Standard 2

Educational Programs

Admissions/Recruiting

**Prior to admission, students are informed of the costs, equipment, services, time and technical competencies. If any, required by the program, including if applicable, personal data, collection and processes, and charges associated with verification of student identity.**

The Admissions training process referred to as the LIFTOFF process, assures that admissions personnel are thoroughly versed in all of the program requirements and administrative processes associated with the admissions function and student responsibilities. The State of Florida requires a written training plan for all admissions representatives. In addition, our program disclosures, which may be found on our website, include the costs of all programs of study. At the end of the LIFTOFF admissions process, the student visits the Financial Planning Office, at which time a budget sheet is completed and signed by the student. All costs, payment plans, and monthly payment obligations are clearly stated on the budget sheet document.