

POLICY AND PROCEDURE: **505**

EFFECTIVE DATE: **October 15, 1996**

REVISION DATE: **May 22, 2013**

SUBJECT: **Pre-employment Training Tuition**

APPROVING AUTHORITY: _____
Carl B. Vickers, Director

POLICY: It shall be the policy of the Cardinal Criminal Justice Academy to charge tuition for the pre-employment training programs.

PURPOSE: The purpose of this policy is to create a uniform tuition cost for applicants who wish to attend pre-employment training programs at the Cardinal Criminal Justice Academy.

PROCEDURE:

I. Tuition cost to attend Academy pre-employment training programs are as follows:

A.	Law Enforcement Entry Level Course	\$4,500.00
B.	Jail/Court Services Entry Level Course	\$3,000.00
C.	Dispatcher Entry Level Course	\$750.00
1.	Pre-employment candidates most likely would not be qualified to attend NCIC/VCIN training regulated by Virginia State Police	
D.	Animal Control Entry Level Course	\$600.00

II. The tuition fee does not include reimbursement for travel, lodging or food. Such expenses are the responsibility of the pre-employment student.

III. The tuition does not include cost for specialized equipment that the pre-employment student may be required to possess to participate in the training program.

IV. The tuition fee does not include cost for materials, documents, certificates, certifications, and credentials required for application to the pre-employment training program.

- V. Candidates shall be financially responsible for all pre-employment tuition costs, which will be paid in full, prior to admission to the Academy pre-employment training program. Pre-employment training tuition charges will be specified in the Memorandum of Understanding which shall be completed prior to student admission to the pre-employment training program.
- VI. Failure to meet all financial responsibilities, at times designated by director, will be justification for dismissal from the Academy pre-employment training program.