

Enrollment Process

- Every concurrent student must apply **online** at <http://www.salinatech.edu/apply-now/>. *(Even if they applied for spring classes initially)*. This will ensure that we have the most up-to-date information and ensure all enrollments are completed for the Spring.
- Once the application is completed, the student will receive an email with the enrollment form link. This form must be completed, printed, signed, and submitted to the HS counselor for processing.
- Counselors and Principals should fill out their applicable areas and submit to Salina Tech along with a current high school transcript. Either fax or email is acceptable.
 - FAX: 785-309-3101 Email: Shelby.bird@salinatech.edu

Payment Arrangements

Students must have a semester total of at least \$300 to qualify for the payment plan below. Students with a semester total less than \$300 must pay in full before courses begin.

Payments can be submitted

- Online through PayPal by visiting salinatech.edu, clicking the “Students” tab, and then “Make A Payment”.
- Via check, please mail to Shelby Bird (contact info below).
- By debit/credit card over the phone, 785-309-3100.

Payment Plan Schedule for Students with a Balance of at Least \$300

Due Date	% Of Balance Due
January 1st	25%
February 1st	50%
March 1st	75%
April 1st	100%

Important Dates:

- Last Day to Drop for 100% Refund* - 7 Days after class has started
- Last Day to Drop for 50% Refund* - 12 Days after class has started
- Last Day to withdraw with no transcript - 20 Days after class has started
- Last Day to withdraw with a W - 12 weeks after class has started

Enrollment

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Class/Coursework/Faculty

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 Instructional Coordinator
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