

ADMISSION INFORMATION

ADMISSION REQUIREMENTS AND PROCEDURES

Trinity Valley Community College maintains an open door admissions policy and constantly strives to provide programs beneficial to all students. The following requirements must be met and procedures completed before admission is approved.

Beginning Freshmen

Students enrolling in college for the first time may qualify for admission by any one of the following methods:

1. graduation from an accredited high school,
2. satisfactory completion of the General Educational Developmental Test (GED).

Beginning freshmen must submit the following documents:

1. a completed "Application for Admission" form,
2. verification by the Texas Department of Criminal Justice of high school transcript or GED (copy for file),
3. *official Texas Higher Education Assessment (THEA) Test results or results from an approved alternative test.

Transfer Students

Students who have previously attended and earned hours at other accredited colleges may qualify for admission if the following documents are submitted:

1. a completed "Application of Admission" form,
2. an official transcript of grades and credits at all colleges previously attended,
3. *official Texas Higher Education Assessment (THEA) Test results or results from an approved alternative test.

All TDCJ students must be approved by Trinity Valley Community College at the appropriate Unit. Final clearance and approval for students to enroll in college courses is given by TDCJ.

** If a student is required to take the THEA Test and does not receive the minimum required scores on the THEA or an approved alternative test, he will be required to enroll in prescribed developmental studies courses and remain in such courses until he has satisfied the college's developmental policy.*

STUDENT TUITION AND FEES

The general Appropriation Act (House Bill No. 1, 74th Legislature) requires that inmates reimburse the costs of Post Secondary Education programs as a condition of parole. The general guidelines are:

1. Costs incurred for a vocational or academic course that begins September 1, 1995 or later, will be reimbursable. Costs include tuition, fees, tests, and any other required charges assessed by the college or university. Books will not be considered a reimbursable item at this time. Books will remain the property of the Texas Department of Criminal Justice-Institutional Division or Trinity Valley Community College.
2. Offenders who have a voted parole action indicating a "Serve All" with a calculated date the same as their maximum expiration date, must pay tuition cost of the course or qualify for financial aid.
3. Inmates enrolling on or after September 1, 1995, may be required to complete an agreement to reimburse tuition and fees.
4. The amount to be reimbursed will be based upon the minimum cost of tuition and fees at the

college or university at which the student is enrolled. Enrollment in courses beyond the minimum will be at the expense of the student and due at the time of enrollment. Students must meet minimum academic criteria as required for any student in order to be enrolled for any and all courses.

5. The college will charge the Texas Department of Criminal Justice- Institutional Division for inmate students who are enrolled on the official class certification date each semester or enrollment period. No pro-rated charges or reimbursements will be made.
6. Tuition and Fees for all TDCJ Technical/Vocational classes will be calculated at the rate of \$15.00 per credit hour, minimum of \$50.00.

TUITION AND FEE SCHEDULE

NUMBER OF HRS	TUITION	GENERAL FEES*	TOTAL
3	\$50	\$0	\$50
*4	\$60	\$0	\$60
5	\$75	\$0	\$75
6	\$90	\$0	\$90
7	\$105	\$0	\$105
8	\$120	\$0	\$120
9	\$135	\$0	\$135
10	\$150	\$0	\$150
11	\$165	\$0	\$165
12	\$180	\$0	\$180
13	\$195	\$0	\$195
14	\$210	\$0	\$210
15	\$225	\$0	\$225
16	\$240	\$0	\$240
17	\$255	\$0	\$255
18	\$270	\$0	\$270

**Lab Fee: courses that require separate labs will have an additional \$20 lab fee. Tuition and Fees for all TDCJ TECHNICAL/VOCATIONAL classes will be calculated at the rate of \$120 a cycle.*

***STATE REIMBURSABLE COSTS**

All college expenses incurred, labeled as “State Reimbursable Costs,” will be repaid by the inmate upon release. State Reimbursable Costs are defined as follows:

1. State Reimbursable Costs include tuition and fees for college credit associate and baccalaureate level courses required as a result of THEA testing.
2. As a State Reimbursable Cost, the state will pay for only the cost of the inmate’s initial academic course each semester. Additional courses each semester will be at the expense of the student.
3. State Reimbursable Costs include tuition and fees for college credit vocational courses for each qualified inmate student.
4. Financial aid eligibility and utilization will be between the student and the college or university. The outstanding amount not covered by financial aid will be the amount financed by TDCJ which will be repaid by the student. The outstanding amount (State Reimbursable Cost) may not be more than the cost of one course.

