

Hillyard Technical Center

Admission Guide



**36th and Faraon Sts.
St. Joseph, MO 64506
Phone (816) 671-4170
Fax (816) 671-4479**

Hillyard Technical Center

History/Philosophy

Hillyard Technical Center is a part of the St. Joseph Public School District. As a public area school, HTC serves adults, as well as high school students from the following: St. Joseph, Savannah, Union Star, King City, Maysville, Stewartsville, Osborn, Gower, Faucett, Dekalb, and Plattsburg.

Hillyard Technical Center's primary goal is to provide today's training for tomorrow's workforce. N.S. Hillyard Vocational-Technical School was founded in 1943 through the persistent efforts and generous donation of time and wealth of Newton Scott Hillyard. From the beginning, HTC has been operated by the St. Joseph Public School District.

A leader in job training since World War II, HTC helped provide defense plant workers and then helped to retrain veterans for civilian jobs after the war. In 1982, the school moved to its present facility at 3434 Faraon Street, St. Joseph, MO 64506-5100. This \$9 million facility is one of the most modern facilities in the United States. The administration and staff work diligently to keep the school in tune with advances in technology. Effective March 1999, in response to the developing mission of the school, the St. Joseph School District School Board voted to change the name of the school to Hillyard Technical Center.

Mission Statement

Our mission is to provide students training in an environment that is responsive to the needs of our community and a changing global society through the use of advisory boards, innovation, and technology.

Accreditation

Hillyard Technical Center is accredited by the Missouri Department of Elementary and Secondary Education. North Central candidacy is pending. The accreditation credentials are available for review at the St. Joseph School District Office, 925 Felix Street, St. Joseph, MO 64501.

Philosophy

The philosophy of the Hillyard Technical Center is to provide the type of technical training that will be suitable to the individual and meet the needs of business and industry. Our purpose is to offer

both secondary and adult students, who participate in the training, the skills necessary to enable them to compete in the labor market for entry level jobs or to become better trained in order to advance in their present employment.

To implement our philosophy, district administration has made every effort to see that all instructors employed at HTC are occupationally competent and certified by the Missouri State Department of Career and Adult Education. The staff and administration have made every effort to keep abreast of business and industrial needs.

All courses offered are planned utilizing job and trade analysis in order to ensure that skills and related information are current and in proper sequential order.

Current occupational information is obtained through the use of 1) general advisory committees, and 2) special advisory committees. These committees assist the school to: (1) determine the needs of the community, (2) promote needed programs to stay current with industry standards, and (3) recommend policy and programs in accordance with guidelines of the State Department of Career and Adult Education and the state advisory committees on vocational education.

What are the differences between Hillyard Technical Center's day and evening school classes

	<u>Adult Job Preparatory</u>	<u>Continuing/Community Education Classes</u>
General Description	Job Preparatory	Supplemental, Community/Continuing Education
Time:	Full-time, between 7:30 a.m. and 4:00 p.m. dependent upon program. Minimum of 30 hours per week, 4 to 5 days per week, Monday through Friday	Short term, generally meet after 4 p.m., 3 hours per day, 2 days per week. Varies dependent upon class.
Award:	Certificate, Certification, Passport	Certificate of hours of attendance
Designed for:	Persons able to attend full time during the day	Persons attending part-time looking to enhance or upgrade their existing skills
Tuition:	\$2,400 - \$8,962 per year dependent upon program.	Varies by class.
Financial Aid:	Pell Grants, Supplemental Educational Opportunity Grant, A+, Scholarships, Loans, payment option programs, and VISA/Mastercard	Payment plans are available. Please call for details. MasterCard and VISA are accepted.

Both day and evening school are quality programs. A prospective student should choose the program that would best meet his/her individual needs.

ADULT ADMISSION REQUIREMENTS

Daytime Certificate Programs are as follows:

Administrative Office Assistant
Auto Collision Technology
Automotive Technology
Design & Drafting Tech (CAD)
Computer Service Technology
Construction Technology
Electronic Technology
Emergency Medical Tech (EMT)
Fire Science

Industrial Maintenance
Medical Transcription
Practical Nursing
Precision Machining
Radiologic Technology
Refrig., Heating, & Air Conditioning
Welding Technology

Hillyard Technical Center reserves the right to adjust the rules governing admissions, tuition, the granting of certificates or any other regulations affecting its students. Such adjustments shall take effect whenever the administration considers it necessary. HTC also reserves the right to make changes in curriculum and subject continuity, the right to cancel any course for which there is an insufficient number of applicants and to postpone or accelerate any term of training for which there is an insufficient number of students.

