

# **DEHART**

## **Technical School**

311 Bitritto Way, Modesto, CA 95356

### **2018/19 Course Catalog & Student Handbook**

**Facilities Maintenance - HVAC Course 1  
HVAC/Facilities Maintenance Course 2  
HVAC/R Facilities Maintenance Course 3  
Advanced Training Modules**



**Accredited by the Accrediting Council for Continuing Education & Training  
Programmatic Accreditation by the National Center for Construction Education &  
Research and an Authorized NATE Training & Testing Organization**

**PH: (209) 523-4578    FAX: (209) 523-4587**

[www.deharttech.edu](http://www.deharttech.edu)

**Effective: June 1, 2018 – June 1, 2019**

This catalog is updated as needed, or required, and at least once annually. All modifications are at the approval or request of the respective licensing and/or accrediting body. All historical versions will be kept on file at the institution and will be made accessible upon written request. Revised: 02/01/2019 DTS Catalog—This Catalog is provided in hard copy format to all students upon request.

## **Approval Disclosure Statement**

DeHart Technical School, LLC dba DeHart Technical School is located at 311 Bitritto Way, Modesto, California. DeHart Technical School is a private institution. **DeHart Technical School has received authorization pursuant to AB48 (Private Postsecondary Education Act of 2009), to offer to the public and to provide postsecondary educational programs until December 30, 2021. This approval to operate mean compliance with state standards as set forth in the Ed Code.** The Act is administered by the Bureau for Private Postsecondary Education. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Phone (888) 370-7589, Fax (916) 263-1897, or visit its website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **School Contact Email Address**

[dts@deharttech.edu](mailto:dts@deharttech.edu)

### **Bankruptcy Petition**

DeHart Technical School does not have a pending petition in bankruptcy, is not operating as a debtor in possession or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **Tutoring Services**

One-on-one tutoring assistance is available upon request at no additional charge to the student. Arrangements must be made through the School Director.

### **Comments**

(A) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, suite 400, Sacramento, CA 95883, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

(B) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

(C) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

\*Contents of this catalog are subject to change at the discretion of DEHART TECHNICAL SCHOOL, INC. All parties will be informed of such changes in as timely fashion as possible. All information in the content of this school catalog is current and correct and is certified as true by Rod DeHart, President.

# DEHART TECHNICAL SCHOOL 2018/19 CATALOG

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## **MISSION STATEMENT**

It is the mission of DEHART TECHNICAL SCHOOL to provide its students with the highest quality of training consistent with the most current industry standards. Students will be trained by highly skilled, dedicated staff using a hands-on, practical approach incorporating the latest multimedia technology available. The School dedicates itself to providing training for those individuals at the start of their careers, those who are already employed in the industry and desire to advance their careers through further study, and those who for a variety of reasons wish to retrain in a different industry. Placement of a qualified, well-trained graduate into the workforce that will allow the individual to be a contributing, self-reliant member of society is the ultimate goal of DEHART TECHNICAL SCHOOL.

DEHART TECHNICAL SCHOOL takes advantage of its numerous resources to stay current with industry standards. This will assure that all present and future participants in this program will be available to improve their lives through education for generations to come.

## **SCHOOL'S HISTORY**

DEHART TECHNICAL SCHOOL is natural marriage of business and education. This training program is the result of a response to the ever-changing needs of the country's workforce. A natural evolution would be to continue to develop curriculum for demand occupations. This could be accomplished with help from experienced educators, business and industry professionals.

## **INSTITUTIONAL OWNERSHIP**

Rodney P. DeHart is the sole owner of DEHART TECHNICAL SCHOOL, LLC, holding 100% of the school stock. Mr. DeHart serves as Chief Executive Officer and Chief Operating Officer for DEHART TECHNICAL SCHOOL, LLC.

## **FACILITIES & EQUIPMENT**

The Instructional Center of DEHART TECHNICAL SCHOOL is located at 311 Bitritto Way, Modesto, California, 95356. The School is conveniently located east of Highway 99 just in north Modesto. Public transportation and connecting bus service is within easy walking distance. Free parking is adequate and available.

The School consists of a 700 square foot main instructional classroom, 2, 600+ square foot work labs, reference library (located in the classroom) and three administrative support offices. Classroom & lab facilities have a capacity of (20) twenty students each for all courses offered. A restroom is located adjacent to the classroom. The library instructional materials include but are not limited to: books, journals, periodicals, reference material, audio/video and multimedia resource material. Students are encouraged to utilize these resources any day before or after class or on business days when the School is not in session. All instructional materials are provided in English. Students may check out any library resource overnight or on weekends.

DeHart Technical School uses all of the latest diagnostic and refrigeration service equipment such as refrigerant recovery systems, vacuum pumps, charging scales & cylinders, oxy/acetylene torch kits, flaring & swaging tools, leak detectors, pressure gages and a full complement of hand tools needed to perform all necessary lab work. DeHart Technical School also prides itself on its state of the art media learning center. A computer operated “Smart Board” with internet capabilities, Power Point presentations, projection screen and a variety of DVD training disc are only a portion of the educational equipment utilized in the instructional process at DeHart Technical School.

### **RATIO OF STUDENTS**

Maximum number of students in the classroom and lab for all programs is 20. The maximum student: instructor ratio is 20 to 1. All courses are taught at 311 Bitritto Way, Modesto CA 95356. Instruction is in residence for all programs. Students who successfully complete a course of study are awarded a certificate of completion verifying that fact.

### **EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT POLICY**

DEHART TECHNICAL SCHOOL affords equal treatment and opportunity to all persons and prohibits discrimination based on race, color, sex, religion, age, national ancestry or origin, sexual orientation, or physical or mental disability in any of its functions or activities, including employment, educational programs and services, and admissions. DEHART TECHNICAL SCHOOL (DTS, DeHart Tech) will reasonably accommodate an individual’s disability when appropriate. Specific information relating to reasonable accommodations is available from the School’s Director.

### **ABILITY TO BENEFIT / LANGUAGE PROFICIENCY**

Dehart Technical Students must have a high school diploma, or GED. We do not accept the ability to benefit examination.

DEHART TECHNICAL SCHOOL does not provide English language services. All instruction is provided in English. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

### **ADMISSION STANDARDS**

Individuals accepted for admission to DEHART TECHNICAL SCHOOL must:

1. meet the compulsory age of 18 years
2. have a state issued ID card
3. possess a Social Security Card or Permanent Resident ID
4. possess one of the following criteria:
  - A high school diploma or its equivalent;
  - A General Educational Development Test (GED); High School Equivalency.

## **INTERNATIONAL STUDENTS**

DeHart Technical School does not admit students from other countries nor does the school provide visa services. DeHart Technical School will not vouch for student status or any associated charges.

## **ADMISSIONS PROCEDURES**

Students wishing to enroll at DEHART TECHNICAL SCHOOL must first attend an interview with the school's Admissions Representative or School Director and then participate in a tour of the facilities. Individual career goals and training needs are addressed. After goals have been assessed, and it is determined by the Admissions Representative or School Director that the student is a viable candidate for enrollment, the student will be enrolled in the desired program, and will select a start date that is convenient for the student.

The student will then review the school's enrollment agreement and attachments with the school's Admissions Representative or School Director and sign, initial and date the enrollment agreement where required. A copy of all enrollment documents will then be given to the student.

## **ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS**

DEHART TECHNICAL SCHOOL makes every effort in the admissions process to accommodate potential students with special needs. We are ADA compliant. The Admissions Specialist or School Director will ask potential students what assistance they need to complete the admissions process. Completing the process may require assistance with:

- Interview
- Campus tour
- Completion of any subsequent paperwork

Accommodations may include, but are not exclusive to:

- Reading materials to the potential student
- Assisting potential student in filling out the lobby form
- Physically assisting potential student during campus tour.

Additional assistance can be provided by administrative staff, instructors and or management staff.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDIT AND CREDENTIALS EARNED AT OUR INSTITUTION/ CREDIT FOR EXPERIENTIAL LEARNING**

The transferability of credits you earn at DEHART TECHNICAL SCHOOL is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the **Facilities Maintenance HVAC Course 1, Facilities Maintenance HVAC Course 2, and Facilities Maintenance HVAC/R Course 3** is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending DEHART TECHNICAL SCHOOL to determine if your



certificate will transfer.

## **TRANSFERABILITY OF CREDIT TO DEHART TECHNICAL SCHOOL**

Students who believe they are sufficiently competent to receive clock hour credits in a particular subject may request credit for some classes through a challenge examination (without additional charges from DEHART TECHNICAL SCHOOL) or an official transcript and a course syllabus from the institution where credit is to be received from. For courses accepted for credit; tuition will be prorated on a percentage of the course(s) accepted.

Challenge exams must be completed prior to enrollment, at no additional charge, or by the first Friday after the student's first day of classes. Challenge examinations may contain oral, written and/or practical portions. Students failing the examination will not be allowed to take a second examination and will be expected to take the subject as a regularly scheduled class. A student must score 90% or above on the exam in order to receive credit, and the decision of the examining instructor is final. No more than 2 courses from a program's content may be earned through challenging classes.

Normally, it is the school's policy to accept credit hours earned in courses taken at accredited institutions provided that a grade of 2.0 (C) or above was earned. Transfer credit hours that are more than 5 years old generally are not accepted. DEHART TECHNICAL SCHOOL reserves the right to accept or reject any or all credit hours earned at other institutions. Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at DEHART TECHNICAL SCHOOL. Transfer credits must be directly applicable to courses required in the selected DEHARTTECHNICAL SCHOOL program. Official transcripts must be on file before transfer credit can be approved.

To apply for a transfer of credit, the student must request that an official transcript of all coursework taken at a non-DEHART TECHNICAL SCHOOL institution be sent directly to the DEHART TECHNICAL SCHOOL Admissions Specialist or School Director. Comprehensive course information is important for a thorough assessment of courses. Therefore, course descriptions and preferably course outlines/syllabi and student learning outcomes must be provided. The Admissions Specialist will notify the student in writing within 5 school days of receiving the above information of what courses can be accepted and which ones cannot.

