# ADMISSION CHECK SHEET

www.wvact.net
390 Stanaford Rd.
Beckley, WV 25801
(304) 256-4615

## Plumber Technician

ACT Academy of Careers and Technology

**1**

### Prerequisites

- ○ Must be 18 years old within 6 weeks of the first day of class.
- ○ Have a high school diploma or **WV approved** equivalent.

**2**

### Start Here

- ○ Visit our website @**wvact.net**
- ○ Request the TABE (FREE basic skills test). **AFTER July 1, 2026**
- ○ Receive an email for day/time to test. (Check spam/junk folder)
- ○ Financial Aid tab complete your 2026-2027 FAFSA application.
- ○ Successfully complete the TABE exam and the online assignment given by Denise Harper.

**3**

### *PLEASE BE ADVISED*

*FAFSA applications take up to 10 business days to be processed by the Department of Education.*

- ○ If needed, you must supply any required documentation to verify your financial aid application.
- ○ Schedule an appointment with Melani Hylton to register for class.

**4**

### Final Steps

**Bring the following to your registration appointment:**

- ○ High school diploma /WV approved equivalent or an official transcript
- ○ Social Security card
- ○ Photo ID
- ○ Non-refundable registration $215 (must be exact change/check)

**During your registration appointment you will:**

- ○ Complete an Adult Registration form.
- ○ Register for a background check.
- ○ Apply for the ACE Advantage grant.
- ○ Sign a cost sheet and agree to all school policies.
- ○ If applicable, sign a financial aid award letter.

Class Starts Date: _____ Time: _____

### Financial Aid

The Plumbing program qualifies for Pell, ACE, VA, WIOA, and WV Vocational Rehabilitation.

Visit wvact.net/Financial Aid

### Satisfactory Academic Progress

To meet SAP, a student must:

- Maintain a continuous "C" average.
- Attend at least 90% of the program hours for each grading period.
- Maintain a continuous 90% attendance rate for the program.
- Complete the course within the originally scheduled course hours.

Visit wvact.net/Policy

### Refund Policy

<u>During first enrollment period</u>
<u>1 to 540 hours</u>

There is no refund for fees after the start of class!
There is a 100% refund on tuition during the first five days of the program!
There is a 50% refund on tuition during day 6 thru day 10 of the program!
After day 10 of the program there is No Refund!!

<u>During second enrollment period</u>
<u>541 to 1080 hours</u>

There is No Refund once the second enrollment period starts!

Visit wvact.net/Policy