



500 28TH Street, Dunbar, WV 25064
Ph: (304) 766-0108 Fax: (304) 766-0110
Website: bf.kana.k12.wv.us/home

ADULT STUDENT APPLICATION

Our Mission is to Prepare All Students to be College and Career Ready

PRINT AND COMPLETE ALL QUESTIONS:

Requested Program of Study: _____

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone Number: (____) _____ - _____ Cell Phone Number: (____) _____ - _____

E-Mail Address: _____ Gender: M / F Race: _____

Date of Birth: ____/____/____ Place of Birth: _____ SSN#: _____ - _____ - _____

Emergency Contact's Name: _____ Phone#: (____) _____ - _____

Your Physician's Name: _____ Phone#: (____) _____ - _____

Must mark one answer for each question below and complete the corresponding question (if applicable):

Are you a resident of WV?	Y / N	If yes, how many years? _____
Are you a US Citizen?	Y / N	If no, what VISA do you have? _____
Are you a High School Graduate?	Y / N	High School Name: _____
Date of Graduation: ____/____/____		H/S City & State: _____
Do you have a GED or TASC?	Y / N	If yes, where taken? _____
Have you ever been convicted of a criminal offense?	Y / N	If yes, what was the offense? _____
Have you attended college?	Y / N	If yes, where? _____
Do you have a college degree?	Y / N	If yes, what type? _____
Are you a military veteran?	Y / N	If yes, will you have VA education benefits? Y / N
Have you completed the FAFSA?	Y / N	If yes, submission date: ____/____/____

If you have not completed the FAFSA, please go to WWW.FAFSA.ED.GOV to complete the application and include our school code (013732). This is required to determine your financial aid eligibility. If you are not eligible for any type of financial aid or have proof of eligibility, you will be required to pay up to ½ of your total program cost before the first day of classes. A monthly payment plan will be established for the remaining balance. Failure to follow the payment plan can result in suspension and/or termination.

We do not participate in any Student Loan Programs.

NOTE: YOU MUST SUBMIT A COPY OF YOUR VALID DRIVER'S LICENSE/GOVERNMENT ISSUED ID, A COPY OF YOUR HIGH SCHOOL DIPLOMA/GED OR TASC CERTIFICATE FROM AN ACCREDITED AGENCY, AND THE NON-REFUNDABLE APPLICATION/TESTING FEE WITH THIS APPLICATION. (A CERTIFIED TRANSCRIPT WITH GRADUATION DATE WILL ALSO MEET THE SECOND REQUIREMENT.)

I certify that all of the above statements are complete and true. I give Ben Franklin Career Center permission to use this information for internal statistical and required reporting purposes. I further understand that any willful misrepresentation of information provided may be grounds for denial of my application or dismissal from a program.

Signature: _____ **Date:** _____

*As required by federal law and regulations, the Kanawha County Board of Education and Ben Franklin Career Center do not discriminate on the basis of sex, color, religion, disability, age, or national origin in the employment practices or in the administration of any of its education programs and activities. Inquiries may be directed to the Title IX, Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311. Phone: (304) 348-1393, or the US Department of Education, Director of Civil Rights, Phone: (215) 596-6795.

OFFICE USE ONLY: Application Receipt Date: ____/____/____

Application/Testing Fee: Amount Paid: \$_____ Date of Payment: ____/____/____ Payment Type: _____

ADULT ADMISSIONS POLICY

To ensure that applicants have the basic skills needed for program success, all individuals applying for consideration must complete the Ben Franklin Career Center Application Process outlined below. Exceptions to these requirements are not permitted. Admissions requirements vary by program. Individual program requirements may include, but are not limited to pre-admission testing, physical exams, immunizations, etc. Any applicant who falsifies or omits required information on any of the required documents is subject to immediate termination from the process. Ben Franklin Career Center reserves the right to refuse admission to any applicant.

ADULT APPLICATION PROCESS

Steps to Complete the Adult Program Application Process:

- Download and open the Adult Student Application located on our website or obtain an Application in our main office.
- Complete all questions on the Adult Student Application,
- If completing online, save the completed Application to your computer. Use your first initial, last name, and requested program of study in the file name. Ex: JSmith Welding.
- Submit the completed, saved version of your Application by one of the following:
 - Email: DPWood@mail.kana.k12.wv.us
 - Fax: (304) 766-0110 Attention: Adult Counselor
 - Mail: Adult Counselor, Ben Franklin Career Center 500 28th Street, Dunbar, WV 25064
- Submit these required items with your Adult Application:
 - Copy of your valid driver's license or government issued ID,
 - Copy of your high school diploma or high school equivalency test results from an accredited agency (Practical Nursing requires official transcript),
 - The appropriate program Application/Entrance Testing Fee. It can be paid with cash, check, money order made out to Ben Franklin Career Center, or online on our website. This fee is not refundable.
- All applicants are strongly encouraged to complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for assistance. Go to <https://studentaid.gov/h/apply-for-aid/fafsa>, complete the form, and make sure to include our school code (013732) so that we can access your information. Additional information is located under our Adult Financial Aid section on our school website, bf.kana.k12.wv.us/home.

When all of these completed items are received and reviewed, applicants will be scheduled for Entrance Testing by the Adult Counselor and Instructors will contact you for an interview. Please make sure to complete and submit all items in the application process. You will only be contacted once via email regarding missing information or payment. If you have any questions regarding these requirements, please call the Adult Counselor at (304) 766-0108.

After the evaluation process is completed, you will be notified via email or mail of your program standing. These notifications generally occur one to two months prior to the program's scheduled starting date. Wait-listed students will be notified after the beginning of class if an opening becomes available.

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