

Policy – To provide GED[®] preparation services to 16- and 17-year-olds who are exempt from enrollment in *Compulsory Schools based on current state law.*

QUALIFICATIONS AND ELIGIBILITY

- minimum of 16 years old on the application date
- 16-and 17-year-olds with *Compulsory School Exemption* status will be considered for Cornerstones Career Learning Center’s GED[®] instruction, activities, and services on a case-by-case basis.
- Considerations for services will include, but may not be limited to
 - **WIOA Title I Youth Enrollment:**
 - **All** 16- and 17-year-old individuals wishing to enroll in GED[®] test preparation classes, will be referred to a WIOA Representative from the local DLR office during an orientation session where they will find out more about the program.
 - DLR Representatives will determine WIOA Title I eligibility.
 - Enrollment in WIOA Title I is not a requirement for acceptance into Cornerstones’ GED[®] preparation program.
 - **The willingness of the student to meet program requirements**
 - Participants will have specific program requirements to meet in both the GED[®] and WIOA program(s). They will be monitored for follow-through and completion of Cornerstones Career Learning Center and DLR recommendations. Should they not meet those recommendations, services will be suspended until another spot becomes available and they have completed the requirement(s) determined by Cornerstones Career Learning Center and DLR staff (if applicable).
- Cornerstones believes that participants will contact us with various needs and that serving the 16- and 17-year-old population must be done on a case-by-case basis to achieve the most positive outcome.

ENROLLMENT REQUIREMENTS

- Potential applicants must:
 - complete the initial online application request form at <https://cornerstonescareer.com/adult-ed/fee-ged>
 - Schedule and attend a meeting for enrollment intake
 - Review and sign the program expectations agreement
 - Schedule an initial assessment to determine current skill levels
 - Meet with Cornerstones staff to determine the educational plan
 - Submit the program deposit online prior to starting classes at <https://cornerstonescareer.com/adult-ed/fee-ged>

SUMMARY OF SERVICES

- Assessment
 - Program enrollment assessment
 - GED[®] Ready assessments at the instructor's recommendation
- Educational Plan
 - Development of a plan in partnership with the instructor, student, and legal guardian of the participant
- Access to all GED[®] preparations classes held during the month
- Access to additional study options outside of classroom instruction
- A Monthly report that includes
 - Attendance
 - Participation
 - Progress
 - Next Steps
- Cornerstones' staff will maintain compulsory school waiver documentation in the student's hardcopy file; and will also make a brief notation in the Comments section of the state data tracking system.

COST

- Registration Fee- An \$85 registration fee that includes the cost of the assessment is required prior to the initial assessment.
- Monthly Tuition of \$200 - A monthly tuition fee is required to be paid online before the start of each new month of classes. If the fee is not paid on time, educational services will be discontinued until payment is received
- Tuition and registration fees should be paid electronically at <https://cornerstonescareer.com/adult-ed/fee-ged>
- There are no prorating fees based on the services available throughout the month since students always have access to additional instructional materials outside of class.

PARTICIPANT EXPECTATIONS

- Participants will have access to the technology they need to fully participate in class.
 - Internet
 - Computer
 - Camera
 - Microphone
 - Speaker
- The guardian will be engaged in the participant's study plan and progress.
- Participants will be respectful of staff and other participants.
- Participants will dress appropriately for classes.
- Participants will be engaged in their learning
 - They will have cameras on during classes they attend virtually and be ready to answer and ask questions
- Participants will have a minimum of 80% attendance each month.
 - Teachers do not have time available to add additional classes to the schedule if a participant misses class.

Signatures

	Print	Sign	Date
Student			
Parent/ Guardian			
Teacher			