Certificate Programs

Certificate Programs are less than two years in length, are targeted to the technician's level of training, and lead to a certificate and/or industry certification. Program curriculums offer full coverage of the technologies and mechanical development essential to each of the objectives. Each program area prepares the student for entry-level employment opportunities associated with each area of work. HTC maintains an average ratio of 1 instructor per every 18 students. As an adult, to be eligible for admission to one of the Certificate Programs, an applicant must have graduated from an approved four-year high school or have earned a certificate of equivalency (GED). High school seniors may apply for admission after January 1 of their senior year into a program scheduled to begin after

their date of graduation from high school. All applicants are required to satisfy the admission requirements. Applicants who are accepted for admission must be considered to have interest in the subject, motivation, general intelligence, mechanical aptitude, personal qualifications and the physical health necessary for both the successful completion of the elected program, and for employability potential in that area of work following graduation. The HTC school year is nine months in length (September until June) and is divided into two terms. Some programs i.e. Practical Nursing and Radiologic Technology run year round for eleven and twenty-three months respectively. See individual program brochure for length.

- For more information on these and/or other programs available please contact the school at 816-671-4170.
- All requests for information regarding admission to any training program and all application forms should be obtained from and submitted to Hillyard Technical Center. **Information disclosed during the application process must be true and accurate to the best of the applicant's knowledge and ability.** Failure to provide accurate information will automatically result in denial of enrollment and/or financial aide.

Taking the TABE Admission TEST The Skills Assessment Program for Admission to Hillyard Technical Center

The TABE academic skill assessment for admission to HTC is intended to ensure that students have the skills necessary to take advantage of the opportunities for learning proved by their program of study. Prospective students lacking those skills will be required to demonstrate their attainment of those skills before entering their chosen course of study. These tests are timed and include assessment in Reading, Math, and Language. In each of these areas, HTC has set standards to define whether a prospective student is minimally ready to do the required work. Prospective students who do not meet these standards will not be permitted to enroll at HTC.

All prospective students must take the assessment. The assessment is scheduled when the prospective student applies for admission.

2006 – 2007 Tuition and Fees

Hillyard Technical Center's emphasis is on quality technical education and placing graduates into jobs for which they were trained. The financial responsibility is that of the students. We will make every effort to assist all students in meeting their financial obligations whether by scholarships, or federal financial aid.

*These figures are true at the time of publication but are subject to change.

Program	Tuition	Books	Tools*	Supply	Fees	Total
Administrative Office Systems	\$4,200.00	\$512.00		\$250.00	\$178.00	\$5,140.00
Auto Collision	\$4,200.00	\$140.00	\$750.00	\$568.00	\$28.00	\$5,686.00
Automotive Technology	\$4,200.00	\$140.00	\$720.00	\$200.00	\$720.00	\$5,288.00
Computer Service Technology	\$4,200.00	\$464.00	\$350.00	\$335.00	\$529.00	\$5,878.00
Construction Technology	\$4,200.00	\$140.00	\$345.00	\$200.00	\$28.00	\$4,913.00
Design & Drafting Technology	\$4,200.00	\$275.00	\$350.00	\$200.00	\$28.00	\$5,053.00
Electronic Technology	\$4,200.00	\$240.00	\$500.00	\$200.00	\$28.00	\$5,168.00
Emergency Medical Tech	\$2,100.00	\$121.00	\$35.00	\$75.00	\$169.00	\$2500.00

