



Centureon Institute

Admissions Policies and Practices

PURPOSE

The purpose of the Admissions Policies and Practices is to ensure Centureon Institute quality of admissions services, recruitment, advertising, procedures, and documentation.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the School President.

IMPLEMENTATION

The implementation of this policy is delegated to the admissions personnel.

APPLICABILITY

This policy applies to the admissions services for all programs provided by the institution, and all admissions personnel.

EFFECTIVE DATE

July 1, 2021-Last Revise 1/28/2023

POLICY

1. Catalog
2. Prospective Student Application
3. Admissions Process and Admissions Process Checklist
4. Applicants with Foreign Credentials
5. Student Enrollment Agreement and New Student Orientation by Admissions
6. Student File Checklist
7. Recruitment Practices Policy
8. Advertising Practices Policy
9. New Admissions Personnel Orientation and Training Sessions
10. Florida Compliance Admissions Training

1. Catalog

The admission policies of Centureon Institute are published in the catalog available to prospective students and the public at the school's public website.

2. Prospective Student Application

Prospective applicants are required to complete the *Prospective Student Application Form* in order to have an appointment with one of the admissions representatives and be provided with school and program information.

3. Admissions Process and Admissions Process Checklist

Admission's representatives are required to follow and complete the *Admissions Process Checklist* for every prospective student served. The *Admissions Process Checklist* ensures this systematic process is followed and documented. The *Admissions Process Checklist* is included in the student file as a permanent record.

4. New Student Orientation

After successful completion of the admission requirements, the prospective student receives an orientation following the *New Student Orientation Form* by their admission's representative. This orientation includes a tour of the facilities, information about the school and program of enrollment, school catalog, rules and regulations, policies and procedures, health and safety, as well as the review of the enrollment agreement and admissions package. Students are encouraged to ask questions and the admissions representative is expected to truthfully provide all information inquired. The new student orientation is to be conducted before the first day of attendance, and before the student signs the enrollment agreement and admissions package.

5. Enrollment Agreement and Enrollment Package

After successful completion of the *New Student Orientation*, and before attending classes, the prospective student is to sign the enrollment agreement and additional documents part of the enrollment package. The admissions representative is also required to sign and date the enrollment agreement and additional documents included in the admissions package.

The enrollment agreement is an official binding contract. The use of liquid-paper (white-out) is not allowed. Once liquid-paper is used to correct a mistake, the entire document must be redone. If a mistake is made in the document, it may be corrected following these instructions:

- Line through the incorrect information (make sure the information can still be read).
- Make the change.
- Date and initial the change.
- Have the other party date and initial the change also, so it's clear that the change has been acknowledged by both parties.

6. Applicants with Foreign Credentials

Applicants with foreign credentials must submit a copy of their original documentation along with their official translation and evaluation. Foreign high school diplomas must be translated and evaluated by a member of the American Translators Association (ATA). A list of approved translators is available at www.atanet.org. Foreign degree diplomas and transcripts must be translated and evaluated by a member of the National Association of Credential Evaluation Services (NACES) that can be found at www.naces.org. Official translations and evaluations must be submitted by the evaluation agency directly to Centureon Institute.

The original stamped envelope must be saved in the student file along with the official evaluation.

7. Student File Checklist

All student files are exactly organized and contain the information as per the *Student File Checklist Form*.

8. Recruitment Practices Policy

Admissions personnel are to follow this policy to ensure the ethical practices and procedures with regards to the recruitment activities. The Recruitment Practices Policy is included in the school's Policies and Procedures Manual under the Admissions section.

9. Advertising Practices Policy

Admissions personnel are to follow this policy, assuring ethical practices and procedures regarding advertising, promotional materials, statements, and claims. The Recruitment Practices Policy is included in the school's Policies and Procedures Manual under the Admissions section.

10. New Admissions Personnel Orientation and Training Sessions

Effective October 1, 2021, new admissions personnel receive a *New Admissions Personnel Orientation and Training Session* including all the policies related to admissions and recruitment. Admissions and recruitment personnel part of Centureon Institute prior to October 1, 2021 are to receive the training session before October 1, 2021.

11. Florida Compliance Admissions Training

Admissions personnel are required to have completed an approved training on Admissions Compliance for Florida Postsecondary Schools before starting their job. A copy of this training is kept as part of their employee file.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "Admissions." Revisions to the funding need approval by the President and Financial Director.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Schools administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. New school personnel receive an email at the time of orientation with access to the school's Policies and Procedures Manual electronic version.

