



## Snead State Community College

### Workforce Development

### Terms and Conditions

As a potential Workforce Development student (Training for Business and Industry, Career Skills Training, Continuing Education) you must agree to the terms below or your application will not be submitted. Please email [cbarnard@snead.edu](mailto:cbarnard@snead.edu) if you have questions regarding the following statements.

By clicking "I agree to the terms" on your application, I understand I am submitting my application for admission to Snead State Community College for non-credit education and training. I understand that withholding information or giving false information may make me ineligible for admission to the College or may subject me to immediate dismissal from the College. I have read this application and certify that the statements I have made on this application are correct and complete.

I agree to abide by the rules, policies, and regulations of the College as outlined in the Student Handbook, College Catalog, and College Website.

I understand the official means of communication for Workforce Development students at Snead State Community College is via the Snead State Community College website, or student's email. Career Skills Training students will also receive communication text through Remind 101.

I voluntarily consent to receive information in electronic transactions. If I wish to remove consent, I understand I should contact the Workforce Development Office at Snead State Community College.

I agree that Snead State Community College owns all photographs taken at college events. Snead State Community College reserves the right to use these photographs for College promotional materials, both digital and print. If I wish to not have my photograph taken, I understand I must file a "Do Not Use Photograph" form with the Workforce Development Office.

Once enrolled, I understand that I am covered by the Federal Family Educational Rights and Privacy Act (FERPA), and that directory information is defined in the College Catalog. I understand that if I do not want directory information released, I must contact the Office of Admissions and Records.

Furthermore, I understand that other items may be required for admission. If enrolling in the Clinical Medical Assistant, or Phlebotomy Technician, program a clear background screen is required for entrance into the program, and a clean drug screen is required for continued enrollment. A complete description of course requirements and Information on how to complete the background screen can be found at [www.snead.edu/workforce](http://www.snead.edu/workforce) .

It is the policy of the Alabama Community College System Board of Trustees and (insert college name here), a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. (IN ACCS Board OF Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018

For information on withdrawal, refund and payment options, please visit:

[https://snead.edu/academics/workforce/wfd\\_refund\\_policy/](https://snead.edu/academics/workforce/wfd_refund_policy/)

#### Tobacco Free Campus

Effective January 2, 2013, Snead State Community College is a tobacco free campus. Smoking and use of tobacco products will not be permitted anywhere on campus. This tobacco-free policy includes instructional sites, centers, campus buildings, sidewalks, grounds, parking lots, building entrances, common areas, and college-owned vehicles. A “tobacco product” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product (to include electronic or otherwise “smokeless” cigarettes), as well as smoke Students’ Rights & Responsibilities 31 less, leaf, or “spit” tobacco products (often known as dip, chew, or snuff, in any form). More information on Snead’s policy can be found by accessing the Student Handbook, page 30, available at <https://snead.edu/wp-content/uploads/2020/09/2019-Student-Handbook-1.pdf>

#### Financial Assistance

Financial assistance is available, for those who qualify, through the Workforce Innovation and Opportunity Act grant (WIOA) and Veteran’s Educational Benefits program.

Eligibility for WIOA grant funding is processed through local Career Centers.

Eligibility for Veteran’s Educational Benefits is processed through the Financial Aid Office.