Program	Tuition	Books	Tools*	Supply	Fees	Total
Fire Science	\$2,100.00	\$113.00		\$15.00	\$193.00	\$2,421.00
Industrial Maintenance	\$6,250.00	\$382.00	\$550.00	\$450.00	\$93.00	\$7,725.00
Medical Transcription/Coding	\$4,200.00	\$556.00		\$390.00	\$28.00	\$5,174.00
Practical Nursing	\$6,300.00	\$800.50	\$191.50	\$50.00	\$928.00	\$8,270.00
Precision Machining	\$4,200.00	\$225.00	\$899.00	\$400.00	\$28.00	\$5,752.00
Radiology 1	\$5,900.00	\$676.00		\$427.00	\$589.00	\$7,592.00
Radiology 2	\$5,700.00	\$404.00		\$427.00	\$556.00	\$7,087.00
Refrigeration/Heating/Cooling	\$4,200.00	\$140.00	\$772.00	\$200.00	\$118.00	\$5,430.00
Surgical Technology	\$7,600.00	\$510.00		\$128.00	\$845.00	\$9,083.00
Welding Technology	\$4,200.00	\$140.00	\$288.00	\$600.00	\$28.00	\$5,256.00

*The student is responsible for the purchase of tools. Some items are not available through Hillyard Technical Center. A tool list will be made available to students at the beginning of class. The cost for tools is an estimated figure.

A \$50.00 non-refundable application/assessment fee is due when the application is returned to Hillyard.

All applicants who receive a letter of acceptance must make the \$100.00 deposit to hold a position in a class.

IMPORTANT NOTE FOR ALL ADULT FULL-TIME STUDENTS

All adult Hillyard Technical Center day time students are required to sign a financial contract with the Financial Aid Office whether they plan to receive Federal Financial aid or not. Arrangements for payment and the financial contract must be completed before the student's first day of school.

If you do not have adequate aid to cover all charges, you are still responsible for making the payment on the balance due as outlined by the Financial Aid Contract.

Veterans will receive their first payment approximately 30 days after class begins. The veteran is responsible for making appropriate financial arrangements to pay for their training, as funds are not disbursed to the school but rather directly to the Veteran.

Student Population

Selection and acceptance of students who can reasonably be expected to profit from the instruction is based on the following:

1. attitude toward learning and using occupational skills to earn a living
2. interest and personal qualities as required of other beginning workers in a chosen field of training
3. aptitude, as based on valid tests

4. review of previous educational achievement and school attendance
5. references and/or consultation with counselors and/or school administrators

The HTC staff accepts the reality that all students are not equal in aptitude and ability. It is our policy to encourage student's success at all levels with advancement occurring in proportion to increased capability. We strive to teach the interpersonal and social skills that are necessary for a student to succeed in the world of work.

Placement: Jobs for Graduates

Hillyard Technical Center boasts a school-wide average placement rate of 84% in related fields over the most recent 4 years. Contact the school for individual program placement rates.

Day School Admission Procedure

- All adult students must complete the Adult Admission Application.
- All students must provide documentation of graduation from an accredited high school, or have completed the requirements for a GED certificate and provide a copy of scores.
- All students seeking admission to a program of training will participate in an assessment program to determine academic levels in mathematics and reading. For certain programs a typing test may be required.
- Enrollment is limited in order to assure that each student in a program receives ample training opportunities.
- Consideration for acceptance into all technical programs is based on attitude, interest and personal qualities, aptitude, review of previous educational achievement and attendance, date of application and consultation.
- Consideration for acceptance into the Practical Nursing, Radiologic Technology, and Surgical Technology programs is based on a separate application process that includes a criminal background check, testing, and an interview.

FINANCIAL HELP

Federal Financial Aid, Scholarships and Payment Options

Federal Financial Aid (Full-time Day Programs)

Pell Grant - Free Applications for Federal Student Aid (FAFSA)

Pell Grants are awards designed to help undergraduates pay for their education costs while at Hillyard Technical Center. The maximum Pell Grant award for the 2006 – 2007 school year is \$4050.00. While this will not cover all costs, it does serve as a foundation onto which other forms of financial aid can be joined. The Pell Grant application (FAFSA) must be filled out completely before any Federal financial aid can be awarded. Pell Grants do not have to be repaid. The amount of Pell Grant a student is eligible for is determined by factors such as financial need, family and student income, family size, and number of children in college.