If a student believes that their credit was not transferred properly, the student is encouraged to discuss the situation informally with the Admissions Specialist. If the inquiry is resolved by the parties, the matter is deemed closed. If the inquiry is not resolved at this level, the student may request an appeal to the Program Director and then to the School Director. All appeals will be reviewed by Senior Management and if they are found to adhere to policy, the appeal will be granted.

## **ARTICULATION AGREEMENTS**

DEHART TECHNICAL SCHOOL has no articulation agreements with any other colleges, universities or institutions.

## **FINANCIAL INFORMATION & FINANCIAL ASSISTANCE**

### **FINANCIAL AID INFORMATION**

Schools recognize that in many instances individuals and their families are not able to meet the entire cost of education. Therefore, the Financial Aid Office will assist students with the process of applying for Federal Student Aid. The Financial Aid Administrator (FAA) is the designated official at the school for consumer information, and students or parents with questions should not hesitate to contact the FAA by simply calling the school's main number, located on the school's website, and asking to be connected to the Financial Aid Office.

### **TYPES OF FEDERAL FINANCIAL AID PROGRAMS and DeHart's Eligibility for Title IV Funds**

To be eligible to receive Title IV funds, federal and state regulations require that institutions admit, as regularly enrolled students, persons who have a high school diploma or its recognized equivalent and who are beyond the age of compulsory attendance within that state.

Eligibility for Federal Student Aid is based on financial need and several other factors. Generally, to be eligible for Federal Student Aid, a student must:

- Demonstrate financial need (except for certain loans).
- Have a high school diploma or a General Education Development (GED) certificate or state-specific equivalency credential or complete a high school education in a home school setting that is treated as such under state law.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service if required. A student can use the paper or electronic FAFSASM to register, register at [www.sss.gov](http://www.sss.gov), or call 1-847-688-6888, or call Toll Free 1-888-655-1825. (TTY users can call 1-847-688-2567.)
- Maintain satisfactory academic progress once in school.
- Certify that he or she is not in default on a Federal student loan and does not owe money on a Federal student grant.
- Certify that he or she will use Federal Student Aid only for educational purposes.
- The student will need to complete a Free Application for Federal Student Aid (FAFSA) form in order to apply for Federal Student Aid. These forms can be found on the Department of Education's website, [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Ask the financial aid advisor for your school's code. The student's actual eligibility amounts will be determined from the information reported on the FAFSA.

### **Grants**

#### **Federal Pell Grant**

The Pell grant is gift assistance that does not have to be repaid. Pell grants are awarded to students who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2018-19 award year, the minimum grant for a full-time student is \$652 and the maximum grant is \$6,095.

A student is eligible to receive a Pell grant for up to 12 semesters or the equivalent. If a student has

exceeded the 12-semester maximum, he or she will lose eligibility for additional Pell grants. Equivalency is calculated by adding together the percentage of Pell eligibility that he or she received each year to determine whether the total amount exceeds 600%.

For example, if Bill's maximum Pell grant award amount for the 2017-18 school year was \$6,095, but he only received \$3,048 because he was only enrolled for one semester, he would have used 50% of his maximum award for that year. If during the following school year (2018-2019), he were to enroll three-quarter time for the entire year, he will use 75% of his maximum award for that year. Together, he will have received 125% out of the total 600% lifetime limit.

### **150% Lifetime Pell Grant Eligibility**

To be eligible for additional Pell Grant funds, the student must be otherwise be eligible to receive Pell Grant funds for the payment period and must be enrolled at least half-time. The payment periods for which the student receives the additional Pell Grant funds in excess of 100% of the student's Pell Grant scheduled award. For example: A student who is eligible for additional Pell Grant funds, the institution must pay the student all of the student's eligible Pell Grant funds, up to 150% of the student's Pell Grant's scheduled award for the aid year.

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

DeHart Technical School has been initially approved to beginning participation in the FSEOG Campus based grant program effective July 1, 2019. Please contact the Financial Aid Office with any inquires.

### **Work Study**

#### **Federal Work Study**

We are currently not participating in the federal worst study program.

### **Loans**

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment, income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Stafford loans are available to students regardless of income. Before taking out loans, students should visit the Department of Education's Federal Student Aid website at <http://studentaid.ed.gov/types/loans> to learn more.

### **Subsidized Federal Direct Stafford Loan**

The Subsidized Federal Direct Stafford Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for undergraduate students is \$3,500 for the first academic year, less origination and other fees (if applicable). Beginning July 1, 2012, only undergraduate students are eligible for subsidized loan funding. The Federal government pays the interest while the student is in school, in-grace, and during deferment periods. Effective for loans disbursed on or after July 1, 2012, interest begins accruing on these loans when the student graduates or drops below half-time enrollment status. The minimum repayment amount is \$50 per month, but it may be greater depending on the amount borrowed. However, subsidized Federal Direct Stafford loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student. For undergraduate subsidized loans first disbursed on or

after 7/1/2017, the interest rate is fixed at 5.05%. Borrowers with other outstanding loans may be able to consolidate eligible loans and make only one monthly payment. Please refer to the loan entrance counseling materials found at <https://studentloans.gov/> for additional information.

### **Unsubsidized Federal Direct Stafford Loan**

The Unsubsidized Federal Direct Stafford Loan program provides additional loan funding to students who do not qualify for a full Subsidized Stafford Loan or who need additional loan funding. The Federal government does not pay the interest on unsubsidized loans while the student is in school, in-grace, and during deferment periods. Student loan borrowers are responsible for all interest that accrues on the loan while in school, in-grace, and during deferment periods. The student may elect to make interest payments while in school to avoid the capitalization of interest and to lower the overall repayment debt. Typically loan repayment will begin six months after the student leaves school or attends less than half time. Undergraduate independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year, of which no more than \$3,500 can be subsidized. Undergraduate dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year, of which no more than \$3,500 can be subsidized. Graduate students may borrow up to \$20,500 per academic year, depending on eligibility. For undergraduate unsubsidized loans first disbursed on or after 7/1/2017, the interest rate is fixed at 5.05%. For graduate unsubsidized loans first disbursed on or after 7/1/2017, the interest rate is fixed at 6.60%.

Please see the Financial Aid Administrator at the school to receive further information regarding the maximum Unsubsidized Federal Direct Stafford annual loan amounts for second or subsequent academic years.

### **Parent PLUS Federal Loan**

The Federal PLUS loan is a credit-based loan, available to parents who wish to apply for additional assistance for their dependent child's education. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. PLUS loans through the Direct Loan Program first disbursed on or after 7/1/2017 will have a fixed interest rate of 7.60%. The first payment will be due within 60 days after the final loan disbursement. Payments will include both principal and accumulated interest.

### **Parent PLUS Master Promissory Note (PLUS MPN)**

For parent PLUS loans made under the multi-year feature of the MPN, the regulations that govern the loan programs require the financial aid office at the school to document an active confirmation of parent PLUS loan funds via an estimated award letter. The confirmation process is to provide a means for the parent borrower to accept or decline a PLUS loan made for a student's subsequent academic year. This assists in providing the parent borrower with greater control and understanding of PLUS loan debt.

### **Graduate PLUS Federal Loan**

Not available because we do not offer graduate-level degree programs.

### **STATE AND LOCAL AID, SCHOOL AID AND OTHER PRIVATE AID PROGRAMS**

The school catalog, available on the schools' website, lists other aid programs which may be available such as State and Local Aid, School Aid, and other Private Aid programs to enrolled students. Students should review the school catalog and see the Financial Aid Office for additional information on current aid programs.

## **PRIVATE LOANS**

Private loans may have fixed or variable interest rates. Private student loan lenders can offer variable interest rates that can increase or decrease over time, depending on market conditions. The interest rate on a private loan may depend on the borrower's credit rating. Private student loans have a range of interest rates and associated fees. Students should determine the interest rate of, and any fees associated with, a private student loan prior to accepting the loan as part of a financial aid award package. Questions regarding private student loans should be directed to the lender or to the school's Financial Aid Office.

## **APPLYING FOR FEDERAL STUDENT FINANCIAL AID**

Each student interested in receiving financial assistance must submit the Free Application for Federal Student Aid (FAFSA) or provide a copy of the Student Aid Report (SAR) if the FAFSA was previously completed for the current award year. The Financial Aid Office will use the results of the FAFSA to determine the student's financial aid eligibility.

A student's application may be selected for a process known as verification. The verification process requires the school to validate certain information submitted on the FAFSA. The student will be required to submit supporting documentation. Financial assistance will not be awarded until the verification process has been completed.

Students should refer to [www.studentaid.ed.gov](http://www.studentaid.ed.gov) website, which is sponsored by the U.S. Department of Education, for more detailed information.

## **METHODS OF DISTRIBUTING AID AMONG STUDENTS**

Students should visit the Financial Aid Office to determine which of the three methods described below is used at the school.

### **Federal Aid**

Federal Aid is distributed to students who complete the Free Application for Federal Student Aid (FAFSA) and meet the eligibility criteria as further described within the application instructions. Students should visit [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) or the financial aid office for an application.

### **State Aid**

State Aid is distributed to students who meet the eligibility criteria as described in the specific state aid program requirements. Students should visit the Financial Aid Office for additional information on available state aid programs.

## **Institutional Aid (Scholarships)**

The school may offer various types of scholarships to students enrolled in specific programs of study or who have met specific academic standards. The number of scholarship recipients varies from year to year depending on the funding available and the number of eligible applicants. For additional information on available institutional scholarships students should contact the Financial Aid Office at the school. Students are also encouraged to seek additional scholarship programs not administered or awarded by the school.

## **Colleges Not Using Standard Academic Terms (Clock-Hour)**

Financial aid is awarded based on an academic year as defined on a program-by-program basis at the school. Disbursement of aid varies by the type of assistance.

