

Dear Prospective RMCTC Adult Student:

Thank you for your interest in Reading Muhlenberg Career & Technology Center Adult Education. Enclosed is program information for you to review, and you may visit our website at www.rmctc.org for more information about RMCTC and our programs.

The Adult Education Programs at RMCTC offer opportunities for persons seeking new careers or upgraded training in technical fields and the trades. The hands-on learning atmosphere, technically up-to-date labs, and flexibility of scheduling are some of the features that adults find appealing. Students who complete our programs receive an RMCTC Certificate of Competency, and qualify to obtain certifications.

Adults who wish to enroll in any of RMCTC's day-time programs must be past their normal high school graduation date, must obtain criminal, child abuse, and FBI background clearances, and have an admissions interview before being accepted and enrolled as an RMCTC student. Adult day-time students are integrated into RMCTC's secondary programs on a space available basis, and classes are scheduled to begin in August. A full-time adult student is scheduled to attend Monday-Friday, 8:00am - 2:30pm. A half-time schedule is 8:00am-10:45am or 11:45am-2:30pm.

The 2018-19 school year tuition for full time **Adult Day-time** programs is \$10,000, and is to be billed and paid on a quarterly basis (\$2,500). **Half-time** student tuition is \$5,000/year and also billed and paid on a quarterly basis (\$1,250). RMCTC's tuition rate is an **all-inclusive fee** which include books, supplies, uniforms (if required), and certification test fees. (A \$60 nonrefundable application fee is required at time of application and includes the fees for clearances required prior to enrollment).

Interested adults can contact RMCTC to inquire if there is space available in their preferred program of study. If available, a seat will be reserved for the prospective student for a two week window of time contingent on the prospective students both submitting an application with fee and obtaining necessary clearances. Once a determination of enrollment occurs by RMCTC, a letter will be mailed to the applicant identifying the enrollment status and details of acceptance.

Please don't hesitate to contact RMCTC at 610-921-7300 x 7681 or at bhaas@rmctc.org if there are any questions. Our normal hours of operation are from 7:00-3:30.