



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

Division of Adult/Continuing Education

OFFICE INFORMATION:

3300 Chester Ave.

Bethlehem, PA 18020

610-866-8013 Ext. 111

huberd@bavts.org / stilgenbauerj@bavts.org / turkell@bavts.org

WHO CAN ATTEND:

Individuals ages 18 years old and older are able to pursue a new interest, obtain valuable industry recognized certifications and credentials or update present skills with the latest techniques and technology being used within the industry. Some of the certification and/or credential courses may have a minimum age and/or education requirement that must be met.

REGISTRATION:

Since our programs are not semester-based, we keep registration open throughout the year. There is a \$25.00 non-refundable yearly registration fee.

All courses have a maximum student capacity; early registration is highly recommended. All enrollment criteria such as pre-testing and prerequisites must be satisfied at the time of registration.

All registration needs to be completed online and you will not be able to complete the registration process without payment in full or enrollment into a payment plan if applicable. If you do not have access to a computer, you can make an appointment to come in and register online in the Adult & Continuing Education office. (Cash or Check only payments).

PAYMENT METHODS:

Credit/Debit Card (Visa, MasterCard)

Payment Plan (for courses over \$300.00)

1. All payment plans require a minimum deposit of \$300.00.
2. Classes must be paid in full 5 business days before the class ends.

PAYMENT PLAN:

Students must be paid in full or have a payment plan set-up and linked to a valid credit card by the first scheduled class. A monthly payment plan can be set-up at the time of registration for classes over \$300. Payment plans will be divided into monthly installments over the length of the program.

DEFAULT of PAYMENT PLAN:

In the event that a monthly payment is unable to be processed, the student may be removed from the program, plus a \$15.00 fee may be assessed for each missed payment presented by or on behalf of the student. Payment of the fee and the past due amount must be paid in full to continue participation in the program. *(No course adjustments will be made for time missed.)*

BAVTS reserves the right to withhold services along with the credential, competencies, certification testing, licensure hours, transcripts or other records of achievement until a student's tuition account has been satisfied in full. All delinquent accounts may be subject to be turned over to a collection agency.

STUDENT CANCELLATION/WITHDRAWAL and REFUND POLICY:

The Division of Adult & Continuing Education Department has established a series of refund policies applicable to the various situations encountered during the normal course of business. The approved refund policies are outlined below.

WITHDRAWAL from a COURSE:

Registration fees will NOT be refunded. You must withdraw from a course prior to the start of the third class to receive a partial refund. Failure to withdraw from a course will result in the loss of any refund and students are responsible for tuition to be paid in full.

REFUND POLICY:

1. Withdrawal from a course 2 weeks prior to the first scheduled class will result in a refund of tuition only. The registration fee is NON-refundable.
2. Withdrawal from a course less than 2 weeks prior to the first scheduled class or prior to the start of the third class, will result in a refund of 90% of the tuition only. The registration fee is NON-refundable.
3. There will be NO refunds after the start of the third class and students are responsible for tuition to be paid in full.
4. No refund will be issued for courses that are 8 hours or less in length after the start of the first class.
5. If a course is canceled by us, a full refund will be issued, including the registration fee.
6. Refunds are processed after the monthly school board meeting.

COURSE CANCELLATION REFUND:

BAVTS reserves the right to cancel any program. Minimum and maximum class size will be determined by the administration. BAVTS reserves the right to limit enrollment and change instructors. We also reserve the right to cancel a class due to low enrollment or due to the

unavailability of instructor or facilities.

1. 100% refund, including the registration fee will be issued for courses canceled by BAVTS prior to the start of class.
2. Refunds will be prorated by the number of classes held if a course is canceled after the start of the course.
3. If a class date and time must be changed, tuition will be refunded on a prorated basis if the student is unable to attend due to the change.

NON-ENDORSEMENT:

Instructors hired by the Adult/Continuing Education Department are employed because of their skills and expertise. BAVTS does not endorse the opinions and business affiliations of our instructors. BAVTS is not responsible for typographical errors. Costs of materials, books or other supplies are subject to change without notice.

SCHOOL CLOSINGS:

It will be announced and indicated that adult/continuing education classes will be closed by 3:00 p.m. on WFMZ Channel 69 web-site. Class cancellation due to inclement weather will be made up at the end of the session or at the discretion of the instructor.

CONCERNS, ISSUES or PROBLEMS:

For any concerns, issues or problems with Adult/Continuing Education matters please call 610-866-8013 Ext. 111. All communication with our office staff will be kept confidential.

BAVTS STAFF ADULT EDUCATION ENROLLMENT:

Upon written approval of Administration, staff members who wish to enroll in an adult education class being offered that will directly support their position at BAVTS will be allowed to take the class tuition free.

Staff members who wish to take a class for their personal enrichment may enroll in the class at a 50% discounted rate. (This does not apply to short-term classes).

COMPLIANCE STATEMENT:

The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational Technical School's Business Administrator, Title IX and Section 504 Coordinator, at 3300 Chester Avenue, Bethlehem, PA 18020, via email at complianceofficer@bavts.org or by phone at 610-866-8013, ext. 105.

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