For colleges not using standard academic terms, qualifying students will have a portion of the Federal Pell grant and the Federal Supplemental Educational Opportunity Grant credited to their accounts twice during the academic year. The accounts are credited at the beginning and at the mid-point of the academic year as measured in credit or clock hours earned and weeks of instructional time completed to satisfy the student's tuition and fees. Once tuition and fee obligations charged by the institution have been met, the student may receive the excess amount of Federal Student Aid that creates a credit on the account.

A first-year, first-time borrower's account will not be credited with Federal Direct Stafford loans until the following two conditions have been met:

- (1) the student has completed loan entrance counseling, and
- (2) 30 days have passed since the first day of class.

## **STATEMENT REGARDING CREDIT BALANCES**

A Statement of Student Authorization of Title IV Credit Balances is provided to students by the Financial Aid Office after enrollment. Students and parents (of a dependent student applying for PLUS loans) review the statement, select the appropriate authorization categories, and provide the signed form to the Financial Aid Office. For continuing students who previously signed this statement, the initial authorization will continue to be valid for subsequent award years or enrollment periods. The authorization categories available for student/parent selection are as follows:

\*Based on student's authorization, the school will retain any existing credit balance on the account to be applied to allowable future charges to assist students in managing those funds or to be disbursed at their request.

\*In the event that funds are not requested prior to leaving the school, the student or parent can authorize the school to return the credit balance to the lender as prepayment of the student loan.

\*The school will retain interest earned on the credit balance while the funds remain on the account.

\*A student or parent may modify their authorization at any time by visiting the financial aid office and completing a new form.

## **TERMS AND CONDITIONS OF FEDERAL WORK STUDY EMPLOYMENT AS PART**

## **OF THE FINANCIAL AID PACKAGE**

The Federal Work Study (FWS) program provides jobs to undergraduate and graduate students to assist them in meeting their educational expenses. To qualify for FWS program funds, the student must meet the eligibility requirements for Federal Student Aid. The amount of FWS for which a student is eligible depends upon:

- \*Degree of demonstrated financial need.

- \*Availability of FWS funds at the school.

- \*Availability of jobs and scheduling which do not conflict with the student's class schedule.

Federal Work Study jobs may be located on or off campus. The school may set the work schedule. The Financial Aid Administrator will take into consideration need, class schedule, health, and academic progress prior to arranging a job and assigning work hours. The school must inform the student of the terms and conditions of employment that are part of the financial aid package.

Undergraduate students will be paid on an hourly basis. They will be paid at least the current Federal minimum wage and at least once a month.

If FWS is part of the aid package, the student will receive notification via the job description and other notification which lists the amount of the award scheduled for the student.

## **TERMS AND CONDITIONS UNDER WHICH STUDENTS RECEIVE FEDERAL LOANS**

The Federal loan programs provide funds to undergraduate and graduate students to assist them in meeting their educational expenses. To qualify for Federal Loan program funds, the student must meet the eligibility requirements for Federal Student Aid as well as the loan program specific terms and conditions specified below:

### **Federal Direct Loan**

- \*The student (parent in the case of PLUS loans) must complete and sign a valid Master Promissory Note.

- \*The student must be enrolled at least half-time to receive Direct Loan program funds. A student whose enrollment status is below half-time is not eligible for Direct Loan program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.

- \*A student who is borrowing a loan for the first time is required to participate in loan entrance counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than 30 days after the start of the term or period of enrollment.

- \*Financial Aid Administrators may not perform credit checks on students in connection with awarding them Direct Loan program funds, except in cases of graduate PLUS loans.

- \*A student borrower who is in default on a Federal student loan is not eligible for additional Direct Loan funds unless eligibility is regained by resolving the existing default.  
Perkins Loan (if applicable)

Students should refer to the school catalog for determining whether Perkins loan funds are available at the institution.

- \*Undergraduate and graduate level students who demonstrate exceptional need (as defined by the school) have priority to available Perkins Loan funds.

- \*A student borrower who is in default on a Federal student loan is not eligible for Perkins loan funds unless eligibility is regained.
- \*Unlike the Direct Loan program, a student does not have to be enrolled at least half time to be eligible to receive a Perkins loan.

## **FINANCIAL AID LOAN MANAGEMENT**

Each first-time student borrower is required to complete loan entrance counseling conducted individually, in a group, or online. The interview will include an explanation of the use of a Master Promissory Note (MPN), the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to borrower's rights and responsibilities, as well as other terms and conditions.

Upcoming graduates, students who officially withdraw, or students who cease to attend at least half-time will be required to complete the exit counseling session. Students who leave school without attending an exit counseling session will receive an exit counseling package mailed by the campus. Exit counseling addresses topics such as the requirement to repay the loan, repayment plans, updating contact and demographic information, the consequences of default. Please see The Financial Aid Loan Exit Counseling section below for additional information.  
Loan Repayment Obligation and Repayment Options

Students who receive Federal student loans sign a Master Promissory Note (MPN) which states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or inability to obtain employment.

The Federal Direct Stafford Loan program offers students many different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The school's Financial Aid Office is available to review the different repayment options. If at any time a student becomes delinquent on a loan, it is the student's responsibility to contact the school or lender to determine what options are available to the student.  
Financial Aid Loan Entrance Counseling

The following information will be included in the Loan Entrance Counseling that is available online at [www.studentaid.gov](http://www.studentaid.gov) First-time student borrowers will be directed to complete entrance counseling prior to the first disbursement of loan funds.

- \*Explanation and use of the Master Promissory Note (MPN).
- \*Effect of accepting the loan on eligibility for other aid.
- \*Seriousness and importance of the repayment obligation.
- \*Option of paying interest on Unsubsidized Stafford and Graduate PLUS loans while in school.
- \*Interest accrual process and interest capitalization when a borrower elects not to pay interest or if the interest is not paid by the US Department of Education.
- \*Definition of half-time enrollment.
- \*Consequences of not maintaining at least half-time enrollment.
- \*Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the academic program to allow the school to provide exit counseling to the borrower.
- \*Obligation to repay the loans even if: the borrower does not complete the program or does not complete the program within the regular time for completion, is unable to find



employment, is dissatisfied with the school/program, or does not receive the services purchased from the school.

\*The importance of repayment and the consequences of default, including adverse credit reports, Federal offset, and other Federal delinquent debt collection procedures and litigation.

\*Sample monthly repayment amounts based on a range of levels of indebtedness or the average cumulative indebtedness of other loan borrowers within the same academic program as the borrower.

\*Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records.

\*Name and contact information of the person the student can contact with questions regarding rights and responsibilities or loan terms and conditions.

\*For first-time borrowers, explanation of the limitation on eligibility for Direct Subsidized Loans and possible borrower responsibility for accruing interest, including:

- (1) the possible loss of eligibility for additional Direct Subsidized Loans;
- (2) how a borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are calculated;
- (3) the possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans; and
- (4) the impact of borrower responsibility for accruing interest in the borrower's total debt.

## **Financial Aid Loan Exit Counseling**

Students are required to attend a financial aid loan exit counseling session prior to graduating or shortly before ceasing enrollment of at least half-time study. Students who seek withdrawal from the school should see the Financial Aid Office to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution as well when a student ceases to attend at least half-time. If a student leaves school or chooses to postpone their education, the student should meet with a Financial Aid Administrator to understand the financial impact of this decision and to attend loan exit counseling. Exit counseling includes the following information:

\*Explanation of all repayment plans available.

\*Comparison of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments.

\*Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge.

\*Explanation of the terms and conditions under which a borrower may obtain a deferment or forbearance.

\*Debt management strategies to assist the student in successful loan repayment.

\*Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans.

\*A review of the Master Promissory Note (MPN) and the student's obligation to repay the loan.

\*Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is

unable to obtain employment, or is dissatisfied with the education received.

\*Explanation regarding the consequences of default, including adverse credit reports, Federal offset, other Federal delinquent debt collection procedures and litigation under Federal law.

\*Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ between lenders.

\*Explanation of the tax benefits available to the student.

\*Information concerning the National Student Loan Data System (NSLDS) and how the student can use NSLDS to access his or her records.

\*Information regarding the services offered by the student loan Ombudsman's Office.

\*Information containing: (1) descriptions of federal student assistance programs, (2) the rights and responsibilities of student and institutional participants, (3) ways in which students and prospective students can assess the debt burden and monthly and total repayment obligations for their loans.

\*For first-time borrowers, explanations of

- (1) how a borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are calculated;
- (2) the sum of the borrower's subsidized usage periods at the time of exit counseling;
- (3) the consequences of continued borrowing or enrollment including: (a) the possible loss of eligibility for additional Direct Subsidized Loans and (b) the possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans;
- (4) the impact of borrower becoming responsible for accruing interest on total student debt; and
- (5) the Department of Education will notify the student borrower whether he or she is responsible for accruing interest on his or her Direct Subsidized Loans.

In addition, the Financial Aid Office is responsible to collect the following information as part of the exit counseling and provide the information to the U.S. Secretary of Education within 60 days of receipt:

Name

Address

Social Security Number

References

Driver's License Number and State

Expected Permanent Address Name  
and Address of Next-of-kin

Name and Address of Known or Expected Employer

### **Loan Deferments for Borrowers**

Student loan borrowers should visit the Financial Aid Office for the terms and conditions under which they may obtain a deferment for repaying student loan debt.

### **Loan Deferments for Certain Individuals**

Loan deferment terms and conditions are further defined for those serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service. These individuals should visit the Financial Aid Office for additional information.

