

CONTINUING EDUCATION PROGRAMS REGULATION*INTRODUCTION*Continuing Education

Operational Guidelines

Salary schedules, tuition and fees for continuing education are established by the Board of Education. Minimum class sizes will be set by the continuing education director.

Courses are open to the general public. Priority is given to Wayne Central School District residents where demand is great or facilities are limited. No high school or college credit is awarded.

Registration is finalized upon payment of tuition. If a class limit is established, a waiting list is maintained when the course is filled. Priority is given to school district residents in classes where limits are established. Hardship cases will be handled on an individual basis by the continuing education director. Receipts will be issued for all monies received in accordance with applicable state regulations.

Non-residents of the Wayne Central School District are assessed an additional charge per person, per course.

Certificates of completion are issued to students who successfully complete course requirements. Instructors will determine whether a person has met the class requirements. Attendance at eighty (80) per cent of the class sessions is required for a certificate of completion to be issued.

The continuing education director will deposit monies collected for continuing education registration with the school district treasurer on a timely basis.