SEOG (Supplemental Educational Opportunity Grant)

A Supplemental Education Opportunity Grant is for students with exceptional financial need. This grant, as the name suggests, is meant to supplement a student's education costs. As with the Pell Grant, the SEOG does not have to be repaid.

Federal Stafford Loan

A subsidized Federal Stafford Loan is a need-based, low-interest loan made to a student in his or her name certified by the school. The interest rate is variable, with a cap set by the U.S. government at 8.25%. Because this is a loan, it must be repaid. However, payments for the subsidized loan are deferred until 6 months from graduation or withdrawing from school. The federal government pays the interest while the student is in school. HTC only certifies freshman level subsidized loans.

Vocational Rehabilitation/TRA/WIA/ Rural Missouri/EOC

Interested student should contact their local state/federal agencies for more information.

Social Security and/or Veterans Benefits

Please call the local VA or Social Security Office for more information.

Scholarships

Hillyard Technical Center will honor outside scholarships. The business and Financial Aid Office will comply with all enrollment and certification requirements to help redeem scholarships awarded to a student from an outside source.

Hillyard Technical Center scholarships are private funds based on academic achievement, leadership activities, or financial need. There are scholarships available through HTC, foundations, and companies. For specific information on any HTC scholarships, call the HTC Financial Aid Office at (816)671-4170.

Payment Options Information

There are three payment options available. They must be processed through the Financial Aid Office. These options are:

1. Cash, VISA, and MasterCard are accepted.
2. If a student is receiving financial aid that covers all expenses for the program, no payment is due. A signed contract with the Financial Aid Office is mandatory to validate acceptance into the program.
3. A student may elect to sign an Installment Payment plan in the Financial Aid Office. With this plan, ½ of all charges are due on or before the first day of school with the balance due in equal monthly payments. All balances must be paid in full as stated on individually signed contract. These dates are determined by the program in which the student is enrolled.

If installments are not made on a timely basis, the student may lose their eligibility to attend. Past due accounts may be placed for collection. All collection and/or attorney's fees may be added to the account. No grades, transcripts, certificates, or letters of recommendation will be provided if a balance is owed.

OUR CHECK POLICY

Your Personal Checks Are Welcome Here.

If your check is returned, it may be collected electronically and you will be assessed a minimum fee of \$20.00 (or the maximum amount allowed by law). Check writer is also responsible for all other collection costs. Ecs (303)486-0840

REFUND POLICIES

FULL-TIME DAY PROGRAMS: The \$50.00 application/assessment fee and \$100.00 deposit are not refundable.

If a student withdraws from the institution before the first day of classes, HTC must refund 100% of the tuition charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the tuition. Tuition will be refunded as follows, per period of enrollment. A refund will be made when applicable to students who drop/withdraw on fees, books, supplies and tools the student did not receive.

1. Full refund before classes begin – less \$100 non-refundable deposit.
2. Withdrawing during the 1st week of classes makes the student eligible for a refund of 75% of the tuition for the period of enrollment in which the student is enrolled.
3. Withdrawing during the 2nd week makes the student eligible for a refund of 50% of the tuition, for the period of enrollment.
4. Withdrawing during the 3rd week makes the student eligible for a refund of 25% of the tuition, for the period of enrollment.
5. Withdrawing during the 4th week or thereafter results in no refund.

EVENING PROGRAM: The \$25.00 deposit is not refundable. Refunds of tuition will be made only if a class is filled to maximum enrollment before your registration is received, if a class is cancelled due to lack of enrollment, and if a refund is requested before the first class meets.

Evening School Admissions Procedure

Evening classes are normally open for anyone 17 years of age and older, provided they are not attending high school. Classes are available on a first-come/first-serve basis. To secure a spot in a class you must fill out a registration form and pay the required deposit.

Evening Classes are available in the areas of:

Architectural
Automotive
Business and Office Practices
Computers
Electronics & Electricity
Environmental Control
Medical/Emergency Services
Metals
Community Education Classes

Brochures are available to provide complete listings of Evening Program classes.

Online classes are available in the areas of:

Internet
Computer
Personal Enrichment
Certification Prep courses
Writing courses
Entrepreneur/business courses

Brochures are available to provide complete listings of Online Classes or visit

www.ed2go.com/htc

for a complete up to date listing, course description, and pricing