## **NATIONAL STUDENT LOAN DATA SYSTEM**

National Student Loan Data System (NSLDS) is the U. S. Department of Education's central database for Federal Student Aid. Student financial aid information is submitted to the NSLDS from schools, guaranty agencies, the Direct Loan program, the Pell grant program, and other Department of Education programs. NSLDS Student Access provides a centralized, integrated view of Federal Student Aid loans and grants so that recipients of funds from these programs can access and inquire about the Federal Student Aid loans and/or grant data. Once a student's data is reported to NSLDS, this site and all of the student's information contained within is accessible to Financial Aid Administrators, and guaranty agencies. In addition, students may access their own financial aid information by visiting this site. All users must sign-in and be an authorized user. To access the site, visit [www.nsls.ed.gov](http://www.nsls.ed.gov)

## **FEDERAL STUDENT AID OMBUDSMAN NOTIFICATION**

Students should contact the Financial Aid Administrator at the school with any questions or concerns regarding Federal Direct Subsidized or Unsubsidized Loans.

If a situation exists that a Financial Aid Administrator cannot resolve, students should follow procedures in the school catalog regarding Problem Resolution.

The U.S. Department of Education's Ombudsman Office for student loan issues is also available. The Ombudsman operates as a neutral party and informally researches and attempts to resolve a borrower's issue. Student borrowers can contact the Office of the Ombudsman via:

Online Assistance: [studentaid.gov/repay-loans/disputes/prepare](http://studentaid.gov/repay-loans/disputes/prepare)

Toll-Free Telephone: 1.877.557.2575 Fax: 1.202.275.0549

Mail: U.S. Department of Education, FSA Ombudsman, 830 First Street N.E., Washington, D.C. 20202

## **CONSUMER INFORMATION FROM THE U.S. DEPARTMENT OF EDUCATION**

Students and financial aid staff should reference the U.S. Department of Education websites for information regarding the regulations, requirements, and application for Federal Student Aid.

There is no user fee for using Federal Financial Aid sites.

U.S. Department of Education: [www.ed.gov](http://www.ed.gov)

Applying for Federal Student Aid: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Information for Students: [www.studentaid.gov](http://www.studentaid.gov)

## **Indirect Student Expenses/ Cost of Attendance**

Student Estimated Living Expenses: 2018-19 Academic Year

The following estimated student budget\* amounts are provided for your use in estimating the total cost of your school attendance. These amounts are indirect expenses that you may incur in addition to school charges. These amounts are estimates. Your cost may vary.

California Schools - Only. \*Budget figures derived from CSAC 2017/18.

Total Budget Allowance With Parents/ Off Campus:

Room and Board	Per Month: \$1,080	Per Year: \$9,270
Transportation	Per Month: \$139	Per Year: \$1,251
Personal Expenses	Per Month: \$333	Per Year: \$2,997
Child/Dependent Care: Reasonable expenses with adequate documentation provided by the student depending upon age and number of children.		
TOTAL	Per Month: \$1,552	Per Year: \$13,968

### **Financial Aid Department:**

Financial Aid personnel can answer questions and provide information about financial aid programs, the application process and related deadlines. Students can obtain loan and or grant applications from this department. Appointments are recommended.

### **Policies and Procedures - Verification**

Once students complete and submit the Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS), there is a possibility that the application will be selected for a process called “Verification”. This is an audit/review process in which the student’s school of choice will be required to conduct the review in order to determine the student’s aid eligibility. Generally, CPS will select the application for verification based on conflicting data, a change from the prior year or due to a random selection process. If the application is selected, an asterisk will appear on the Student Aid Report (SAR), next to the Expected Family Contribution (EFC). However, the school’s Financial Aid Office also is authorized to “Institutionally” select applications for this review process in cases of conflicting information.

Although the school has the option of processing one Pell payment without verifying the application, this school does not take that option due to the risk of financial liability. DeHart Technical School verifies those applicants who are selected by the federal processor for Verification and those who have conflicting information and comments. Students who are selected for verification by the processor or Institutionally Selected by the Financial Aid Office must submit the signed and completed verification forms and documents, along with the supporting documentation such as IRS Tax Return Transcripts, W-2 forms, etc.

Students are to be notified, in a timely manner, of all required documents to submit to the school. The verification process cannot begin and/or be completed until all required documents are submitted. The list below includes the verification items used when reviewing a student’s verification process:

### **Verification Items:**

- Adjusted Gross Income (AGI) U.S. Income Tax Paid Education Credits
- Untaxed IRA distributions
- Untaxed Pensions
- IRA Deductions and Payments
- Tax-Exempt Interest Income Earned from Work
- Household Size
- Number in College Supplemental Nutrition Assistance Program (*SNAP, formerly food stamps*)
- Child Support Paid
- High School Completion Status

- Identity/Statement of Educational Purpose
- Verification Tracking Groups: V1, V3, V4, V5 & V6

**V1: Standard Verification Group ~ Tracking Flag V1:**

Students in this group must verify the following if they are tax filers: AGI, U.S. Income Tax Paid, Untaxed portions of IRA distributions, Untaxed portions of pensions, IRA deductions and payments, tax- exempt interest income, education credits, household size, number in college, SNAP, child support paid.

Students who are non-tax filers must verify the following: Income earned from work, household size, number in college, SNAP benefits, child support paid.

**V3: Child Support Paid Verification Group ~ Tracking Flag V3:**

Students must verify child support paid by them or their spouse, their parents, or both.

**V4: Custom Verification Group ~ Tracking Flag V4:**

Students must verify high school completion status and identify/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support.

- Identify Verification – Students are asked to appear in person to present their valid Government issued photo ID (ex. Driver’s License, State ID or Passport).
- In the event the student is unable to appear in person, then he/she must appear before a notary with all required IDs and documents to have his/her identity or educational purpose confirmed.

**V5: Aggregate Verification Group ~ Tracking Flag V5:**

Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.

**V6: Household Resources Group ~ Tracking Flag V6:**

Students must verify items in the Standard Verification Group and Other Untaxed Income received (if applicable).

**Time period to submit verification documents:**

Students are notified, in a timely manner, of all required documents to submit to the school. The verification process cannot begin and/or be completed until all required documents are submitted. Generally, from the time we send the student the initial notice; students are given (1) week for providing requested verification documents, however, exceptions may be made on a case to case basis. If an extension is necessary, students may submit, in writing, for an extension to the deadline for submission of required documents.

**Consequences for failing to submit documents in time:**

Documents not submitted timely could result in:

- 1) The student being responsible for paying his/her fees out of pocket.
- 2) The student cannot be processed for a Financial Aid award.
- 3) The student not being considered for a Financial Aid Deferment.

- 4) The program- year ending with the student having an outstanding balance with the school. This could result in late fees and the student's account being turned over to a collection agency.

### **Making corrections to the FAFSA data:**

Once the student receives their SAR, they should review it for accuracy. If changes are needed, the student (and/or parents) should submit changes/corrections to the FAFSA online by using their PIN.

Once all verification documents are received by the Office of Student Financial Aid, the file will be reviewed for accuracy and completeness. Often times, corrections are required if the information indicated on the submitted documents does not match the FAFSA data. The Office of Student Financial Aid will submit corrections on the student's behalf. The corrections will be sent to the CPS via the Department of Education System. Generally, the corrected data is processed and received back in our office within 72 hours after corrected data is submitted.

An email is sent to the student informing him/her once the corrections have been returned. If no additional corrections are needed (pending the student have not also submitted corrections), and the student meets all necessary eligibility requirements, then an award will be processed.

### **If the Students EFC change and Student Aid Amounts Change:**

- In the event your EFC changes on an initial SAR, prior to the student being awarded, the award will be based on the last valid SAR transaction.
- If the EFC changes after the student have been awarded - the award must be cancelled.
- The file will be re-evaluated, and additional documentation may be requested from the student. Once that process is completed and pending the student meets all eligibility criteria, the student will be re-awarded based on the last valid SAR transaction and EFC.
- If the EFC changes occurred which caused a change to the Financial Aid award, the student will receive a revised Award Notification.

### **Office of Inspector General (OIG):**

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities (Central Processing Servicer (CPS), Judicial Services, IRS (if applicable), including the Office of Inspector General <https://oig.hhs.gov/>

### **VETERANS ASSISTANCE/EDUCATIONAL BENEFITS**

The school is approved in certain courses for veterans' enrollment. Individuals interested in receiving student assistance from the VA should contact the Veterans Administration Office in the student's locality to determine eligibility for benefits. For Veterans assistance eligibility information call (888)-GIBILL1. The school will assist in preparing the necessary forms.

## **THE ROD DEHART SCHOLARSHIP PROGRAM**

This program was established in honor of the Founder and President of DEHART TECHNICAL SCHOOL. Funding for the Rod DeHart Scholarship program is provided through the school's contributions.

**Award Criteria:** Students who are considered to have a high likelihood of success of completing the program and entering the HVAC/R or Facilities Maintenance field AND a justified need for tuition/program cost assistance will be given the highest consideration. Students must possess a minimum GPA and attendance of 80% at the time of the award. The maximum award value is \$5,000. Awards will vary based on the student's specific situation, in compliance with any Title IV funding and cannot be used to exceed the total cost of attendance. A maximum of 6 awards will be granted in a calendar year.

**Selection process:** Students interested in applying for the Rod DeHart Scholarship should meet with the Dean of Student Services and receive a scholarship application form. Completed applications will be evaluated by DTS professional and instructional staff. Award recipients will be notified by the Dean of Student Services.

Recipients will have the scholarship proceeds disbursed to their tuition account after 80% of the program is completed.

## **STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES**

### **Description of Student Rights under the Student Tuition Recovery Fund**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents and are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California Resident and are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:**

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

**FINANCIAL RESPONSIBILITY:**

**Payment schedule:**

Students are required to make payment of 50% of the outstanding balance of the program's total cost prior to enrollment (i.e. first day of class). Student's must pay their remaining outstanding balance prior to the mid-point (50%) of their program. Program total length is determined by the total hours and/ or module completion necessary to complete the student's program. The student's "outstanding balance" is determined by calculating the total program costs, less any applicable financial aid or agency sponsorship.

**Payment types:**

DeHart Technical School accepts Financial aid (scholarships, grants, loan and agency sponsorship) and the following student payment methods: Cash, Credit Card, Check and Cashiers' Check.

