

# **Southeastern Technical Institute**

## **Admissions Policy and Process**

### **Section I. Introduction:**

Programs at Southeastern Technical Institute are rigorous and prepares learners to meet the challenges of their selected career and industry. In order to meet program rigor and outcomes applicants must apply for selective admission to the Southeastern Technical Institute program. Southeastern Technical Institute offers MGL Chapter 74 state-approved post-secondary programs in Cosmetology, Culinary Arts, Dental Assisting, Electricity, Heating, Ventilation, Air Conditioning, and Refrigeration, and Medical Assisting.

The School Committee approved this policy on December 11, 2018.

### **Section II. Equal Education Opportunity:**

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Southeastern Technical Institute hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, gender identity, religion, national origin, age, sexual orientation, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, gender identity, religion, national origin, age, sexual orientation, disability, or housing status of such student.

Students with disabilities may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and admissions process.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admission process will not affect the applicant's admission to the vocational technical education programs.

### **Section III. Eligibility:**

1. Candidates from in-district communities and out-of-district communities are eligible to apply to STI programs. Southeastern in-district towns include: Brockton, Easton, East Bridgewater, Foxboro, Mansfield, Norton, Sharon, Stoughton and West Bridgewater. This information is available on the Southeastern Technical Institute website at [www.stitech.edu](http://www.stitech.edu)
2. High school students who meet the STI Dual Enrollment requirements.
3. Applicants must be a U.S. citizen or a permanent resident.
4. Proof of high school graduation with an official transcript, or official GED (*scores included*) or *Official HiSET (Scores included)*. Certified translations must be provided for transcripts supplied in a language other than English and equivalency

to U.S. education must be provided. An average of C or better in high school is preferred with consideration for trends demonstrating improvement and motivation.

#### **Section IV. Organizational Structure**

Southeastern Technical Institute is a public post-secondary technical school located in Easton Massachusetts. Southeastern Technical Institute is a member of the Southeastern Regional School District and is accredited by the Council on Occupational Education. The mission statement of Southeastern Technical Institute is to transform students into lifelong learners, and transition graduates into entry level positions within their career field..

The Chapter 74 state-approved post-secondary vocational education programs are accredited by the American Dental Association Commission on Dental Accreditation, the Commission on Accreditation of Allied Health Education Programs, the Board of State Examiners of Electricians, and the Massachusetts Board of Registration of Cosmetology.

It is the responsibility of the Technical Institute Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with the admission policy. The Technical Institute Director reports to the Southeastern Regional School District Superintendent of Schools.

Each Program Director or lead teacher, in conjunction with the Director of the Technical Institute is responsible for the admissions policies and procedures, including:

1. Determination of standards for admission
2. Development and implementation of admission procedures
3. Processing of applications
4. Ranking of students
5. Acceptance of students according to the procedure and criteria in the admission policy
6. Establishment and maintenance of a waiting list of acceptable candidates

#### **Section V. Recruitment Process**

The Southeastern Technical Institute disseminates information about each program through a variety of methods:

1. Participation in the annual School District Open House in November
2. Conducts two Southeastern Technical Institute open houses in the spring
3. The Southeastern Technical Institute course catalog, the view book, and individual program brochures are distributed to local career and trade centers, high school guidance departments, and at college and career fairs.
4. The school web site is updated frequently. Prospective applicants may obtain information on the STI website at: [stitech.edu](http://stitech.edu).

## Section VI. Application Process:

- 1) Both in-district and out-of-district candidates interested in applying for admissions must complete an application online at <https://stiadmissions.sersd.org/>, or in person to the Southeastern Technical Institute office:
- 2) Submit the completed application form and the \$20.00 testing fee (non-refundable).
- 3) Upon receipt of the application and testing fee the candidate will be contacted to schedule an Accuplacer® Admissions Examination. Accuplacer® Admissions Examinations are a computer based examination. At the beginning of the testing process, candidates will be introduced to the Accuplacer® software, and they will be required to answer demographic questions before they begin the actual test.
  1. Admissions examinations are given at Southeastern Technical Institute 250 Foundry Street, South Easton, MA 02375.
  2. Please arrive 15 minutes prior to your exam time to check in and bring photo identification with you.
  3. Candidates should allow approximately 90 minutes for the testing process, but no more than three hours will be allowed to complete the exam
  4. Once a candidate has registered, they may not leave the building until testing has been completed.
  5. Late arrivals will not be permitted to take the exam.
  6. Applicants that are late or miss a scheduled exam forfeit the testing fee. Testing fees are non-refundable.
  7. Test scores are acceptable for one academic year.
  8. Candidates will only be allowed to test a maximum of three times in any one given section of the Accuplacer® during an academic year.
4. Accuplacer® Admissions Examination. The applicant must meet a minimum individual score in all three sections as identified below to continue with the selective admissions process.

| Content Selection | Minimum Score |
|-------------------|---------------|
| Reading           | 240           |
| Arithmetic        | 236           |
| Writing           | 245           |

Information about the test and sample test questions can be found at <http://www.collegeboard.com/student/testing/accuplacer/>.