5. Since books are reused each semester, the inmates will not be required to reimburse book costs.
6. Upon release from TDCJ, those offenders who discharge their sentence should contact the office of WSD Continuing Education, P.O. Box 40, Huntsville, TX 77342-0040 to make arrangements for reimbursement of charges made to their post-secondary education reimbursement accounts for college tuition and testing.

In some instances, an inmate may not be required to reimburse certain State Reimbursable Costs. If an inmate is dropped from a course and the reason is deemed excused, he will not be liable for the reimbursement.

**Students with Felony or INS Detainees are not eligible for reimbursement and must pay all tuition costs from their trust fund account.*

FINANCIAL ASSISTANCE

Hazlewood Act

A veteran may be entitled to apply for a waiver of tuition by Trinity Valley Community College if he meets the following requirements:

1. Be ineligible for any federal financial aid. Information must be submitted to the Financial Aid office by mid-semester in order to receive reimbursement;
2. Have no remaining entitlement under V.A. educational benefits;
3. Provide proof (DD214 Member Four) of an Honorable Discharge from the service;
4. Provide proof of having resided in Texas for at least one year prior to registration date;
5. Resided in Texas at the time of induction into the service.

Youthful Offender Grant

Those students qualifying for this grant may be entitled to a waiver of tuition and Texas Higher Education Assessment Test fees if he meets the following requirements:

1. Be 25 years of age or younger and within 5 years of release date.
2. Meet all other requirements for enrollment.

STUDENT SERVICES

ASSESSMENT AND PLACEMENT OF STUDENTS

All beginning freshmen students must submit official THEA Test (formerly TASP) scores or take the approved alternative test. If a student is required to take the THEA Test and does not receive the minimum required scores on the placement test or the THEA, he will be required to enroll in developmental studies courses and remain in such courses until he has satisfied the college's developmental policy.

Students who are required to enroll in developmental studies courses may be blocked from enrolling in certain semester credit hour courses. However, students should contact a TVCC Enrollment Coordinator for information on who must take the THEA Test and on concurrent enrollment.

TEXAS HIGHER EDUCATION ASSESSMENT (THEA)

Texas law requires students to be assessed in the areas of reading, writing, and mathematics to ensure that students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. THEA includes a testing component designed to identify and provide diagnostic information about the reading, mathematics and writing skills of each student.

Students required to take the THEA Test must do so before enrollment for semester credit hours. Pre-collegiate courses, such as remedial courses, are not counted in calculating the credit hours for meeting the testing requirement. Students enrolling for an 8-week vocational course, do not have to take the THEA Test prior to enrollment.

If a student does not receive the minimum required scores on the approved alternative test or the THEA Test, he will be required to enroll in prescribed developmental studies courses and remain in such courses until he has satisfied the college's developmental policy.

For additional information on the THEA Test, prospective students should contact the Trinity Valley Community College Enrollment Coordinator. Study guides are available in the Unit library.

REQUIRED INSTITUTIONAL PLACEMENT TESTS

The Windham School System will administer the Test of Adult Basic Education (TABE), regularly throughout the year.

To be eligible for THEA, each applicant must score a minimum of:

12.0 Reading, 8.5 Math, and 8.5 Writing on sections of the Level "A" TABE or an 11.0 composite is required to take the THEA.

To enroll in a college vocational course, the student must take the appropriate level TABE test and score the minimum test score from the respective vocational course. Minimum scores are established by TDCJ-ID policy.

COUNSELING AND ADVISING

Trinity Valley Community College provides students with educational, vocational and career counseling services. A student may make an appointment for advisement by writing an I-60 to the Trinity Valley Community College Enrollment Coordinator through the unit education office.

LIBRARY SERVICES

Library resources and services are essential to learning. Students of Trinity Valley Community College have access to the college library resources in support of respective classes.

Access to the materials is made available to the student through his instructor, who will assist with the selection of course related resources through intra-library loan. Student loans are for a three week period. Materials can be returned through the TVCC faculty. It is the student's responsibility to insure the materials are returned on time.

Materials to supplement and complement class assignments will be available for students registered in the specific class.

TEXTBOOKS

TDCJ-CE purchases all textbooks for students enrolled within TDCJ and will remain TDCJ-CE property. Textbooks must be returned to the unit education department at the completion, resignation, or termination of course work.