**Disputing Charges**

Any dispute to a charge on a student account must be made within 60 days from the billing date. Disputes can be made by sending an email to [dts@deharttech.edu](mailto:dts@deharttech.edu) Students accept all charges not properly disputed within the 60-day time-period.

**Delinquent Payment Policy**

Students who have unpaid balances on their student account are subject to dismissal from the School. In accordance with California state law, all unpaid balances will accrue 10% interest per annum on the balance remaining from the date of transfer. Delinquent student accounts may be reported to one or more of the major credit bureaus and be forwarded to an outside collection agency or attorney. The student is responsible for all costs incurred to collect outstanding debt, including but not limited to, principal, accrued interest, late fees, collection fees, and any legal fees.



All outstanding balances and costs of collection incurred by the School must be paid in full prior to a student re-enrolling. A student with a prior collection account or poor payment history may be subjected to pre-pay tuition and fees prior to re-registering for any courses.

### **About Student Notes**

DeHart Technical School requires that all Student Accounts be paid in full by the end of the program. Any account that remains unpaid will be transferred to note for servicing. Once the account is transferred, the Student Account Note or balance is subject but not limited to:

- Principal, interest and late charges.
- Credit Bureau reporting, legal actions and assignment to collection agencies.
- Collection fees and any legal fees associated with the collection of the debt.

In accordance with California state law, all unpaid balances accrue 10% interest, per annum, on the balance remaining on the date of transfer. Students are responsible for all fees associated in the collection of the debt.

A student with a balance due to the DeHart Technical School will not be allowed any benefits from the School, including but not limited to:

- Registration for additional coursework.
- Copies of transcripts.
- Certificates
- Student Services

Your Student Account Note balance must be Paid in Full to have these benefits reinstated. If you require access to these services immediately, payments must be by cash, credit card or cashier's check only.

### **ATTENDANCE POLICIES**

As an institution, DEHART TECHNICAL SCHOOL expects students to attend school every day. When you miss class, you not only fall behind on new material, but you miss the hands-on repetition that is so important in learning and developing your new skills. Your future employer is looking for graduates with perfect or near-perfect attendance! The following information can help you achieve that goal.

#### **Minimum Standard**

DEHART TECHNICAL SCHOOL requires the following minimums for graduation: 90% of required hours and 80% cumulative attendance in the classroom and lab per module. This equates to a minimum of 64 hours of attendance per module. You are expected to call the office or your Instructor when you will not be in attendance.

#### **Tracking**

Attendance is tracked in every class period by a biometric hand-scanner associated with the student computer system Genesis. Students may request a copy of their attendance records at any time. If you do not agree with any of the attendance data, you must submit a written appeal to the Associate Director. At the end of the month after the module end date, the module attendance data becomes permanent and can no longer be challenged.

### **Tardiness and Early Departures**

As an institution, DEHART TECHNICAL SCHOOL expects students to be in class on time to school every day. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students.

### **Hour Make-Up Policy**

DEHART TECHNICAL SCHOOL recognizes the value of actual classroom attendance. Absences from class are unavoidable at times. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. For absences exceeding four (4) consecutive class days the student must arrange to meet with the instructor regarding make-up work. The instructor will assist in creating a makeup plan according to the students' progress in their current course. Make up work must be completed before the scheduled end of a module.

Make-up hours must be prearranged with the instructor and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities in the Classroom, Lab or Resource Center will count as make-up hours. Such activities may include completing class exercises, viewing class videos or other course-related assignments.

### **Attendance Probation**

If you do not have cumulative attendance of at least 80% at the end of any module, you will be placed on Attendance Probation for the next module. You must meet with the Associate Director and abide by the terms outlined in the Attendance Probation notice. At the end of the module on Attendance Probation, you must be making progress toward meeting the 80% cumulative attendance requirement and have met all of the terms of the Attendance Probation. Failure to do so may result in termination from school. After no more than two modules on attendance probation, you must again meet the 80% cumulative attendance requirement, or you will be dismissed from school.

### **Consecutive Absences**

A student who has failed to attend class for fourteen (14) days without an approved leave of absence will be terminated.

### **Dismissal**

Any student dismissed for attendance related reasons—consecutive absences, failure to maintain the 80% cumulative attendance, excessive tardiness or early departures, failure to meet the terms of attendance probation, or failure to return from a leave of absence—may restart classes in the next module only with the Associate Director's written authorization.

## **CLOCK HOURS**

The instructional material is presented in a comprehensive clock hour format. A student is required to pass all unit tests and a final examination with a minimum of 80% of course hours of instruction.

## **GRADING POLICY**

DEHART TECHNICAL SCHOOL'S grading standard is cumulative and averaged at the completion of the module to determine the final grade for that module. Final grades are determined as follows:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% or below

All quizzes or examinations may be retaken to demonstrate improved student proficiency of any subject. However, each subsequent retake will have a highest maximum grade score of 1 letter grade less. For example, the 3<sup>rd</sup> retake cannot result in a final grade above 80%.

Final Grades for each module are comprised of (2) areas:

1. Tests and Quizzes
2. Completion of Lab Projects

Additionally, students must satisfy the minimum standard of 80% attendance for each module.

It is a fundamental belief of DeHart Technical School that it is the instructor's responsibility to inform the student on a regular basis as to the student's academic progress. Each module the instructor will inform the student as to academic progress, attendance and instructor's personalized comments. Instructors are required to personally assist any students that are having difficulty understanding material or completing lab projects.

### **Incompletions**

An incomplete cannot be recorded as a final grade. An incomplete must be resolved, or it will revert to a 0 and recorded as an "F".

## **GRADUATION REQUIREMENTS**

DEHART TECHNICAL SCHOOL offers a Certificate of Completion to all students who successfully complete all modules included in the course of instruction with a cumulative grade point average of 70% ("C" average), including the final examination, and attended a minimum of 90% of classroom instruction. Students who achieve a cumulative academic score of 95% will receive the added designation of "Pass Superior" on their certificate.

## **SATISFACTORY ACADEMIC PROGRESS - CLOCK HOURS**

The school's program Facilities Maintenance HVAC/R Course 3 is 928 clock hours. Satisfactory progress is checked unofficially on a monthly basis to keep the student apprised of their status. It will be run officially on a payment period basis.

**For example:** Payment Period 1: 1-464 clock hours - Payment Period 2: 465-928 clock hours. Official Satisfactory Academic Program check will occur at the completion of 464 clock hours.

- The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period.
- The student's academic average is reviewed to determine qualitative progress. The minimum required is 70% at the conclusion of each evaluation period.

Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. The lowest grade will be dropped, and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw or take a leave of absence (LOA) from the program will receive a grade of 0% in each class interrupted by the withdrawal/ LOA. All interrupted classes must be repeated upon readmission to the institution.

### **Probation Policy**

Any student not meeting both the qualitative and quantitative requirements will be administratively withdrawn. The student may appeal this decision and be placed on Probation by means of the Appeal Process noted below.

### **Appeal Process**

The institution will notify a student by mail or email if he or she is being administratively withdrawn for unsatisfactory academic progress. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided by the Director and Lead Instructor to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum time frame allowed.

The appeal will be reviewed by the Appeals Committee consisting of the Director, Associate Director, Financial Aid Officer and Lead Instructor. It will then be determined whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will then be sent the written decision within ten days of the school's receipt of the appeal. The decision of the Appeals Committee is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal are eligible for financial aid as long as he or she continues to meet the terms of the academic plan.

### **Maximum Time frame**

The maximum time frame for attendance in the program is 150% of the program's length, as measured in calendar time. For example: The Facilities Maintenance HVAC/R Course 3 program is a 928-clock hour program, consisting of approximately 48 weeks of instruction/training. 150% would be 1392 hours of training. Students exceeding the maximum time frame will be subject to administrative withdrawal. Time spent on an approved leave of absence is not counted against the maximum program completion time.

### **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. For example: If the student transfers in 80 hours for HVAC/R Facilities Maintenance Course 3, and therefore must complete 848 hours at the school.

### **Reinstatement of Financial Aid**

A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

DEHART TECHNICAL SCHOOL requires that students maintain a minimum grade point average of 60% at the end of the second week of the course, and a 68% grade point average at the midpoint of the instructional process. A 70% grade point average is required to receive a Certificate of Completion. All students must maintain Satisfactory Academic Progress (SAP) while meeting the required standards for attendance and conduct. Students not maintaining minimum standards will be terminated and required to repeat the program.

### **Progress Reports**

It is a fundamental belief of DEHART TECHNICAL SCHOOL that it is the instructor's responsibility to inform the student on a regular basis as to the student's academic progress. Each module the instructor will inform the student as to academic progress, attendance and instructor's personalized comments.

### **Academic Probation**

A student who fails to obtain a grade of 70% on two consecutive modules will be placed on academic probation for lack of progress and (or) no/low attendance. Student will be allowed to take each module quiz and final twice. Warning status is for (1) module or 30 days.

Notification of probation and being removed from probationary status will be in writing. If a student does not pass a module they may be allowed to move to the next module, at the discretion of the Associate Director. Instructors and students will complete an Individualized Educational Plan (IEP) and meet at scheduled dates for progress checks. Unsatisfactory GPA, progress or attendance could result in withdrawal.

### **Academic Probation Removal**

Removal of academic probation requires that a student maintain satisfactory academic progress for at least one module.

### **HOUSING**

DEHART TECHNICAL SCHOOL does not have dormitory facilities under its control. DEHART TECHNICAL SCHOOL has no responsibility to find or assist a student in finding housing. Housing may be available at the following locations (cost ranges from \$700.00 - \$800.00 per month):

Greenbriar Villas, 2200 Coffee Rd., Modesto, CA 95355 PH: 888-829-9810  
Meadow Lakes, 1401 Lakewood Ave., Modesto, CA 95355 PH: 888-474-8938  
Park Lakewood, 1500 Lakewood Ave., Modesto, CA 95355 PH: 888-576-6305

### **SCHOOL LOCATION**

The Instructional Center of DEHART TECHNICAL SCHOOL is located at 311 Bitritto Way, Modesto, California, 95356. The School is conveniently located east of Highway 99 just in north Modesto. Public transportation and connecting bus service is within easy walking distance. Free parking is adequate and available.

