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## ADMISSIONS POLICY AND PROCEDURES

### ADMISSION REQUIREMENTS

DSDT admits as regular students, those who are high school graduates, or holders of high school graduation equivalency certificates (GED'S). DSDT does not accept ability to benefits (ATB) students at this time. DSDT is an equal opportunity employer and follows the same policies in accepting applications from potential students. All high school diplomas and GED's are verified by an Admissions Representative to establish the validity of the document. Self-certification is not enough documentation and there is no available appeal process at this time. If DSDT is unable to validate or accept the high school diploma, you will not meet the admissions requirements and will not be able to attend DSDT.

### ADMISSION PROCEDURE

- *Speak with an Admissions Representative*
- *Tour the Facility*

### APPLICATION FEE

There is no application fee associated with the processing of an incoming student enrollment.

### APPLICATION PROCESS

- **Complete a Pre-Enrollment Application Form:** Complete and submit the application form to the secure online portal system, Campus Café, prior to registration. All forms needed from the student or will be uploaded into the students' individual portal.

Individuals receiving Title IV funds will need to complete all requirements listed above and must attend a personal interview with a Financial Aid Representative at DSDT's main campus location. A telephone interview and/or virtual meeting will be considered if the applicant's geographical location and ability to travel to the interview site is a hardship and/or the student is a branch location student.

### ACCEPTANCE

1. **Attend Orientation via (online or in-person)** After a prospective student has completed the pre-enrollment application process and has been through the initial screening, the Admissions Representative will review the applicant. If they meet the requirements, the applicant will be reviewed by the Director of Admissions at DSDT's main location and scheduled for orientation. Applicants must complete an in-person or online orientation with the Admissions Team prior to acceptance.
2. **Applicants must provide the following verification documents:**
  1. High school diploma, high school transcripts, or GED,
  2. And current driver's license, state approved ID, or picture ID with social security card or birth certificate

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**Note:** We are required to verify your proof of education is from a valid high school or GED program.

*Admission Requirements for Students with a High School Diploma are as follows:*

1. Proof of Age - Applicants who are not 18 years of age prior to their desired start date at DSDT may apply at the age of 17 with parental permission.
2. Students must also be able to provide proof of appropriate educational requirement such as;
  - **High school diploma**
  - **Homeschooling** Though homeschooled students are not considered to have a **high school diploma or equivalent**, the student can be eligible to receive FSA funds if their secondary school education was **in a homeschool that state law treats as a home or private school**. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self certification that they received this state credential.
  - **Foreign High School diploma or transcript** - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.**)
  - **Recognized equivalents of a high school diploma-** The Department of Education recognizes several equivalents to a high school diploma:
    - A GED certificate;
    - A certificate or other **official completion** documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (Hi SET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (note that certificates of attendance and/or completion are **not** included in this qualifying category)
    - **For Veterans only:** As an alternative document you may submit a copy of DD Form 214 - Certificate of Release or Discharge from Active Duty to verify a student's high school completion if it indicates that the individual is a high school graduate or equivalent.
    - **For Ch 30 Veterans only:** Students will be required to sign an acknowledgement of financial responsibility form.
    - **For students that use 3<sup>rd</sup> party funding sources only:** Students will be required to sign a private education loan disclosure statement.
3. **Complete Enrollment Contract & Enrollment Documentation** Once orientation is completed, the prospective student will receive a copy of the student handbook along with a copy of the enrollment contract and information covering costs and payment plans prior to the beginning of class attendance. DSDT clearly outlines the obligation of both the school and the student in the enrollment contract. When the student has completed all the necessary requirements, he/she receives an acceptance letter and will be placed into the respective program of study. Note: All applicants must go through the entire enrollment application process (detailed in the catalog, online publication, and on the enrollment application).

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### **ENROLLMENT INFORMATION**

DSDT is on a continuous enrollment schedule, depending upon space availability. Please refer to the tuition and course schedule or contact DSDT for exact start dates, holidays and school closures: DSDT allows the following holidays off: New Year's Day, Dr. Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day.

### **PAYMENT SCHEDULE**

DSDT offers a variety of monthly financial payments schedules. Speak with a DSDT Admissions Representative or Financial Aid Representative for details.

### **ALCOHOL AND DRUG POLICY**

DSDT's full policy can be found in the updated Consumer Info at a Glance guide, listed on DSDT's website and in print throughout the institution in the "Policy and Procedure" Master Handbook.

### **STUDENTS CONVICTED OF POSSESSION OR SALE OF DRUGS**

Federal Penalties for Drug Violations According to the U.S. Department of Education Office of National Drug Control Policy.

1. Period of ineligibility for Federal Student Aid Funds: **Possession** of Illegal Drugs
  - a) Only one time for possession of illegal drugs - 1 year of ineligibility to receive Title IV funds after date of conviction
  - b) Two times for possession of illegal drugs - 2 years of ineligibility to receive Title IV funds after date of the second conviction
  - c) Three or more times for possession of illegal drugs- ineligible to receive Title IV funds for an indefinite period after date of the third conviction
2. Period of ineligibility for Federal Student Aid Funds: **Sale** of Illegal Drugs
  - a) Only one time for the sale of illegal drugs - 2 year of ineligibility to receive Title IV funds after date of conviction
  - b) Two times for the sale of illegal drugs ineligible to receive Title IV funds for an indefinite period after date of the second conviction

\*Note: Under the law, an indefinite period of ineligibility continues unless the conviction is overturned or otherwise rendered invalid or the student meets one of the two early reinstatement requirements specified above.

If a student successfully completes a drug rehabilitation program after the student's most recent drug conviction, the student regains eligibility on the date the student successfully completes the program. Students may regain eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Beginning with the 2010-11 academic year, passing two unannounced drug tests given by a qualified drug rehabilitation program will be acceptable to regain eligibility.

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A Drug Rehabilitation program is as follows:

- Includes at least two unannounced drug tests; and
- Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program; Is administered or recognized by a Federal, State, or local government agency or court; Has received or is qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company; or Is administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.

### **ADMISSIONS AND RECRUITING**

Any changes to these publications, rules of admissions, contract enrollment agreements and or any printed admissions information will be given to all current, prospect and future students in a timely manner.