



# E.D.P. School, Inc.

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## POLICY:

Admission Policy: E.D.P. School maintains appropriate admissions standards, policies, and procedures designed to ensure that all enrolled students have the ability and the opportunity to succeed, both at the school and in their chosen careers.

Non-Discrimination in Admissions Policy: E.D.P. School is committed to equal access to facilities, programs, admission, and employment for all persons. It is the policy of the School to maintain an environment free of discrimination and free of harassment against any person because of race, age, ancestry, color, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, mental or physical disability, gender, perceived gender, gender identity, genetic information or political ideas and affiliations. Discriminatory conduct and harassment, as well as relationship violence and sexual misconduct, violates the dignity of individuals, impedes the realization of the School's educational mission, and will not be tolerated.

In accordance with Title IX of the Education Amendments Act of 1972, E.D.P. School does not discriminate in admission or any other aspect of our programs on the basis of race, religion, ethnicity, sex, age, disability, sexual preference, or national origin.

Applicants with disabilities must be physically able to complete the training program with reasonable accommodations. Further, certain physical and intellectual abilities are bona fide occupational qualifications and thus certain disabilities might disqualify a student from any potential employment. Please check with the Admissions Office if you have a disability that might interfere with your ability to succeed in school or in your chosen career.

General Requirements for Admission: In order to be accepted to E.D.P. School as a regular student, an applicant must:

1. Applicants must be at least eighteen years of age by the class start date or seventeen years of age and have legal parental consent. Applicants may enroll at sixteen and a half years of age if a release letter from a New York State high school is received and is on file.
2. Applicants must possess a valid high school credential (including home-schooling), a General Educational Development (GED) or an equivalent credential (and provide appropriate documentation). E.D.P. School also reserves the right to require academic testing as both an admissions criterion and an evaluation of the student's need for remediation, regardless of high school credential status.

3. Applicants must be a U.S. Citizen, legal resident, or otherwise legally eligible to study in the United States by presenting proof of identity and citizenship/legal immigration status. Acceptable documents include photocopies of one or more of the following documents: Social Security Card, Driver license/non-driver ID, U.S. Passport, Alien Registration Card or student visa.
4. Applicants are required to interview with an Admissions Representative and participate in a campus tour (see details below). Admissions interviews are scheduled to discuss the various program/career options that are available. During the interview, the applicant will be given a tour of the school's facilities, provided a copy of the current Academic Catalog, and introduced to the E.D.P. School website.
5. Applicants are required to sign and submit an enrollment agreement and pay a non-refundable application fee.

### Enrollment Deadline

Students are enrolled on a space-available basis. Students will be enrolled in order of acceptance for admission (having completed all admission requirements, including submission of all required documents). When enrollment exceeds capacity, a limited number of students who have completed all requirements in advance of the class start may be placed on a waiting list. Any student placed on the waiting list and unable to start because of class capacity will be given an option of transferring to the next available class.

Personal Admission Interview: Prospective students desiring to apply to E.D.P. School should contact the School and speak with an Admissions Representative. Prospective students will also tour the campus at the time of the Personal Admission Interview. Arrangements for an interview and tour of E.D.P. School may be made by contacting the Admissions Department.

Required Documents: Prior to starting classes, an applicant must also provide/complete the following documents or tasks (as appropriate):

- Submit appropriate documentation of high school completion. Appropriate documentation includes: a confirmed copy of a high school diploma, an official high school transcript listing date of graduation, a General Educational Development (GED) certificate, a college transcript from a national or regionally accredited college that contains the name and date of high school graduation, or home-schooling documentation appropriate under the laws of the State in which the home-schooling occurred. (Foreign documents require translation and evaluation to indicate the foreign diploma is equivalent to a U.S. High School Diploma).
- Complete an enrollment agreement (parent signature required if under eighteen years of age),
- Complete several forms provided by the School,
- If requesting transfer credit, submit official college/higher education transcript, and
- Meet with a financial officer at the school to make satisfactory payment arrangements.

If the applicant is unable to provide the required documents or complete the required tasks, the Admissions Office may allow the applicant additional time (up to thirty days after the start of classes) to complete the tasks or obtain the appropriate documentation. If the requirements are not met within this timeframe, the school may rescind the student's acceptance at the discretion of the School Director.