#### **FROM FRESNO:**

Take Hwy. "99" North through Modesto. Take the Kiernan Ave. 219 exit. Turn right and continue east on Kiernan Ave. Turn left on Pentecost Dr. then turn right on Bitritto Way. Continue to 311 Bitritto Way.

#### **FROM SACRAMENTO:**

Take Hwy. "99" South through Stockton, Manteca & Ripon. Just as you enter Salida, take the Kiernan Ave. 219 exit. Turn left & cross over the freeway. Continue east on Kiernan Ave. Turn left on Pentecost Dr. then turn right on Bitritto Way. Continue to 311 Bitritto Way.

#### **FROM THE BAY AREA:**

Take Interstate 580 East to Interstate 205. Continue East to Interstate 5 and head North. Take the Hwy. "120"/Manteca exit and head East on Hwy. "120" to Hwy. "99". Take Hwy. "99" South through Ripon. Just as you enter Salida, take the Kiernan Ave. 219 exit. Turn left & cross over the freeway. Continue east on Kiernan Ave. Turn left on Pentecost Dr. then turn right on Bitritto Way. Continue to 311 Bitritto Way.

## **STUDENT SERVICES**

### **School Resources for Students**

The School consists of a main instructional classroom, work lab(s), reference library, conference room and administrative support offices. The library instructional materials include but are not limited to books, periodicals, reference material, audio/video and multimedia resource material. Students are encouraged to utilize these resources any day before or after class or on business days when the School is not in session. Students may check out any library resource overnight or on weekends.

### **Career Assistance and Placement**

DEHART TECHNICAL SCHOOL has developed an extensive job placement assistance program for students and graduates.

DEHART TECHNICAL SCHOOL consistently works with several HVAC/R, Facilities Maintenance and Appliance Repair Companies to create job opportunities. All graduates of DEHART TECHNICAL SCHOOL will be entitled to career placement services for life.

The School assists with preparing professional resumes, arranging interviews and forwards the resumes to prospective employers or hiring committees upon student request.

The Director of Placement Services is primarily responsible for any externship, internship and job placement programs. The Director of Placement assists with the instructional curriculum specifically related to interview preparation, job/employment skills and resume and cover letter creation. All staff members assist with the job placement functions as appropriate. Each staff member has professional resources and contacts that enable students to be placed with the appropriate employer.

Mr. DeHart's reputation in the community and industry opens many career opportunities not available to the average job applicant. Career placement opportunities are explored in both the private and public sectors.

Although DEHART TECHNICAL SCHOOL cannot guarantee employment for its graduates, every reasonable effort will be made to assist students in the placement process. Every employer has their own employment requirements, which may include required certification(s), credit or background checks. The Director of Placement will take all known factors into account: assisting and advising all students in the employment process equally.

Failure on the student's part to follow procedures or to obscure relevant information that may impede hiring, may result in the discontinuation of career services.

## **STUDENT POLICIES AND PROCEDURES**

### **Student Enrollment**

DEHART TECHNICAL SCHOOL offers a personal approach to the enrollment process. Students

are required to meet with the Admission Representative prior to signing the enrollment agreement to discuss commitment, expectations and desires. Students who might require assistance completing the admission application may contact any available staff member, who will immediately be of assistance.

The School provides all students with reports of their academic progress upon completion of each module of training. This academic progress report includes attendance, weekly grades, grades to date and teacher comments.

### **Tool Policy**

Possession of personal tools is required for industry jobs and as such students will be held to industry standards. Tools are distributed to students following the cancellation period, which is the 7<sup>th</sup> calendar day of their first-class module. Once students take possession of their tools they are expected to bring them to class with them daily. Students who do not have their tools with them will not be allowed to participate in lab work for that day and may be sent home and receive a 0% grade for non-participation in that day's lab. Make ups of missed labs must be coordinated with an instructor.

### **DeHart Technical School's Student Code of Conduct and Dress Code:**

DeHart Technical School's rules of conduct are similar to those of a work environment. Violations include, but are not limited to: dishonesty, cheating, unprofessional behavior, violence or threat of violence, use of vulgar or abusive language, insubordination, harassment, violation of safety rules and use of or being under the influence of alcohol or drugs on school property.

In order to ensure a safe environment for employees and other students, we prohibit the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facilities or on our property.

Additionally, while in class students must observe the following dress code, which emphasizes that safe and professional attire must be worn. This includes:

- CLEAN DeHart Technical School T-shirt
- WORK BOOTS or TENNIS SHOES (No sandals or open toed shoes)
- NO SHORTS. Long Pants must be worn
- BELT (Not required as long as pants are not "saggy")
- NO TANK-TOPS or SLEEVELESS SHIRTS
- NO ATTIRE with OFFENSIVE SLOGANS or GRAPHICS
- Hair longer than shoulder length, must be tied back.

Violation of the school's rules of conduct or dress code may lead to warnings, suspension, probation or termination from the school.

For information on Campus Safety and yearly Clery Act reporting, please review the Annual Campus Security Report at [www.deharttech.edu](http://www.deharttech.edu)

### **Dismissal Policy**



Students may be dismissed from the School at the discretion of the School Director for any breach of normal behavior that constitutes a hazard to students, faculty or property. All students are encouraged to refer to the enrollment agreement for a more detailed explanation. Students who are unable to demonstrate evidence of satisfactory academic progress as defined in the scholastic regulations may be dismissed from the School.

### **Reinstatement Policy**

Students whose programs have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process.

The conditions of reentrance are as follows: A written statement describing the extenuating circumstances must be submitted to the Associate Director within five (5) days of the initiation of probation or termination. The student will be notified in writing of the result of the appeal within five (5) days of receipt of appeal. If the student does not prevail in the appeal process, the student will be terminated and/or not be readmitted. If a student prevails in the appeals process, and is reinstated, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 60% (1.0) and 80% cumulative attendance. If the student does not successfully complete probation by achieving the necessary grade or attendance, they will be terminated without the possibility of a second reinstatement. Students may reapply in six (6) months.

### **Absence Policy**

DEHART TECHNICAL SCHOOL recognizes an absence as excused under the following circumstances: illness, death, birth in the immediate family and other valid absences substantiated in writing and approved by the Associate Director. All absences that can be excused in advance will receive special consideration. Absences that do not fall within the above guidelines will be considered unexcused. Students who accumulate three unexcused absences will receive written notification of academic probation for a period of four weeks. Any unexcused absences during the probationary period may be cause for interruption of the student's training program. All absences, either excused or unexcused, may be made up.

### **Leave of Absence**

A student must request a Leave of Absence (LOA) in writing in advance of the beginning date of the LOA, unless unforeseen circumstances prevent the student from doing so. The leave of absence may not exceed 180 days in any 12-month period or one-half the published program length, whichever is shorter. Multiple LOA's are permitted provided the total of the leaves does not exceed this limit. LOA's must be signed and dated by the student and specify a reason for the leave and include a reasonable time-frame for return. Students will be advised on the impact their leave may have on their course of study (i.e. the rotation of the modules) and their aid eligibility, if applicable. The Associate Director approves or denies LOA's. No additional charges to the program will be incurred due to an LOA. An LOA may be extended provided that the extension meets all the above requirements. The Lead Instructor will decide if the student must restart the course or pick up from the point the student left off. If a student is absent for 14 consecutive days and does not request an LOA, the student will be withdrawn from their program of study.

## **CANCELLATION, WITHDRAWAL AND REFUND POLICY**

The following must be explained to enrolling students, and the proper forms distributed at the time of enrollment.

### **Student's Right to Cancel**

A student has a right to cancel his or her agreement for a course of instruction, without any penalty or obligations prior to attendance of the first-class session and through the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you have the right to stop school at any time. If you have completed sixty (60) percent or less of the scheduled days in the current payment period, you also have the right to receive a refund based on the percentage of time attended.

### **Cancellation**

1. Cancellation may occur when the student provides a written notice of cancellation at the following address: DeHart Technical School, 311 Bitritto Way, Modesto, California 95356. This can be done by mail or by hand delivery.
2. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
3. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is cancelled, the school will refund any money he/she paid, less a registration or administration fee not to exceed \$200.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### **Withdrawal and Refunds**

Occasionally, it may become necessary for a student to withdraw from the school. In such an event, the refund in the application will be honored. A student who withdraws and later requests readmission may do so without penalty or an additional registration fee.

- a. You may withdraw from the school at any time after the cancellation period (described above) and receive a prorated refund of nonfederal student financial aid program moneys paid for institutional charges to students if you have completed 60 percent or less of the period of attendance (enrollment period). The amount of that refund is calculated based on the percentage of time attended. DeHart Technical School shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred dollars (\$200), if notice of cancellation is made prior to attendance at the first class session, or through the seventh day after enrollment, whichever is later. The cost of equipment/text returned in "good condition" is refundable. Equipment/text returned in less-than-good condition is non-refundable ("good condition" does not include equipment with a broken seal, log-on occurred, or is marked or damaged in any way). The refund is to be paid within 45 days of the withdrawal.
- b. For the purpose of determining a refund under this section, a student shall be deemed to have

withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
  - The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
  - The student has failed to attend class for 14 consecutive days.
  - Failure to return from a leave of absence.
- c. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.
- d. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

### **Tuition Refund Policy:**

New students who withdraw or are dismissed by DeHart Technical School after the cancellation period ending midnight of the 7<sup>th</sup> calendar day, following the first class of the module are entitled to receive a prorated refund of tuition through the 60% point of a programs' payment period. **Fees are non-refundable after the cancellation period ends.**

For example, if a student attends through only 30 scheduled hours of a 90- scheduled hour course and paid \$300 in tuition, the student would receive a refund of \$200:

$$300 \times 90/30 = \$200$$

The withdrawal date for refund computation purposes is the last date of actual attendance by the student. All refunds will be made within 45 days of the official date of withdrawal as required by applicable laws and regulations. If the student has completed more than 60% of the program's payment period, no refund will be issued.

