



# New Student Application Packet 2025.2026

**CHECKLIST: you need to return the following WITH THIS application (initial EACH LINE when item provided:**

**We DO NOT accept partial applications.**

- \_\_\_\_\_ Copy of your unexpired Driver's License
- \_\_\_\_\_ Copy of your SECOND form of residency for in-state tuition
- \_\_\_\_\_ Residency for Instate – new Marriage – Copy of Marriage Certificate and all documents names must match
- \_\_\_\_\_ Official (sealed) copy of high school transcript\*
- \_\_\_\_\_ If turning in college credits – Official (sealed) college transcripts\*
- \_\_\_\_\_ Completed **ONLINE** application ([www.fptc.edu/admissions](http://www.fptc.edu/admissions))
- \_\_\_\_\_ **W9 Form** (for possible grants available)
- \_\_\_\_\_ **FAFSA APPLICATION:** FPTC requests all students complete a FAFSA application/verification process to ensure that when and if grants are available, the same may be assigned to the student if appropriate. If you DO NOT COMPLETE a FAFSA application/verification, then you **WILL NOT** be qualified for any other grants or opportunities.

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## **IF UNDER 24 and NOT MARRIED/DIVORCED**

- \_\_\_\_\_ Copy of your **PARENT'S** unexpired Driver's License **AND** a second form of residency (in **PARENT'S** name.

\*May be emailed directly from institution to: [student.services@fptc.edu](mailto:student.services@fptc.edu)

## **MONEY/COSTS**

- \_\_\_\_\_ A \$30.00 Registration fee is due **BEFORE** registration will be completed (when paid – please provide receipt to St. Svc.).

# ADMISSIONS

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## ADMISSION POLICY

**Individuals 16 years of age and older may apply for admissions at Florida Panhandle Technical College (FPTC).**

Applicants may be denied admission if their enrollment is perceived as a safety concern relating to the welfare of staff and/or students of Florida Panhandle Technical College. (F.S. 1001.42(8) (a), 1001.42(19) (a), 1001.43(1), 1006.07)

Applicants who have been expelled from any school program, have withdrawn or been withdrawn from a district or school program to avoid disciplinary action, will be considered for enrollment in this center at a minimum of one (1) year after the withdrawal date. (F.S. 1001.43(1) €)

Admission applications or residency statements submitted by or on behalf of the student that contains false, fraudulent or incomplete information may result in denial of admission or dismissal from the center.

Admission decisions will be made by administration. All initial applications accepted are on a probationary status. Applicants who are denied admission may appeal to the Director of the Technical College, Washington County Superintendent, and Washington County School Board. Student grievance procedures and forms are available in the Student Handbook section of the catalog.

## ADMISSION PROCEDURE

### **Applicants:**

#### **1. Pick-Up Application w/Florida Residency Form and if applicable, Pre-Register for the TABE Exam:**

Application packets are available anytime from 8:00 a.m. – 3:00 p.m. in Student Services. Applications and Florida Residency Forms are accepted when application is complete. Applicants must pay a semester \$20.00 (No Checks) non-refundable registration fee and a \$10.00 (No Checks) non-refundable parking/grounds maintenance fee.

**REQUIRED DOCUMENTS:** Application/On-line Application available at [www.fptc.edu](http://www.fptc.edu)

College and Career Readiness Scores (PERT, ACT, or TABE)

FL Residency Form with 2 proofs of documentation

Probationary Contract

High School Transcript or a High School Equivalent Transcript

Transcripts from all postsecondary institutions, if applicable

Photo ID

Method of Payment

\*Other documentation may be requested

**Our medical programs require CPR which may be taken at FPTC. You will be required to pay out of pocket for the CPR course unless your funding for your program is verified and secure.**

**2. Complete Testing Requirements:**

Applicants must pre-register to take a Basic Skills Placement Test (BSPT), unless exempt with other scores or degrees.

**3. Check with Financial Aid Staff if Applicable:**

While completing registration requirements, applicants may need to meet with Financial Aid Staff.

**4. Complete Registration Process:**

All admission requirements must be met before registration is complete. Applicants will pay tuition and appropriate fees at the Business Office.

FPTC requires that applicants take the BSPT or show documentation of exemptions for the BSPT, or scores demonstrating math, language, and reading, at state required levels in order to enter a program without testing or possible academic remediation.

**BASIC SKILLS EXIT REQUIREMENTS & EXEMPTIONS**

Section 1004.91, Florida Statute (F.S.) and State Board of Education Rule 6A-10.40 mandate that students who enroll in a program of 450 hours or more “may not receive a career and technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program.” FPTC provides opportunity for students to demonstrate basic skill requirement through the Test of Adult Basic Education (TABE). The Florida Department of Education has placed basic skill levels on all programs in the curriculum frameworks. Only advanced and difficult level of the TABE meet requirements.

