

POLICY AND PROCEDURE: 506

EFFECTIVE DATE: October 15, 1996

REVISION DATE: January 12, 2010

SUBJECT: Pre-employment Training Drop Period

APPROVING AUTHORITY: Carl B. Vickers, Director

POLICY: It shall be the policy of Cardinal Criminal Justice Academy to establish a “drop period” and a tuition refund procedure for pre-employment training programs.

PURPOSE: The purpose of this policy is to establish a “drop period” where a student shall receive a partial reimbursement of the tuition when he/she is removed from a pre-employment training program for failing to meet academic standards, violations of Academy rules and regulations, or voluntarily resigns from the program.

PROCEDURE: In order to effectuate this policy, the following procedure is established:

- I. Students who seek to enroll in the pre-employment program will first meet with staff and discuss suitability. If those seeking to enter the pre-employment program believe this is the course they want to pursue they will provide the academy a non-refundable \$500 deposit. The pre-employment candidate has until the date the final interview panel meets and makes a decision on their suitability for the course to withdraw. Once the final interview panel deems the candidate suitable they will be informed of the decision that they have been accepted into the pre-employment law enforcement or the jailor/civil process/court security training programs and this will be the final opportunity to withdraw. The student will sign a formal committal to the pre-employment program and arrangements will be made for the remainder of the tuition payment. This will be a binding agreement. If the candidate withdraws from the program they will be responsible for the administrative fee outlined in Section V of this policy.
- II. Students who have been accepted into the pre-employment dispatcher or animal control training programs shall be permitted to withdraw from the program and receive a full tuition refund, minus the administrative fee outlined in section V of this policy, until 5:00 pm on the first day of the training program.
- III. Students who desire to withdraw from a pre-employment training program shall notify the director, in writing, of their intention to withdraw. Any student who is dismissed from a pre-employment training program for failing to meet academic standards will not be eligible for a tuition refund.

- IV. Any student who is dismissed from a pre-employment training program for a violation of the academy rules and regulations or for any conduct on his/her part that reflects unfavorably upon the academy or the training of a criminal justice officer candidate shall not receive a tuition refund.
- V. An administrative fee shall be deducted from the tuition refund for any pre-employment student who is dismissed or resigns from a pre-employment training program in accordance with the above sections. The amount of this fee shall be as follows:
 - A. Law Enforcement, Jailor/Civil Process/Court Security\$500.00
 - B. Dispatcher, Animal Control\$100.00

No refund will be made for the costs of any physical examination, drug screening, vocational suitability test, literacy test, DCJS application fee or any other expenses incurred during the application process.