



Center for Adult & Community Services
 450 Mamaroneck Avenue, 2nd Floor
 Harrison, NY 10528

<https://adulted.swboces.org>

FINANCIAL REQUIREMENTS

Tuition payment must be made in accordance with school policy. Tuition payments are to be made on time and in accordance with the student's financial agreement. The cost of uniforms, books, NCLEX-PN exam and licensing fees, etc., will be the responsibility of each student in the program.

Tuition for the 2018-2019 Practical Nursing program:

- Full Time Day Program \$14,200
- Part Time Day & Evening Program 15,200 (\$7,600 per year)

Estimated Additional Student Expenses:

- Physical Exam 500.00
- Textbooks 550.00
- Shadow Health (digital online learning) 100.00
- Prep U 65.00 (for a 3 month period)
- Background Check and Drug Testing 100.00 (for each)
- Scrubs, Uniforms and Shoes 300.00 (if needed)
- Stethoscope & Clinical Supplies 75.00
- ID Badge Replacement 10.00
- BLS (Basic Life Support) Training 76.00
- NYS Exam/Application/Permit Fees 335.00

TUITION DEPOSIT

All students are required to pay the tuition deposit as outlined in the acceptance letter regardless of their receipt of Financial Assistance or tuition being paid by a third-party (i.e. vouchers, union or workplace).

FINANCIAL ASSISTANCE

The Practical Nursing Program has a comprehensive financial aid program available to assist eligible students in meeting financial requirements. A financial aid officer is available to help identify the individual needs and assist students in completing the "Free Application for Federal Student Aid" (FAFSA) (<https://fafsa.ed.gov>) and reviewing the "Student Aid Report" (SAR). Assistance is provided in completing student loan applications to Federal Government Direct Loans. The Southern Westchester BOCES School Code is 010641. For more information on student loans and financial assistance call 914-592-0849, Ext. 3152.

Federal Direct Loans are available for eligible students. The 2018-2019 maximum amount allowed is:

| Initial Loan | Independent | Dependent |
|--|--------------------|------------------|
| Subsidized Loan | \$3,500 | \$3,500 |
| Unsubsidized Loan | 6,000 | 2,000 |
| Secondary Loan for Day Students | | |
| Subsidized Loan | 940 | 940 |
| Unsubsidized Loan | 1,253 | 418 |

ADDITIONAL FINANCIAL RESOURCES

1. **Workforce Board Career Centers:** www.westchesterputnamonestop.com
Individual Training Accounts (ITA) allow eligible participants to receive training to obtain/improve employment or advance their career.
2. **ACCES-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation):**
www.acces.nysed.gov/vr
A division of the NYS State Education Department that provides a full range of services that may be needed to individuals with disabilities.
3. **Title IV:** www.fafsa.ed.gov
Pell Grants and Federal Government Student loans are available to eligible students enrolling in the Practical Nursing Program. The 2018-2019 maximum is \$6,020.00.
4. **Veterans Administration:** www.va.gov
Vouchers are accepted through the Department of Veterans' Affairs.
5. **Sallie Mae Loan:** www.salliemae.com
6. **Senior Citizen Discount:**
Participants 62 years or older are eligible to receive a 10% discount for classes with tuition under \$1,000.
7. **Employers/Labor Organizations**
Contact your employer or union and inquire about opportunities for tuition assistance, reimbursement, or vouchers.
8. **Hope Scholarship Credit:** www.irs.gov/newsroom/American-opportunity-tax-credit-questions-and-answers
Is available to eligible participants. Check with your accountant or tax preparer to confirm eligibility.
9. **Payment Plans:**
Are available for students paying out-of-pocket tuition over \$1,000.

REFUND POLICY

In the event of withdrawal, the student withdrawing must give written notification to the Supervisor of Adult Education. **Note: Deposit fees are non-refundable.**

Tuition refunds are based on the following guidelines:

- The Southern Westchester BOCES Practical Nursing Program is 1080 clock hours in length, divided into payment periods. The payment periods are 544 clock hours (September through January and February through June). All refunds are pro-rated, based on the date of official withdrawal or the last date of attendance.
- Refunds will be granted within 30 days of notification.

SWBOCES NON-DISCRIMINATION POLICY

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, does not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, national origin, ethnicity, religion, creed, sex, gender (including gender identity and gender expression), sexual orientation, disability, age, citizenship status, marital status, partner status, genetic information, predisposing genetic characteristics, weight, military status or service, political affiliation, or domestic violence victim status.

This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and promotion of employees; and employment pay and benefits. This policy also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this policy should be directed to the Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. (914) 937-3820.

Civil Rights Compliance Officers

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| Suzanne Doherty Director, Human Resources 17 Berkley Drive, Rye Brook, NY 10573 914.937.3820 complianceofficer@swboces.org | Stephen Tibbetts Assistant Superintendent for Business & Administrative Services 17 Berkley Drive, Rye Brook, NY 10573 914.937.3820 complianceofficer@swboces.org |
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TITLE IX AND SECTION 504: Any citizen, student or employee who feels that s/he or her/his rights under Title VI, VII, IX/ EEO, Section 504/Americans with Disabilities Act (ADA) or the Boy Scouts of America Equal Access Act have been violated by the BOCES or its officials should direct all complaints to the Compliance Officer at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. 914.937.3820.

Students who require instructional accommodations are requested to contact a Vocational Advisor as soon as possible, but not less than 30 days prior to the beginning of the semester. Southern Westchester BOCES needs a minimum of 30 days to arrange for reasonable accommodations if so required. Please contact the office at (914) 592-0849 to reach our Vocational Advisors.

SECTION 504/ADS COORDINATOR: Thomas R. Briggs, Director, Facilities & Operations, 17 Berkley Drive, Rye Brook, NY 10573, 914-937-3820, Email: tbriggs@swboces.org. Complaints can also be filed directly with: US Department of Education Office of Civil Rights, 32 Old Slip, 26th Floor, NY, NY 10005-2500, P 646-428.3800; F 646.428.3843, Email: OCR.newyork.ed.gov