

MISSION STATEMENT

The mission of The English Center is to develop students' vocational, social, technological, physical, and emotional potential in a wholesome, self-paced supportive environment. This endeavor encourages them to become lifelong learners and contributing ethical citizens in a multi-cultural and changing world.

VISION

The English Center is a full-service adult education center that will continuously strive to provide access to challenging literacy, vocational, and community education while building learning communities designed to maximize student success.

ADMISSION POLICY

Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in programs offered through TEC. Students must come in person to the center to register for classes.

REFUND POLICY

Students will be eligible for full refund of Postsecondary Career/Technical Education tuition and fees if withdrawn within 5 days of class start date; or partial refund if withdrawn up to 5 days after class start date. Partial payments made are NON-Refundable after the start of class. AGE Tuition, Test Fee and ID Fee are refundable prior to the start of the class or if the student never attends class. Cash payments are refunded by internal funds check, Credit Card refunds will only be applied to the credit card used for payment. The Application for refund by Check/Credit (Form 2057) must be completed and approved for all eligible refunds.

ATTENDANCE POLICY

All students are expected to attend class regularly and as schedule. Students who fail to report to class during the first three (3) days of their initial registration will be withdrawn as a no-show. All career/technical education students who accumulate four(4) consecutive absences will be withdrawn from class.

STUDENT CONDUCT

The use of abusive or profane language in school and/or at school activities is prohibited. Unacceptable student behavior also includes the use of tobacco or alcohol products on campus. Offenders may be excluded from classes or from school. The act of theft, damage to property, assault, and/or menacing others is a violation of the law. Students participating in such behaviors may be referred to the appropriate law enforcement authorities. Criminal assaults and felonies will be referred to law enforcement authorities. See the M-DCPS Post-Secondary Code of Student Conduct on the TEC website.

FINANCIAL AID

Financial aid is available to those students who qualify. For additional information, please contact the financial aid officer at (305) 445-7731 ext. 2711.

FEE INFORMATION

Additional fees are required for State of Florida non-residents.

BASIC SKILLS TEST

Students who are enrolled in a post-secondary program offered for career/technical education of 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program.

The State of Florida requires each student wishing to earn a Career/Technical Education Certificate to obtain an industry certification within the scope of the program of study or to pass an entry level basic skills test called the Test of Adult Basic Education (TABE) at a minimum determined level when enrolling in a program of more than 450 hours.

Students who have a standard Florida Public High School Diploma (2007 or later), passed the GED (Language Arts and Mathematics Reasoning 2014 or later), possess a college degree, serving as an active member of any branch of the United States Armed Forces, or achieved an industry certification while enrolled are exempt from this rule. The designated program administrator must receive an official copy of the degree, transcript, or test score.

Students with disabilities may request testing accommodations, if they provide written documentation verifying their disability or may be exempted from meeting the basic skills requirements.

FLORIDA RESIDENCY REQUIREMENTS

To be considered "in-state" students for tuition purposes, a student must present proof of one year of Florida residency. A list of the approved documents for the verification of "in-state" status may be obtained in student services department or on the school website under tuition and fees tab.

The **SAVES** program provides services to refugees and asylees (all nationalities) and parolees (Cubans and Haitians only). Eligible students may receive free classes in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), General Education Development Preparation (GED), Career/Technical Education, and Citizenship, as well as free books.

Child care service is available (3-12 years old) for a fee.
For additional information call (305) 445-7731 ext. 2080

Anti-Discrimination/Harassment (Students) – Board Policy 5517 and 5517.02
M-DCPS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Please refer to School Board Policies 5517 – Anti-Discrimination/Harassment (Students) and 5517.02 – Discrimination/Harassment Complaint Procedures for Students for more information. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580 or e-mail address: crc@dadeschools.net. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.



The English Center is accredited by the Commission of the Council on Occupational Education (COE)
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THE ENGLISH CENTER

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