A student is officially enrolled upon completion of all admission requirements and the enrollment agreement is fully executed (signed by the applicant and the School Official or their designee). An applicant may register at any time but may only begin classes on the specified start date or no later than the allowable start period defined by the Schools governing agencies and as outlined on the enrollment agreement. Classes may have a limited enrollment.

Transfer of Credit (Credit for Previous Training): E.D.P. School welcomes applications for admission from students who have studied at other accredited post-secondary education institutions. Transfer applicants are subject to the regular admission requirements of the School.

The School maintains a record of the previous education and training of each student. All requests for exemption or credit must be submitted prior to the start of training. New students, which includes students transferring from another institution, may request exemption from courses based on previous postsecondary education and training. Transcripts from other nationally and/or regionally accredited schools and colleges may be submitted for credit. Credit may be given for related courses taken at a different institution, however credits must have been completed within the last 5 years with an earned grade of a "C" or above. Transfer of credit will be limited to enrollment at E.D.P. School and an official transcript must be presented prior to starting school. The School Director or his/her designee will determine what credit is to be transferred. Credit is limited to no more than 50% of the total School program, and certain classes may not be eligible for credit. If the training program is shortened, the program cost will be reduced accordingly.

Satisfactory Payment Arrangements: No student will be allowed to begin classes at E.D.P. School without making satisfactory payment arrangements. Satisfactory arrangements may include a combination of methods including, financial aid (including Federal Pell and SEOG grants), other outside aid and/or personal payment (cash, check, money order or credit card).

#### PROCEDURE:

High School Credential: All students admitted to a program of study at E.D.P. School must possess a valid high school diploma or equivalent, as defined in federal regulation 34 CFR 668.32 (including students who were legally and properly home-schooled). Financial aid applicants must also self-certify their status as a high school graduate or GED holder through the Free Application for Federal Student Aid (FAFSA) to be eligible for federal and state financial aid.

High school credentials will only be accepted from institutions offering an actual curriculum of high school courses under the supervision of a State, other legitimate government authority, or an accrediting body recognized by the U.S. Department of Education (ED). A certification of testing without an actual, approved curriculum of study is *not* acceptable as a high school diploma. GED

certificates will be accepted exclusively from State or other legitimate government entities with the legal authority to issue such documents. If an issuing institution is not known to the School and otherwise does not appear to be a legitimate issuer, the Admissions Office will conduct any necessary research to determine the legitimacy of the issuer. This research will generally be conducted using the internet, and appropriate printouts/copies of research documents will be created and maintained for audit purposes. Home-schooling documents will be reviewed under standards appropriate to the State in which the education occurred.

Conflicting or Missing Certification: The Admissions Office will investigate and resolve any conflicting information regarding high school graduation status. Intentionally providing false affirmative answers regarding high school graduation status for the purpose of illegally obtaining Federal Student Aid may constitute fraud and will necessitate an institutional review under *P&P 3.4 - Title IV Fraud Referrals*.

Responsibility: The School Director is responsible for ensuring the consistent enforcement of this policy and ensuring that proper documentation is collected and appropriately maintained in each student's file.

Admissions "Clearance": A student shall be considered "admission cleared" (approved to begin classes) upon completion/submission/approval of all necessary and applicable documentation as listed in the policy. The documents which must be evident in the student's admission records (file) are as follows:

- Signed Enrollment Agreement,
- Personal Interview Sheet,
- Valid/Reviewed High School Diploma/Transcript/GED Certificate\*,
- Signed Copy of Consumer Information Disclosure Form,
- Signed Copy of Photographic / Media Consent Form,
- Transcript of Post-Secondary School (for transfer credit only)\*, and
- Evidence the student has made satisfactory payment arrangements (financially cleared)\*.

Each document listed above will be archived as the student's admission documentation, either electronically or in paper form. These documents become part of the student's academic record (file) once the student has been accepted for admission, been "admissions cleared", and has attended classes beyond the last date of the add-drop period.

Override Authority: The School Director has the authority to override certain requirements (indicated above with an asterisk \*) for purposes of allowing the student to start classes.