

STEPS TO ENROLL

1. Complete an Application Form. **NOTE:** Applicants must provide documentation showing 12 months of Florida residency to be eligible for in-state tuition rates. *Out of state tuition and fees are considerably higher.
2. Register for Post-Secondary Readiness (PSR) testing or meet the exemption requirements. Applicants must pre-register and pay the \$20.00 fee for the test in person at least 24 hours in advance. Applicants must provide a valid photo I.D. for scheduling purposes and on the day of testing. PSR test must be attempted within the first 6-weeks of enrollment.
3. Complete the FAFSA application (include Radford M. Locklin Technical College's school code number **017198**) at www.studentaid.ed.gov. Applicants will either transfer IRS information directly online, or provide an official Tax Return Transcript. Students should allow 5 business days after submitting the application before contacting the Financial Aid office. Self-pay students do not have to complete this step.
4. STUDENT SERVICES WILL NOTIFY STUDENT OF ACCEPTANCE.
5. All official transcripts need to be submitted before registration is completed.
6. Students age 21 and below must provide proof of required immunizations before registration as required by Fl. Admin Code 64D-3.046 Immunization Requirements: Public and Nonpublic Schools, Grades Preschool, Kindergarten Through 12, and Adult Education Classes. Visit Student Services for more information.
7. Complete Program Registration Form - there is a \$35.00 non-refundable registration fee. All tuition and program fees are due 2 weeks prior to first class. *Please see the current Annual Cost of Attendance for specific program tuition, fees and additional expenses.

For information regarding Apprenticeship Program registration process, please see pg. 58.



POST-SECONDARY READINESS (PSR)

EXEMPTION

Prospective students showing evidence pursuant to State Board Rule 6A-10.040(8) may be eligible to receive an exemption from taking the PSR test.

1. Students with an Associate's Degree or Higher from an accredited institution.
2. Students currently serving as an active member of any branch of the United States Armed Services.
3. Students who entered the 9th grade of a Florida public school during the 2003–2004 school year or beyond and have earned a high school diploma.
4. Students who show post-secondary readiness through another recognized assessment.
5. Students with a documented learning disability.

Commonly Asked Questions

May I bring a calculator to the test center? No, a calculator will be provided for you, as appropriate and allowable.

How do I obtain test results? Prospective students must meet with the Testing Coordinator to obtain their test results. Test results will not be provided to you over the phone. A valid photo I.D. must be presented to receive test results.

What if I need special accommodations due to a disability? If you are an adult with a documented disability who needs special testing accommodations, our Testing Coordinator will work with our Exceptional Student Education department and Student Services team to meet your needs.

What if I do not meet the required PSR exit scores? Students who do not meet PSR exit scores will be recommended for remediation and retest.