

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**CONTINUING EDUCATION GUIDELINES**

The BOCES will offer a continuing education program for residents of its service area. The program will adhere to the following guidelines:

- a. Fees for education programs will be set according to program costs and will be established to make each program self-supporting.
- b. Staff will be paid at the salary rate approved annually by the Board.
- c. Fees for all courses are due at the time of registration and can only be refunded if the class is cancelled due to insufficient enrollment or some unforeseen circumstance regarding instruction at the discretion of the Coordinator for Adult and Continuing Education (see specifics for Admission of High School Students to Continuing Education Programs section).
- d. Continuing education courses are open to all adults 16 years of age or older. In-school students may register for adult courses.
- e. Residents of non-participating districts enrolling in the Regional Continuing Education courses are required to pay an additional fee as determined by the program supervisor.

**Admission of High School Students to Continuing Education Programs**

Continuing education courses are designed to meet the needs of adults. However, in some situations, it may be appropriate to make courses available to high school students.

- a. Students 16 years or over may be admitted to continuing education classes if:
  - The course is unavailable to the students during their regular school day.
  - Approval is given by the home school high school principal and the BOCES program supervisor.
  - Attendance will be non-credit bearing.
- b. Students will pay the same fee as adults for each course taken.
- c. If a course is limited to a size, adults will be given priority.

**Continuing Education - Senior Citizens**

All senior citizens 60 years of age or over and reside in any of the WSWHE BOCES component school districts may be permitted to enroll in the Regional Continuing Education course with a 10% discount off the cost of each course.