

Policy Name: Student Recruitment and Admissions Process

PROCEDURE / REQUIREMENTS:

1. Class advertisements will be mailed to all departments and agencies within the RESA 6 region of upcoming classes being offered.
 - a. **Exception-** A department or agency can request a training class to only be open to their members.
 - i. **Requirement for exception-** Department guarantees 10 or more participants in the class or department will pay all costs and fees associated with the class.
2. Classes will be advertised on the RESA 6 web site with the PST calendar.
3. Students may register for classes by calling RESA 6, instructor of the class or at the first session of the class.
4. Refunds tuition and fees for student withdrawal will be decided on a case by case basis by the PST Coordinator.