

Under Age 16 Procedures

Form not needed to register in Home Alone Baby Sitting Safety Class

On occasion, a student under the age of 16 seeking a challenging, enriching experience will request enrollment in an FVTC course outside of the normal school day.

Underage student enrollment in any course requires:

- Written permission of the student's parent or legal guardian
- Written permission of the student's school district if the course is scheduled during the student's regular school hours
- Approval by the course instructor
- Authorization by the respective division dean or designee

A parent or other adult must register and attend with children under age 16 when enrolling in enrichment courses. This requirement can be waived by the instructor responsible for the class section based on student age, maturity level, and course topic. The parental attendance requirement can also be waived by the course instructor for courses targeted specifically to students under age 16 (e.g., Tractor Safety, Sewing for Teens).

A 100% refund will be issued to the student and parent/adult if the course arrangement does not work out, based upon their experience, within the first class session. The standard college refund policy applies beyond this. Class fees are due 10 days prior to the start date of the class. You are responsible for dropping classes (through MyFVTC or in person at any FVTC Campus Enrollment Services office) that you do not plan to attend, subject to refund policy on www.fvtc.edu/refund. Past due accounts will be assessed a monthly \$10 late fee.

Students under the age of 14 will **not** be allowed to register in lab or shop courses where safety is a factor as determined by the course instructor. Other safety, licensing, certification, or other age limitations may supersede this policy.

Student's Responsibility:

- ✓ Complete form and return to Enrollment Services-E111 for processing
- ✓ Pay the fee associated with the class

Enrollment Services Staff's Responsibility:

- ✓ Register and give study list to the student
- ✓ Inform the student that we may need to take him/her out of the course if the instructor does not approve
- ✓ Process Payment
- ✓ Give form to Registration Staff for final processing

Registration Staff's Responsibility:

- ✓ Scan and email form to the instructor for approval
- ✓ If approved, call student
- ✓ If denied, call student regarding decision and remove student from class

Instructional Staff's Responsibility:

- ✓ Review the form and notify Registration Staff of decision
- ✓ **Note:** If a parent is required to attend, Enrollment Services may need to override class capacity

FOX VALLEY TECHNICAL COLLEGE
ADMISSION OF STUDENTS UNDER AGE 16 - REQUEST TO ATTEND CLASSES

Pursuant to Chapter 38.22(1s), *Wis. Stats.*, and upon written consent of the instructor, Fox Valley Technical College will enroll students under the age of 16 into courses. Students who have not reached their 16th birthday prior to the start date of the class **MUST** complete this form. Students must meet the all requisites for the courses to be eligible to enroll.

PLEASE PRINT, except for signatures.

Student Name: _____ Social Security No.: _____

Home Address: _____ City: _____ Zip: _____

Home Phone: _____ Birthdate: _____ Age: _____

Class Number: _____ Course Title: _____

Please explain why your child wants to take this class: _____

I, _____ give permission for _____
(parent/guardian) (student)

to enroll and attend the above FVTC course outside his/her normal school day.

(parent/guardian signature) (date) (student signature) (date)

Parent/guardian, please read and initial the statements below

_____ I understand that filling out this form does not guarantee enrollment in this class.

_____ I have read and understand the payment and refund policy.

FOR OFFICE USE ONLY

Enrollment Services Staff:

Enroll student Give student study list Give form to registration staff

Student ID: _____ Date Received: _____ Staff User ID: _____

Registration Staff:

Emailed Instructor: _____

Contacted Student: _____ Approved: call student Denied: drop/call student

Instructor: Please return form to Enrollment Services after completing.

_____ The above course is appropriate. I approve.

(initial) Parent must accompany student. Parent will be registered in course regardless of class capacity.
 Student may attend alone.

_____ The above course is not appropriate. Request Denied. Please provide explanation: _____

(initial) _____

(Instructor signature) (Date)