00 Due on day of test	Date of first scheduled class of each “block”
Bristol T.E.C.	Resident	Total of \$4,000 payable in two installments over one year (\$2,000 per installment)	\$50.00 Due on day of test	Date of first scheduled class of each “semester”

**Acceptable methods of payment**

- Bank check or money order made payable to “Treasurer, State of Connecticut” for the exact amount due;
- Cash will be accepted only for Admission Test Fees

**Unacceptable methods of payment**

- Personal Checks;
- Debit and Credit Cards;
- Cash for Tuition Payments

**Other financing options (It is the responsibility of the student to initiate and follow up on the methods listed below):**

The Connecticut Technical Education and Career System offers other financing options including:

- **Outside agencies** Funding from other state agencies (i.e. Dept. of Labor, Office of the State Comptroller);
- **G.I. Bill Veteran Education Benefits**

**\*\*Any student failing to pay or be approved for an alternative financing option by the payment due date will be immediately dismissed from their program of study. As regular attendance is a critical aspect of the educational process, students with attendance problems may be dismissed from the program.**

## **Connecticut Technical Education and Career System (CTECS)**

### **2024-2025 Full-Time Adult Student Information/Financial Obligation**

#### **Applying for a tuition waiver**

Eligible students wishing to apply for a tuition waiver must complete a Tuition Waiver Request form, (available at, <https://www.cttech.org/adult-education/>) no later than four weeks prior to the first-class session.

- **Veterans** requesting a tuition waiver must attach a copy of their Certificate of Release or Discharge (DD Form 214) (90 days of honorable active duty service in addition to that spent in active duty training and in attendance at military service academies for any war period after August 2, 1990 or engaged in combat or in combat support role in specific conflicts prior to August 2, 1990);
- **Senior Citizens** – Students age 62 and over requesting a waiver must attach a copy of their proof of age;
- Unemployment compensation is **NOT** a means-tested benefit program and therefore is not considered when determining financial hardship;
- Students whose tuition is being paid by another state agency must submit written documentation (i.e. voucher) identifying the agency responsible for payment.
- Students receiving educational assistance benefits under the G.I Bill from the Veterans Administration must submit enrollment verification or training agreement. The student should provide the school Certification Officer, VA Form 22-1999 and VA Form 22-1999b for submission to the Veterans Administration to receive the education benefits payment form VA.
- If a student is denied a tuition waiver, all tuition and fees are due by the next class session.

#### **Procedures for Withdrawal**

In order to officially withdraw from an adult education program in the CTECS and be considered for a tuition refund, candidates must complete and **submit to the school's Guidance Office**, the following two documents available from the district's Adult Education webpage (<http://www.cttech.org/adult-education.html>):

1. **Student Withdrawal Form**
2. **Request for Tuition Refund Form (Appendix IX)**

Students may be eligible for a tuition refund upon approval of the Student Withdrawal Form by a school administrator (Principal or Assistant Principal)

# **Connecticut Technical Education and Career System (CTECS)**

## **2024-2025 Full-Time Adult Student Information/Financial Obligation**

### **Eligibility for Tuition Refunds**

- Except for withdrawal due to military action or serious illness, if the Student Withdrawal Form is received from the student **prior to the first scheduled class session**, the student is eligible for a 100% tuition refund.
- Except for withdrawal due to military action or serious illness, if the Student Withdrawal Form is received from the student **after the first scheduled class session**, but **prior to the fourteenth (14<sup>th</sup>) calendar day from the first scheduled class session**, the student is eligible for a 60% tuition refund.
- Except for withdrawal due to military action or serious illness, if a Student Withdrawal Form is received after the fourteenth (14<sup>th</sup>) calendar day from the first scheduled class session; the student is not eligible for a tuition refund.
- All requests for a tuition refund due to military action and supported by written documentation from the military are eligible for 100% tuition reimbursement;
- All requests for a tuition refund due to serious illness and supported by written documentation from a medical professional are also eligible for 100% tuition reimbursement;

### **Processing of Tuition Refunds**

If the student meets the eligibility requirements for a tuition refund, the Request for Tuition Refund Form (Appendix IX) completed by the student will be forwarded from the school administrator to the school's business office and then to the State Department of Education's (DOE) Payments Unit.

The SDE Payments Unit will then issue a state invoice utilizing the State of Connecticut's official accounting system (CORE-CT) and transmits the invoice to the State Comptroller for issuance of a refund check payable to the student within the state's payment timelines (currently net 45 days).

**I have read and understand the above:**

**Student Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

We offer a unique and rigorous learning environment that:

- Ensures both career technical education mastery and student success, as well as promotes enthusiasm for lifelong learning;
  - Prepares students for apprenticeships, immediate productive employment, as well as continuing education; and
- Engages regional and state employers, industry partners, CTEC representatives, our sending schools, and members of our family community in a vibrant collaboration that responds to current, emerging and changing workforce needs and expectations.