



Okaloosa Technical College

Kelly Hayes, Director
Phone: (850) 833-3500
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Welcome to Okaloosa Technical College!

We are excited that you have chosen us for your career education and training. We are also excited that we are going to begin our year with face-to-face instruction and direct laboratory experiences. With that said, Okaloosa Technical College is much like the rest of the world, and we cannot guarantee a “COVID-19 free” educational environment. What we can do is take steps to reduce the risks of spreading COVID-19. We believe that we share a responsibility to take proper health and safety precautions daily.

The risks associated with the spread of the virus have presented substantial challenges for OTC, our programs, and our partners. Our clinical sites have been impacted and have been reduced; our salon may have to be closed; and the areas where we commonly gather will be changed.

Okaloosa Technical College is responding to the challenge and reaching out to you to help you make informed decisions regarding your education and training based on instructional delivery and payment terms. We cannot guarantee that even after we start the school year that we will not be mandated to cancel the face-to-face education and go to a hybrid or all virtual/distance learning model. We know that our best education comes in the face-to-face classroom setting, and we certainly hope to safely continue that format.

Okaloosa Technical College 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 financial penalty. Because we must continue to operate a school, however, we must have your **written cancellation notice by AUGUST 14, 2020.**

Please read the following information carefully, so that you can make an informed decision regarding your registration.

1. Health and Safety

COVID-19 is an extremely contagious disease that can result in very serious illness and, in some cases death. Students may face an increased likelihood of serious illness if they have certain pre-existing medical conditions. You and your healthcare provider should discuss your condition to determine a plan for your safety. Students are responsible for considering their own personal health status and risks associated with possible exposure to COVID-19 while at school.

Students who attend one of our programs must adhere to OTC’s health and safety expectations and guidelines. We are working to make our environment as safe as possible, while also providing the education and training that is most beneficial to our students’ future.



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The following is a list of health and safety precautions and expectations at OTC. As we move into the school year, this list may be revised and in that event students and staff will be notified.

- Students and staff will be asked to practice social distancing to every extent possible.
- Students and staff will be required to submit to a symptom and exposure questionnaire daily.
- Students and staff will be required to have their temperature taken daily.
- Students and staff will be highly encouraged to wear masks, especially in those areas where social distancing presents a challenge.
- Students must **immediately** disclose to the appropriate OTC administrative staff any notification of positive COVID-19 test status or contact from the Florida Department of Health about exposure and instruction to isolate. Failure to comply may result in disciplinary action, including removal from a program.
- Students must comply with OTC's direction to leave campus when that student's continued presence on the campus may pose a health or safety risk for other students and staff.
- Students and staff are required to comply with all health and safety laws, orders, ordinances, policies, regulations, and guidance adopted by OTC as it relates to COVID-19. This guidance may evolve as circumstances warrant.

2. Access, Use, and Room Changes

OTC may restrict the full use of common spaces and amenities within the campus including, but not limited to: student center, testing lab, classroom space, classroom laboratory, and community center.

3. Tuition and Fee Payments

While OTC strives to help students work out payment arrangements, including scholarships, financial aid, and payment plans, students are ultimately responsible to make timely payments for tuition and lab fees whether we are educating in a face-to-face, hybrid, or online/distance learning model.



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Your signature below signifies that you have reviewed and understand the terms and conditions as set forth in this letter regarding the educational programs at OTC for the 2020-2021 school-year related to COVID-19 and the risks associated with the virus.

Please return to the Registrar or your Instructor during orientation.

Student PRINTED Name: _____

Student Signature

Date