Based on Rule 6A-10.040 and Ruler 6A-10.0315, students are exempt from the basic skills requirement if they meet any of the following conditions:

- The student presents a transcript indicating an award of a college degree at the associate of applied science level or higher.
- The student entered 9<sup>th</sup> grade in a Florida public school in 2003-2004 school year, or after, and earned a Florida Standard High School Diploma.
- A student who demonstrates readiness by achieving or exceeding the following test scores and enrolling within two (2) years after achieving such scores:
  - Florida Postsecondary Education Readiness Test (PERT) – Reading 106 Writing 103 Math 114
  - ACT, American College Testing Program – Reading 19 English 17 Math 19
  - SAT, The College Board – Reading 24 Writing 25 Math 24
  - Other scores or military service according to statute
- The student passes a state or national industry certification or licensure examination aligned to the career education program in which the student is enrolled.

**PROGRAM SELECTION**

The Student Affairs staff will explain the TABE test results and counsel with each student to assist them in selecting the most appropriate career choice. Career exploration options are available to students to explore career opportunities and evaluate program choices. Upon the selection of a program, students may be asked to interview with the instructor and may enroll in the technical program of their choice on a space available basis.

**ENROLLMENT**

Students may enroll in our programs at various times throughout the year. However, many programs must limit enrollment to the beginning of their course/program due to the unique requirements of their courses. Please see the individual program sections for enrollment information specific to each program. Contact Student Services if you need additional information concerning admissions.

### **TECHNICAL DUAL ENROLLMENT**

Eligible high school students are allowed to enter at the beginning of each semester but must obtain approval from administration. High School credits awarded are based on attendance and performance. Summer attendance may be required for some career and technical programs. Some programs are not available to high school students. Please check with your high school counselor or FPTC Student Services staff for more information.

### **TRANSCRIPTS**

At the completion of a program, a certificate of completion along with a FPTC transcript will be issued to the student, provided there are no outstanding fees. A \$10 fee will be assessed for any additional transcript requests.

### **TRANSFER OF PROGRAM**

A student considering a transfer from a current program of study must contact Student Services for guidance and assistance. Except in cases of extreme circumstances, dual enrolled student transfers will only be permitted at the beginning of a semester period, due to the possibility of a loss of credit required for graduation. A transfer during a course is discouraged and may result in additional fees. Transfers will only be approved upon program availability and in the best interest of all parties involved.

### **REFUND POLICY**

Refunds, when due, shall be made without requiring a request from the student, within forty-five (45) days:

1. Of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or
2. From the date the institution terminates the student or determines withdrawal by the student.

### **CANCELLATION REFUNDS**

If tuition and fees are collected in advanced of the start date of a program and the class is cancelled, 100% of the tuition and fees collected will be refunded. The refund will be made within forty-five (45) days of the planned start date.

### **WITHDRAWAL AND WITHDRAWAL REFUNDS**

If a student withdraws on or before the first day of class, appropriate refunds will be made within forty-five (45) days of the class start date. Three hundred dollars (\$300.00) of the Commercial Vehicle Driving Program deposit is non-refundable. Some other programs have a non-refundable fee. See the program page for details.

A refund will only be issued if a course is dropped within ten (10) calendar days after the enrollment date, with the exception of the Commercial Vehicle Driving (CVD), public safety courses, Adult General Education, and some medical programs. Refunds will only be made for CVD if dropped **no less than two weeks** prior to the first day of class. Public Safety must be dropped no less than 48 hours prior to the first day of class. \$50.00 of the Phlebotomy tuition will be non-refundable. Refunds will not be issued for Adult General Education courses. Refunds are **ONLY** available for the first course of a program, not for subsequent courses.

**THERE IS A \$16.00 WITHDRAWAL FEE FOR STUDENTS WITHDRAWALS MADE BEFORE PROGRAM COMPLETION.**

**Notification regarding social security collection and usage:** In compliance with Florida Statute 119.071(s), Florida Panhandle Technical College may collect your social security number for the following legitimate employment business and/or educational purposes: payroll eligibility verification, workers' compensation claims reporting, enrollment in and processing of employment benefits provided to the vendor administering district benefits, pre-employment background check, drug screening, income reporting, accurate maintenance and transfer of records, and completing immigration related documentation necessary for sponsorship.

FPTC/WCSD will collect and use your social security number only for these purposes in performance of the district's duties and responsibilities. Proving your social security number is a condition of employment and GED assessment, but is optional upon student registration.