

Southwest Vermont Career Development Center/Southwest Vermont Regional Technical School District
Adult Education, The Learning Institute & Online Learning

Our Mission

The Southwest Vermont Career Development Center is committed to preparing secondary and post secondary students for career and lifelong learning in a rapidly changing world.

Registration

For Classroom-based programs:

Please mail the attached form with full payment or a \$50 deposit, or register in person for SVCDC Adult Education & Learning Institute training two weeks before a course starts, although space may still be available up to the start date. You are responsible for payment in full before a course starts. Organization/company vouchers or financial aid award letters may be used to register. A minimum number of students is required to run a course and will be determined by paid registrations.

- Unless otherwise notified, consider yourself accepted into your course(s) and report to the class on the first night scheduled.
- School closings for the day will also include evening Adult Education and Learning Institute classes in the SVCDC building.

For Online Learning courses and Career Training programs (www.svcdc.org):

ed2go 6 week courses: complete the online registration prior to course start date. Payment may be made online by credit card, or by check, cash, voucher, purchase order, or grant with the Office.

Online Career Training Programs: view over 120 longer programs at Online Instruction Center (link on right side of page) and enroll by contacting Bob Mazur at 447-3596. Payment or authorization documentation to the Office.

Tuition Assistance

10% Discount for seniors 60 and over; VSAC Non-degree Grant, DOL, Vocational Rehabilitation, Workers Compensation, Reach Up, employers; grants based on eligibility, must have financial aid documentation to register. Please call VSAC Outreach Counselor Patty Toth (1-800-642-3177 x 427) for information or to apply. We will also help you explore financial aid resources so that you can benefit from our programs. It is important to apply early, as grant funds may not be available after the beginning of the semester.

Refund Policy

Full refund if course is cancelled, or if you withdraw two weeks before a course begins. 100% less \$50 registration fee before 1st class, 90% less \$50 and book fees for withdrawing before 2nd class, 50% less \$50 and book fees before 3rd class, 0% after 3rd class.

Credit

High school credit may be granted for courses that meet criteria for number of hours and skill competencies. Educators and other professionals may submit courses for recertification credit. Colleges may award advanced standing/life experience credit. The Southwest Vermont Career Development Center is accredited by the New England Association of Schools and Colleges.

Onsite Customized Training

Available for employers -- call 447-3596 to discuss training to fit your needs, improve performance; grant funds may be available.

Vermont Training Program

Grants for 50% of training cost for manufacturers, health care, information technology, and environmental technology employers in Vermont, for Learning Institute and other work-relevant training e.g. business, computer software.

Tutoring

When personalized instruction is needed, call 447-3596 to discuss your needs and to explore options. Grant funds may also be available.

Non-discrimination

The Southwest Vermont Career Development Center is committed to maintaining a learning environment free from discrimination on the basis of race, color, national origin, religion, sex, age, disability, or sexual orientation.

September-December 2010 Registration Form

Name _____ Date _____ Telephone: Home _____ Work _____ Cell _____

Mailing Address _____

Please register me in the following **Adult Education** program(s) & send a check payable to the **Southwest Vermont Career Development Center**:

Please register me in the following **Learning Institute** program(s) & send a check payable to **The Learning Institute**:

Please **mail** registrations to: Southwest Vermont Career Development Center, Adult Education, 321 Park St., Bennington, VT 05201