If a student's tuition is paid by a third-party organization, any refunds due will be issued directly to the third party.

**Title IV Funds (See below for full description):** The Higher Education Amendments of 1998 require continued eligibility for federal grants and loans to be based on a student's satisfactory academic progress and successful completion of his or her program of study. If a student withdraws from school before completing 60% of the enrollment period, the amount of financial aid that can be used to pay his or her education expenses will be prorated based on the amount of time spent in attendance (i.e. clock hours scheduled). DeHart Technical School must return excess funds to Title IV programs in the sequence required by the U.S. Department of Education.

### **Facilities Maintenance HVAC/R Course- 3**

Total Hours: 928

Payment Periods: 2

FM3 464 Hour Refund Schedule (Period 1)				FM3 464 Hour Refund Schedule (Period 2)		
Attendance	Scheduled Hours	% Tuition Refund	Refund	Hours	% Tuition Refund	Refund
0-7 Days	N/A	100 %	\$16,980	N/A	100%	7,982.50
Prorated on SCHEDULED hours through Last Date Attended				Prorated on SCHEDULED hours through Last Date Attended		
60 %	278	0 %	\$0	278	0 %	\$0

**Facilities Maintenance HVAC Course-1 Refund Schedule:**

Total Hours: 480

Payment Periods: 1

FM1 480 Hour Refund Schedule			
Attendance	Scheduled Hours	% Tuition Refund	Refund
0-7 Days	N/A	100 %	\$16,980.00
Prorated on SCHEDULED hours through Last Date Attended			
60 %	288	0 %	\$0

**Return of Title IV funds**

If a student (parent/guardian in the case of a student under legal age) cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school’s Financial Aid Director/Owner in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student w i t h d r a w a l can include those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or unapproved Leave of Absence, 2) those who were terminated from enrollment. 3) those who withdrew from the program and notified the school, 4) the school was notified by a second party due to circumstances beyond the student’s control. All R2T4 calculations are based on the students last date of attendance as provided by the students’ attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. Once a student has been scheduled to complete more than 60% of the payment period, no refund will be due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.

The calculation for the percent of completion of the payment period is as follows:

DeHart Technical School will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was schedule to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty-five (45) days of the earlier of 1) date the school sends the student notification of the over award 2) the date the school was required

to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45<sup>th</sup>) day following notification from the school. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the school's refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the school's Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required

If the school is allowed a post withdrawal disbursement, the school will advise the student or parent they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty-five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date the school determined the student withdrew.

If the school's Institutional Refund Calculation indicates the student still owes the school, the debt to the school must be paid in full before the release of transcripts (unless state law indicates otherwise).

The school's responsibility in regard to the Return of Title IV funds are as follows:

1. To provide students with the information contained in the R2T4 Policy.

2. Identifying student who have withdrawn and will be affected by the R2T4 Policy.
3. Return all unearned Title IV Funds in compliance with The Department of Education requirements.

The student's responsibilities in regard to the Return to Title IV funds are as follows:

- Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the school in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- All requests to withdraw or cancel a request to withdraw must be delivered to the school's financial aid office.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

### **READMITTANCE APPEALS PROCESS**

Reentrance to the School following withdrawal for any reason will be at the discretion of the School's Director and faculty. A student must petition in writing for reinstatement within six (6) months of separation. School Administration and faculty will review the student's previous academic records and their current situation in making a decision regarding reinstatement. The student will be notified of the decision within 10 business days. Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as every student. For readmitted students, grades will remain the same for modules completed in the prior year. Incomplete modules which reverted to "F's" will have to be repeated from the beginning. Students who do not prevail in the appeal process will not be readmitted.

### **SUMMARY OF TERMINATION / REINSTATEMENT POLICIES**

Students who do not meet the standards described in the sections related to Satisfactory Academic Progress or attendance requirements, leave of absence, conduct, and/or financial obligations included within this catalog are subject to dismissal. Examples include, but are not limited to, the following:

- Violation of the attendance policy
- Failure to maintain satisfactory academic progress
- Violation of personal conduct standards
- Inability to meet financial obligations to the school

### **NOTICE OF STUDENT RIGHTS**

**(Example)**

#### **DEHART TECHNICAL SCHOOL**

**311 Bitritto Way  
Modesto, CA 95356  
(209) 338-1016**

## “NOTICE OF STUDENT RIGHTS”

1. You may cancel your contract for school, without any penalty or obligation on the seventh calendar day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. A different cancellation policy applies for home study or correspondence courses. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
  
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
  
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
  
4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private and Postsecondary Education:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov)

P: 888.370.7589

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STUDENT SIGNATURE

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DATE

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SCHOOL OFFICIAL

### **STUDENT COMPLAINT POLICY**

Students seeking to resolve problems or complaints have multiple options to pursue resolution. Students may:

- Contact the appropriate instructor.
- Contact the School Director, Associate Director or Financial Aid Officer
- Contact the Bureau for Private Postsecondary Education (BPPE) or the Accrediting Council for Continuing Education & Training (ACCET) as indicated below.

### **COMPLAINT/GRIEVANCE PROCEDURES**

If at any time a student has a grievance, complaint or any questions regarding this catalog the student may contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number 888-370-7589 or by fax 916-263-1897. A student or any member of the public may file a complaint about

this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

DEHART TECHNICAL SCHOOL maintains an open-door policy. If a student has a concern of any kind, it can be discussed with the Instructor. If the student is not satisfied with the result of that conversation or would prefer to present to the School Director the student may choose that option as well. Within 10 business days of receiving the concern, the Director will provide the student with a response.

### **NOTICE TO STUDENTS: BPPE COMPLAINT PROCEDURE**

This institution, DEHART TECHNICAL SCHOOL is approved by the Bureau for Private Postsecondary Education (BPPE) as meeting and maintaining certain standards of quality. It is the mutual goal of the BPPE and the institution to ensure that educational training programs of quality are provided. The student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the BPPE office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a. A detailed description of the problem(s);
  - b. The approximate date(s) that the problem(s) occurred;
  - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
  - d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting the BPPE;
  - e. The name and mailing address of the complainant; if the complaint specifically requests that anonymity be maintained, the BPPE will not reveal his or her name to the institution involved.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to the BPPE (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).

#### **4. Send To: BPPE**

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (888) 370-7589  
Fax: (916) 263-1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE**

This institution, DeHart Technical School, is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training



programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. **(See Above)**

However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) has (have) not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a. A detailed description of the problem(s);
  - b. The approximate date(s) that the problem(s) occurred;
  - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
  - d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - e. The name and mailing address of the complainant; if the complaint specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:** ACCET

CHAIR COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW Washington, DC 20036  
Telephone: (202) 955-1113  
Fax: (202) 955-1118 or (202) 955-5306

### **RETENTION OF STUDENTS FILES**

Students files are retained on site for 5 years following a student's date of program completion, with the exception of the student transcripts and certificate of completion which are retained indefinitely.

### **ACADEMIC FREEDOM POLICY**

DEHART TECHNICAL SCHOOL exists to transmit knowledge, to contribute to the development of students, and to advance the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Faculty members of DEHART TECHNICAL SCHOOL recognize the special responsibilities placed upon them. They devote their energies to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of ideas or criticism, they show due respect for the opinion of others. The faculty of DEHART TECHNICAL SCHOOL above all, seeks to be effective teachers. Although they observe the regulations of the school and design their lectures, labs, and other class

presentations to conform to approved course outlines, they are given flexibility in presenting the subject matter of their courses in a manner that will challenge and maintain the interest of their students. In the spirit of academic freedom the faculty always maintains the right, without fear of retribution or reprisal, to question and to seek changes to improve the quality of education.

### **PRIVACY OF EDUCATION RECORDS (FERPA)**

The Family Educational Rights and Privacy Act of 1974 entitle all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to amend the records, the student may, after complying with the Student Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

Students may access their academic file at DeHart Technical School by scheduling an appointment, Monday through Friday from 9am to 5pm. Records are maintained on campus for five years. Academic transcripts are maintained indefinitely. Transcripts are released upon request from the student, and include the following information:

- The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal
- The final grades or evaluations given to the student
- Credit for courses earned at other institutions and accepted at DeHart Technical School
- Credit for courses tested out
- Certificates awarded the student

### **STUDENT ACCESS TO RECORDS**

Students have access to their student records upon request to the School Administrator. Student records are released only to authorized school staff, referring agencies and vocational counselors by request, and to other individuals, agencies and employers authorized in writing by the student.

### **COPYRIGHT POLICY**

It is the policy of DEHART TECHNICAL SCHOOL to respect the copyright protections given by federal law to owners of digital materials and software. DEHART TECHNICAL SCHOOL will abide by all license and contractual agreements in the provision of resources and services to DEHART TECHNICAL SCHOOL, LLC dba DEHART TECHNICAL SCHOOL. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. The school regards violation of this policy as a serious matter, and any such violation is

without its consent and is subject to loss or restriction of privileges and disciplinary action up to and including withdrawal for students from the program.

### ***VIOLATIONS AND PROHIBITIONS:***

It is against the school's policy for students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright protected materials or software except as permitted under copyright law or specific license.

Specifically, users are prohibited from:

- Copying or reproducing any licensed software on DEHART TECHNICAL SCHOOL computing equipment, except as expressly permitted by the software license
- Users may not use unauthorized copies of software on DEHART TECHNICAL SCHOOL owned computers or on personal computers housed in the school's facilities.
- Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically.
- Posting copyrighted material on a DEHART TECHNICAL SCHOOL owned web site.

Additionally, faculty, staff, administrators and students must:

1. Fully read, understand, and abide by all terms of software license agreements.
2. Where applicable, remove any copyrighted material downloaded from the Web after the evaluation period has expired.
3. Not accept unlicensed software from any third party.
4. Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any school-owned or operated computer system.

