



Nurse Aide Training and Competency Evaluation Program (NATCEP)

START DATE: See KTC Website for Class Offerings

PAYMENT SCHEDULE / COST SHEET

BA 11.13.25

	DUE PRIOR TO PROGRAM ENROLLMENT DEADLINE	DUE ONE WEEK PRIOR TO PROGRAM START	TOTAL
*Application Fee	\$ 25.00		\$ 25.00
# WorkKeys	\$ 45.00		\$ 45.00
Textbook Resources	\$ 103.00		\$ 103.00
Instructional Supplies and Services		\$ 50.00	\$ 50.00
Liability Insurance		\$ 15.00	\$ 15.00
Tuition		\$ 492.00	\$ 492.00
State Testing Fee		\$ 120.00	\$ 120.00
Total	\$ 173.00	\$ 677.00	\$ 850.00

**Application fee is non-refundable*

WorkKeys testing completed within 3 years must meet the minimum scores required per program. WorkKey's expiration date will be 3 years from the original test date and acceptable if paid registration is submitted prior to expiration. Note: Proctoring fees may apply for failure to cancel a scheduled WorkKeys appointment or if scheduling outside of normal testing times.

Student Financial Responsibility: All fees are due as noted unless other arrangements have been made through the KTC Student Accounts. Textbook, lab, and resource fees are subject to change. Without exception, all fees must be paid in full before one will receive program completion/graduation documentation.

Other Items Required before Program Start (not part of program fees)

Maroon Scrubs	\$40.00	(approximate)
Watch with second hand	\$10.00	(approximate)
Black shoes and socks	\$50.00	(approximate)
Immunizations/Titers	prices vary	
BCI/FBI Background Check	\$65.00	(approximate)
Medical Release	\$50.00	(approximate)

State Test Mandatory ID Requirement

**** A US GOVERNMENT ISSUED, PHOTO-BEARING, SIGNED, NON-EXPIRED FORM OF IDENTIFICATION and your ORIGINAL SOCIAL SECURITY CARD are required for testing and must be presented prior to the Registration deadline. A letter from the Social Security office cannot be accepted. Only original IDs and social security cards are accepted. Testers that do not have the required documents will not be permitted to test. Fees are non-refundable and tester will be required to submit a new application and pay testing fee again to reschedule.**

Immunizations : Refer to Registration Checklist for current list of requirements.

KTC NATCEP classes are held at the KTC Adult Education Extension located at
1481 Yauger Road, Mount Vernon, OH 43050

KNOX TECHNICAL CENTER MISSION STATEMENT

The mission of the Knox Technical Center is to provide cutting-edge programs that prepare adults with career and lifelong learning skills.

PROGRESSION/GRADUATION REQUIREMENTS

A Student of the Knox Technical Center Must:

- Achieve a minimum of at least a 75% in each course of study (both through testing points and overall course grade)
- Demonstrate an average of at least a 75% grading in all experiences
- Demonstrate satisfactory performance in all experiences
- Meet all program objectives
- Meet all financial obligations of the program
- Meet 90% attendance requirement per program.
- Attend 90% of total hours of curriculum
- Adhere to student code of conduct

WITHDRAW PROCEDURE

- A student may withdraw from the program voluntarily at any point by informing the school in writing. It is highly recommended that the student has a personal interview with the coordinator and/or adult education director upon withdrawal. We request that the student complete a withdrawal form to ensure that the student is notified of any program obligations upon withdrawal. Withdrawal or dismissal from the program does not preclude readmission to the next class at the discretion of the program coordinator.
- Accounts with balances due will be given 30 days upon program separation to be paid in full. Any accounts not paid in full after 30 days will be provided 3 notifications before being subject to collections through the Ohio Attorney General's Office. **The student is responsible upon separation from the program to verify their account.** The school will send the student the balance due using the current contact information on file at the school. It is the student's responsibility to keep their contact information current.

REFUND POLICY

Refunds will be calculated as noted:

If Institution Cancels Class:

Any paid tuition will be refunded. This does not include fees such as application fee and testing.

Withdrawal/Dismissal for programs less than 600 hours:

Prior to the first class session	100% tuition only refund
After the first class session	No refunds

Withdrawal/Dismissal for programs 600 or more hours:

During the first week* of classes	90% tuition only refund for that term
During the second week* of classes	50% tuition only refund for that term
During and after the third week* of classes	No tuition refunds for that term

(Refers to seven calendar days (Sunday through Saturday) no matter how many class sessions are held during that period of time.)*

- Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided by the student to the school, or (2) from the date the school terminates the student or determines withdrawal by the student.
- Students dismissed for non-academic (attendance/behavior) reasons will receive no refund for the applicable terms.
- Students who have not visited the school facility prior to enrollment (in a 600 or more hour program) will have the opportunity to withdraw without penalty within three days following either attendance at regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
- All books, supplies, resources, and fees that are received or incurred in the first term are pro-rated for the entire program. I understand that if I withdraw prior to the last term that I will owe balances on these items.

ACCREDITATION

Knox Technical Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone: 770-396-3898/Fax: 770-396-3790/www.council.org.