

# Nebraska Commission on Law Enforcement and Criminal Justice

OPERATING INSTRUCTION  
NUMBER 50-20

July 14, 2008

## RECEIPT OF BASIC STUDENT INFORMATION FORMS AND TUITION PAYMENT

**PURPOSE:** To facilitate the processing of required student forms and payment of tuition.

- (1) **SCOPE:** Applicable to all applicants for Basic Training Courses.
- (2) **REFERENCE:** Rule and Regulation Title 79, Chapters 2, 5 and 8.
- (3) **GENERAL:**
  - (A) Diploma students must submit the following:
    1. Application for Training (TC-914)
    2. TABE Test Results - Applicants must take and pass the required Test of Adult Basic Education (TABE) before any paperwork can be processed. If you are applying through a college program, the college will handle this requirement.
    3. \$100.00 Processing Fee
    4. Personal Character Affidavit Form (TC-913A)
    5. Birth Certificate - Legible Copy
    6. High School Diploma or GED Certificate - Legible Copy
    7. Authority to Release Information (TC-006)
    8. Copy of driver's license. Driving abstract for any state other than Nebraska if you presently hold an out-of-state driver's license or you have held an out-of-state license within one year prior to making this application.
    9. Four (4) fingerprint cards - (completed in full)
    10. Completed medical examination report (TC-005)
    11. Copy of CPR and First Aid certification or statement of plans to receive such certification prior to graduation.

12. APS/CPS Registry Check Form
13. DD-214 (Veteran's Only)
14. \$50 certification fee for any officer receiving certification.

(B) Students hired by a law enforcement agency must submit the following:

1. Personnel Change-In-Status Report Form (TC-001)
2. Application for Training (TC-914)
3. Authority to Release Information Form (TC-006)
4. Four (4) Fingerprint cards (MUST BE COMPLETED IN FULL)
5. Medical Examination Report Form (MUST BE PERFORMED WITHIN TWELVE (12) MONTHS PRIOR TO THE START OF TRAINING) (TC-005)
6. Background Verification Form (TC-915)
7. Personal Character Affidavit Form (TC-913)
8. T.A.B.E. results (must be passed at least 30 days prior to training)
9. Copy of applicant's Birth Certificate
10. Copy of current Driver's License
11. Copy of High School Diploma or G.E.D.
12. Employment Verification Form (TC-084)
13. Copy of applicant's CPR/First Aid certification
14. Copy of DD2-14 (Veterans only)
15. \$50 certification fee for any officer receiving certification

(C) Students who are employed by an agency during such time as LEIF funding is available will pay tuition and fees as follows:

1. Students attending for the first time or after being separated in good standing (i.e., left through no fault of their own for reasons including medical injury as documented by a medical doctor or family emergency).

- a. No charge for tuition.
  - b. Meals will be purchased from the food vendor.
  - c. Fees not included in tuition will be due and payable as expenses are incurred.
2. Students attending after being separated in poor standing which shall be defined as when a student withdraws from training after failing a unit, performance, written or comprehensive practical examination prior to retesting on that examination.
- a. Must pay tuition for training weeks that were previously covered by LEIF. Training weeks will be rounded to the next week (e.g., if the student withdrew on a Tuesday of week 4, the student would be required to pay tuition for Weeks 1-4. The student would then be eligible to use LEIF for the remaining weeks of the training Weeks 5-14).
  - b. Meals will be purchased from the food vendor.
  - c. Fees not included in tuition will be due and payable as expenses are incurred.
3. Students attending after being separated in bad standing which shall be defined as when the student is separated from training due to discipline for misconduct or due to academic failure as outlined in Title 79 NAC, Chapter 5.
- a. Must pay tuition for the entire training course regardless of when they were separated from training. Students who are separated due to misconduct will be eligible for entry into training only upon application and approval of the Director.
  - b. Meals will be purchased from the food vendor.
  - c. Fees not included in tuition will be due and payable as expenses are incurred.
  - d. Students who are separated for misconduct shall not be permitted to live at the Training Center and are required to pay any expenses incurred as a result.

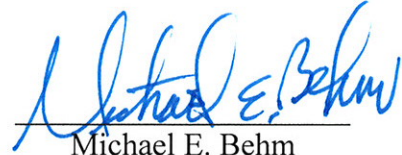
(D) Diploma students or agencies and colleges paying tuition on behalf of students will pay tuition and fees as follows:

1. Students who are separated in good standing are eligible to return to training and resume paying tuition so no more than one full course of tuition is collected (e.g., the student who left in week 4 and has paid for those four weeks, will resume paying tuition at week 5 and continue to pay tuition through the end of training course).
2. Students who are separated in poor standing must make new application to attend training and are responsible for paying tuition for the entire course, including any fees and/or expenses incurred during training.
3. Students who are separated in bad standing must make new application to attend and are responsible for paying tuition for the entire course, including any fees and/or expenses incurred during training. Students separated due to misconduct shall not be permitted to live at the Training Center and are required to pay any expenses incurred as a result.
4. Diploma students paying with their own funds or agency students whose previous attendance was terminated for academic or disciplinary reasons may pay weekly (tuition for entire basic course divided by number of weeks in course). Such weekly payments will be due and payable no later than 8:00 a.m. on the first day of each week of training to attend classes for that week.
5. Agencies or colleges paying tuition on behalf of a student must pay all of the tuition due at the beginning of the course, or may elect to pay one-half of the tuition at the beginning of the course and the remaining one-half at the beginning of the second-half of the course. For example, if the basic course is 14 weeks in length, one-half would be payable on or before the first day of the session, and one-half would be payable on the first training day of the seventh week of training.

(E) Refund Policy

1. Meal refund policy is set by agreement between the student or agency and the food vendor.
2. Tuition payments made on a weekly basis will not be refunded for the week in which the termination occurred.
3. Students terminating training who have paid tuition for any period beyond the week of termination will have the excess tuition payments refunded.

- (F) If the criminal records check required by Title 79, Chapter 8 reveals information that would have disqualified the applicant from admittance to the Training Center, the applicant shall be denied or terminated from the Training Center. If the criminal records check has not been completed by the date of graduation, certification shall be withheld until the criminal records check is complete.



Michael E. Behm  
Executive Director

Division: Training Center  
Revised from May 5, 2006