

## **Admissions Procedure for Applicants who have Previously Attended FLSM.**

### **Purpose**

The purpose of this document is to provide a procedure for those who are applying to a FLSM program after being dismissed or voluntarily withdrawing from a previous FLSM program.

### **Responsibility**

Education Director, Director Student and Career Services, Campus/Administrative Director

### **Procedure:**

- The applicant must fill out the FLSM admissions application in full, including paying the application fee.
- Once the application is received an interview will be scheduled with the Director of Education, Campus or Administrative Director and/or Director of Student and Career Services to discuss the following from the student's perspective:
  - Why were they not successful in their previous attempt to finish the program?
  - What parts of the program did you find challenging?
  - What have they been doing since their LDA?
  - What is different now? i.e. Why do they feel that they will successfully attend and graduate now vs the past attempt?
- If all other requirements of the re-application policy are met and the student owes no more than \$4000 of tuition for a previous program, then the tuition remainder for the previous program can be added to the new program tuition charges and paid over the course of the new program. Amounts owed above and beyond \$4000 for a previous program must be paid in full (or brought down to a balance owed of no more than \$4000) before a student can start a new program.
- The Director Team who conducted the interview will review the application as well as take the interview into consideration to see if they feel the student will successfully complete the program. The Rubric may be utilized for objectivity.
- What are we looking for?
  - Student to have a clear understanding of what went wrong in their past program.
  - Student takes appropriate responsibility for lack of success.
  - Has the student used the time since their LDA to set themselves up for success?
  - Have they demonstrated that they have the proper support in place to be successful?