### Alternative Testing Arrangements:

Candidates who may be eligible for alternative testing arrangements are:

- Candidates whose religious practices do not allow them to take tests on Saturdays; or
- Candidates with physical disabilities

Alternative testing arrangements that are reasonable in the context of this examination and supported by documentation may be provided, upon request, to candidates that would not be able to take the test under standard conditions. Candidates that may be eligible for alternative testing arrangements are candidates with physical disabilities (*e.g., visual*

*impairments, motor disabilities, illness, or injury) or cognitive disabilities (e.g., learning disabilities).*

You may make a request for alternative testing arrangements when you register for the STI admissions examination. The STI Director will review your request and determine on a case-by-case basis whether to grant requested alternative testing arrangements. In some cases, the supporting documentation may not be sufficient to make a determination or may not support the requested accommodation. In such cases, you will need to submit additional documentation.

5. All Candidates will be contacted by phone regarding their testing scores
  1. Candidates passing all three (3) sections of the Accuplacer® Admissions Examination will go on to the next step of the application process
  2. Candidates that pass two (2) sections of the Accuplacer® Admissions Examination will be allowed to re-test in the section that they did not pass for free on the next available test date
  3. Candidates that passed less than two (2) sections of the Accuplacer® Admissions Examination will be allowed to re-test, but they will be required to pay \$20.00 to retake the examination
6. Candidates meeting the minimum adjusted score on all three (3) sections of the Accuplacer® Admissions Examination will be asked to send :
  1. Proof of high school graduation with an official transcript, or official GED (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
  2. One (1) letter of recommendation
7. Upon receiving above listed documentation an interview with the Southeastern Technical Institute Director, or a designee will be scheduled.
8. Applications that remain incomplete for more than 60 days will not be reviewed and not included in the admissions process.

## **Section VII. Selection Process:**

All applicants for the Southeastern Technical Institutes Post-Secondary Programs are evaluated using the selection criteria outlined in the admission policy. All completed applications are reviewed and receive a response.

Candidates are reviewed and evaluated for a maximum total score of 70 points, using the following criteria:

|   |                      |
|---|----------------------|
| Accuplacer® Admissions Examination Scores | Maximum of 24 points |
| Academic Records                          | Maximum of 4 points  |
| Written Responses                         | Maximum of 6 points  |
| Work / Life Experience                    | Maximum of 4 points  |
| Interview Responses                       | Maximum of 32 points |
| Letter of Reference                       | Required – 0 points  |

All candidates will be notified of the admission decision by mail. Candidates may be accepted, not accepted, or deferred. Candidates whose applications are deferred will be reviewed one month prior to the start of the program.

Once the program reaches capacity a wait list will be established. The wait list will include any candidates that have not been accepted but have received deferred status. Once a program has reached capacity, applications will still be processed. Acceptable candidates, however, will be placed on the wait list. The wait list is valid for the current academic year.

### **Section VIII. Review and Appeal Process**

The applicant, upon receipt of a letter from the Southeastern Technical Institute indicating that the applicant was not accepted or was placed on a wait list for admission, may submit a written request for review of the decision to the lead teacher or program director. The lead teacher or program director will respond in writing to the letter with the findings of the review within thirty days. If the applicant chooses to appeal the lead teachers' or program directors decision, the applicant may submit a written request of appeal to the Director of Southeastern Technical Institute within thirty days of the receipt of the program directors letter. The Southeastern Technical Institute Director will respond in writing to the appeal letter with the findings within thirty days.

### **Section IX. Program Admission**

Upon receipt of the acceptance letter, the candidate must complete the following for full admission into the program:

1. Signed enrollment agreement and a \$200 seat deposit within 10 business days. Within 1 month of the start of the program, candidates will have 5 business days to complete and sign their enrollment agreement and to pay their \$200 seat deposit. A candidate that fails to sign their enrollment agreement or pay their seat deposit within the allotted time frame may have their acceptance rescinded.
2. Satisfactory C.O.R.I. (**Criminal Offense Record Information**) all students entering and continuing in a program are subject to CORI review.  
*Note that final admission may be contingent upon satisfactory results of Criminal Offender Record Information (CORI) if 18 years or older.*
3. Health Criteria: Immunizations are required by the Department of Public Health. Southeastern's immunization requirements are in accordance with College Immunization Chapter 76, Section 15C and clinical agency requirements
4. Proof of In-District Residence Form: Form must be completed, signed, and stamped by the school district member city or town.
5. Proof of Health Insurance Form (with copy of insurance card, front and back)
6. Educational Purpose form with copy of valid government I.D. (Driver's License, Passport or other federally issued I.D.) The form must be signed and dated by the student and signed by an authorized official of the school.

Accepted students who choose not to complete the admissions process and wish to apply in the future, must begin the application process again. Applications are valid for the current academic year only.

## **Section X. Financial Aid**

Financial Aid is available to those who qualify. Southeastern Technical Institute has been approved by the United States Department of Education for the following programs for financial assistance. The programs listed below are available to eligible students to help meet the cost of their education. The term "Title IV" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 awarded on the basis of financial need and includes the following programs:

- Federal Pell Grant
- Subsidized Direct Loan

The Title IV programs that are not awarded on the basis of financial need are part of the Federal Family Education Loan program which includes:

- Unsubsidized Direct Loan
- Parent Loan for Undergraduate Students (*Direct PLUS Program*)

If there are excess funds from financial assistance after all expenses are paid, those excess funds may be given to a student to meet the cost of attendance. Students who chose a payment plan or who have a balance beyond their financial aid award will also be required to complete and sign a Repayment Agreement.

## **Section XI. Accreditations and Approvals**

### ***Southeastern Technical Institute is accredited by:***

*Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Tel: 770-396-3898 Fax: 770-396-3790 [www.council.org](http://www.council.org)*