Welcome to Locklin Technical College! We are proud that you have chosen us for your training and education needs. These are unique times for all of us as we navigate through uncertain times. That being said, Locklin Technical College does not guarantee a COVID-19 free education and training environment. Taking steps to reduce the risk of COVID-19 is the shared responsibility of LTC and every member of our school community.

The risks occasioned by the spread of the coronavirus and COVID-19 have presented substantial challenges for LTC, our programs, our clinical partners as we approach the beginning of the 2020-2021 academic year.

LTC is responding to those challenges and is reaching out to you:

- to advise you of some important changes to how we deliver training

- to inform you of some of the payment terms of your enrollment that are important to consider due to the uncertainty of COVID-19.

LTC wants to be certain that you are aware of the risks and understand the changes. If you are unable to accept the terms of enrollment described in this letter you will have the opportunity to CANCEL your 2020-2021 registration without any financial penalty.

Please read carefully the following changes and information, which you and every student need to know about:

1. **Health and Safety**
   Exposure to the coronavirus and contracting COVID-19 can result in very serious illness and, in some cases, death to those who contract it. Students may face an increased likelihood of serious illness if they have certain pre-existing medical conditions like disorders and diseases related to any of the following: immune deficiency; heart, lung, and other major organ problems; diabetes; high blood pressure; and asthma. All health and safety risks associated with COVID-19 may not yet have been fully determined by medical experts.

   Students are responsible for considering their own personal health status and increased risk factors inherent with attending classes, including the risk of exposure to the coronavirus and contracting and transmitting COVID-19.

   Students must adhere to LTC's expectations intended to minimize risk of exposure to COVID-19 consistent with health and safety guidance including, but not limited to, limitations on mass gatherings, practicing physical distancing as recommended by CDC, and wearing appropriate face covering when within six feet of another

individual.

Students may be required to submit to symptom checking, daily self-screening, and COVID-19 testing in order to attend classes. Failure to comply with this requirement may result in **disciplinary action, including removal from campus.**

Students must disclose to the appropriate LTC staff immediately upon notification of positive COVID-19 test status or contact from Florida Department of Health about exposure and instruction to isolate. Failure to comply with this may result in **disciplinary action, including removal from campus.**

Students must comply with LTC's direction requiring quarantining, isolation, and separation. At any time, LTC may request or require students to leave campus when that student's continued presence on the campus poses a health or safety risk for other students and staff.

Students are required to comply with all health and safety law, orders, ordinances, policies, regulations, and guidance adopted by LTC as it relates to COVID-19. This guidance may evolve as circumstances warrant.

2. **Access, Use, and Room Changes**

   A. LTC may restrict the full use of spaces and amenities within the campus including, but not limited to: classroom, labs, restrooms, student center and break areas.
   B. Building, room, and clinical assignments may be changed prior to class or at any time during the program.

3. **Tuition and Fee Payments - Withdrawals**

   Students will be responsible to pay tuition in a timely manner whether the program is face-to-face, hybrid or online. The regular refund and withdrawal policy will be in effect as listed in the *Locklin Technical College Curriculum Guide and Student Handbook*.

Program: _____

Student Name (Printed): _____

Student Signature: _____ Date: _____