### ***ENFORCEMENT:***

DEHART TECHNICAL SCHOOL reserves the right to monitor network use for operational needs and to ensure compliance with applicable laws and school policies. The school has a legal duty to comply with applicable laws protecting the intellectual property rights of third parties and to respond to formal legal complaints that it receives.

The school reserves the right to authorize removal of any illegal copyright material or disconnecting a user's account if the user represents a serious threat to system integrity or poses a liability to the school. DEHART TECHNICAL SCHOOL may refer suspected violations of applicable law to appropriate law enforcement agencies.

If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy shall continue in full force and effect.

### **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

The Drug and Alcohol Abuse Prevention Program policy applies to all students and to all employees. The unlawful possession, use, or distribution of illicit drugs, controlled substances and alcohol are strictly prohibited at DeHart Technical School. Students or employees not complying with this standard will be subject to sanctions. Sanctions may include the immediate termination/probation from employment or in the case of a student, termination/probation from

school. The school will notify the student or employee in writing if the school becomes aware of any violation of this policy. The student and or employee may request a formal hearing after receiving said notice. Three members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing within three business days, then immediate termination will take place. If a hearing is requested, the board will notify the student or employee of the date the hearing will take place. The student or employee has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case. The school's administration will be notified of the board's decision. In all cases the board's decision will be final. The school's administration will notify the student or employee of the board's decision.

## **Drug Advising**

Throughout California, drug prevention is a major concern. As a point of information, the school maintains a drug prevention program by referring those students needing assistance to:

- **New Hope Recovery** 823 E Orangeburg Ave, Modesto, CA 95350 Phone (209) 818-0677 [newhope-recovery.org](http://newhope-recovery.org)

## **STUDENT SAFETY COMPLIANCE -- SENATE BILL 198**

The School, the instructional faculty and the equipment it utilizes comply with all federal, state, and local ordinances and regulations, including those requirements pertaining to fire safety, building safety and health.

DeHart Technical School strives to provide a safe and healthy school environment. In compliance with the Student Right-to-Know and Campus Security Act of 1990 and to ensure a safe, secure environment, the school has adopted the following procedures:

1. Students & staff should report all criminal acts or other emergencies occurring on campus to the Front Office, which is located in the lobby. Incidents may be reported by phone at (209) 523-4578 or in person. The Front Office will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The management staff, as well as other appropriate administrators, will be informed of the incident as well.
2. Only staff members are authorized to have keys to buildings; no students are to have access to campus facilities without staff supervision.
3. DeHart Technical School has the authority to enforce the campus Student Code of Conduct, and, according to the Education Code, is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the criminal code of the State, must be reported to the local police.
4. Campus programs which inform students and employees about being responsible for their own security and the security of others include but are not limited to: All Staff or All school e-mails and posted notices. The Student Code of Conduct and the State Penal Code prohibit the possession, use and sale of alcoholic beverages and illegal drugs on campus, except as specified in the Education Code. A copy of the DeHart Technical School annual on-campus crime report

is available to all students, potential students and staff members upon request and online at [www.deharttech.edu](http://www.deharttech.edu)

### **Campus Security Contact Information**

**Director:** Steven Litt

**Office:** Front Office

**Phone:** 209-523-4578

**Office Hours:** 8am - 5pm

**Safety Compliance Officer:** Steven Litt **Email:** [steven@dehartinc.com](mailto:steven@dehartinc.com)

For more information on Campus Safety and yearly Clery Act reporting, please review the Annual Campus Security Report at [www.deharttech.edu](http://www.deharttech.edu)

### **Vaccinations Policy**

DEHART TECHNICAL SCHOOL does not currently require students to present proof of immunizations. However, the college encourages students to consult with their medical professional about which vaccines are best for them.

#### **Vaccines & Immunization Schedules**

Please review the Center for Disease Control and Prevention's (CDC) recommended vaccines for adults <http://www.cdc.gov/vaccines/adults/rec-vac/>

Also see Immunization Schedules for Adults in Easy-to-read Formats is found here:

<http://www.cdc.gov/vaccines/schedules/easy-to-read/adult.html>

the Immunization Schedules for Preteens and Teens in Easy-to-read Formats is found here:

<http://www.cdc.gov/vaccines/schedules/easy-to-read/preteen-teen.html>

Call your primary care physician to schedule an appointment for a vaccine.

## **DeHart Technical School ACCADEMIC OFFERINGS:**

### **PROGRAM MODULE ROTATION**

New program modules begin every (80) hours and are offered on a rotational basis. For instance; you may not begin your program with Module 101. Depending on your enrollment date you could start in any beginning module and then rotate through the entire sequence until all required modules for your program have been completed.

### **CURRICULUM ADJUSTMENTS**

DeHart Technical School reserves the right to adjust program length, content & order given within total hours offered to achieve maximum training results.

### **ADMINISTRATOR AND FACULTY QUALIFICATIONS**

#### **School Director/President**

Rod DeHart is Director and President of DeHart Technical School & DeHart Plumbing, Heating & Air. Rod has been involved in the family business for 29 years.

He entered the company in the position of Service Plumber, and has moved through the ranks to become President and third-generation family owner of DeHart Inc.

As President of DeHart Inc., he is responsible for all business planning, marketing and development of the service company, and technical school.

Recognizing a need for qualified, trained job candidates in the Central Valley, Rod DeHart, President of DeHart Inc. created the DeHart Technical School.

As one of the area's most technically advanced Heating, Ventilation, Air Conditioning (HVAC) and Building/Facility Maintenance schools, **DeHart Technical School** offers students hands-on training with real equipment. This model fulfills DeHart's goal to provide first-class training to California Central Valley students.

#### **Instructional Staff**

##### **Tim Metcalf, Instructor**

**Programs Taught:** Facilities Maintenance HVAC Course 1  
HVAC/Facilities Maintenance Course 2  
HVAC/R Facilities Maintenance Course 3  
Advanced Training Module

Tim Metcalf, CMS is a seasoned instructor with over 25 years of teaching experience. Writing new and updating current curriculum to industry standards is a welcome challenge to Mr. Metcalf and DEHART TECHNICAL SCHOOL is fortunate to be able to utilize his knowledge to constantly maintain a quality training program for a more diversified group of students. Tim Metcalf shares his infectious curiosity and passion for the industry with the students using a "down to earth" way of teaching subject matter that is designed to be "learning friendly". "Hands-on" training is a priority at DEHART TECHNICAL SCHOOL and Mr. Metcalf excels in finding new and innovative ways to incorporate the latest technology and

equipment into the program.

Tim Metcalf is NATE certified and is a nationally registered “Craft Instructor” through the National Center for Construction Education and Research (NCCER).

### **Val Popovic, Instructor**

**Programs Taught:** Facilities Maintenance HVAC Course 1  
HVAC/Facilities Maintenance Course 2  
HVAC/R Facilities Maintenance Course 3  
Advanced Training Module

Val Popovic brings over 20 years of experience in the HVAC/R - Facilities Maintenance field to DEHART TECHNICAL SCHOOL.

Mr. Popovic is NATE certified, a nationally registered “Craft Instructor” through the National Center for Construction Education and Research (NCCER), and well trained in all aspects of Building Maintenance, residential & commercial electrical, service plumbing, heating, air conditioning and refrigeration. His field experience in multiple disciplines as well as training new hires makes him a natural fit for DeHart Technical School. Mr. Popovic’s practical teaching style incorporates his abilities to make the technical aspects of training more understandable and enjoyable by use of a variety of demonstrations, visual aids and extensive “hands-on” student participation.

## **OVERVIEW OF COURSE CURRICULUM**

### **Facilities Maintenance HVAC Course 1**

**480 Hours (24 Weeks)** *This course is not eligible for Student Financial Aid.*

**DESCRIPTION:** This program is designed to prepare students for entry level positions in the HVAC industry focusing primarily on Heating and Air Conditioning. Course curriculum will cover operation and troubleshooting of electrical, climate control systems, plumbing (water heaters), solar panel installation and a basic overview of system applications.

Training is instructor led with 50% classroom instruction and 50% "hands-on" training in an on-site lab area adjacent to the classroom. Students are given individual projects that will be evaluated by the student and instructor upon completion of each project. During their training, students will receive instruction to prepare for their US/EPA Certification Test and job search training throughout the entire course.

DEHART TECHNICAL SCHOOL offers a Certificate of Completion to all students who successfully complete all modules included in the course of instruction with a cumulative grade point average of 70% ("C" average), including the final examination, and attended a minimum of 432 hours of classroom/lab instruction. Students who achieve a cumulative academic score of 95% will receive the added designation of “Pass Superior” on their certificate.

### **101 Electrical Applications**

Safety, Tools  
Basic Electricity

Photovoltaics

**102 Refrigeration Practices, Brazing, EPA, and 410A**

Basic Refrigeration  
Refrigerant Management  
EPA

**103 Wiring Diagrams and Troubleshooting**

Electrical Review and Controls  
Motors  
Troubleshooting Motors and Wiring Diagrams  
Pictorial and Schematic Wiring Diagrams

**104 Gas & Electric Heating**

Electric Heat  
Gas Heat  
Hydronics

**105 Residential & Light Commercial Electrical**

Orientation to the Electrical Trade  
Electrical Theory & National Electrical Code  
Conduit, Conductors & Cables  
Construction Drawings, Services & Test Equipment

**106 Residential & Light Commercial Plumbing**

Building Plumbing  
Copper Piping  
Plumbing Fixtures  
Plastic & Steel Plumbing

(DeHart Technical School *does not offer* ESL instruction at this time)

**Facilities Maintenance HVAC Course 1 - 480 Clock Hours of Instruction**

101 HVAC Electrical Applications	40 Hours Lecture	40 Hours Lab
102 Refrigeration Practices, EPA	40 Hours Lecture	40 Hours Lab
103 Wiring Diagrams and Troubleshooting	40 Hours Lecture	40 Hours Lab
104 Gas & Electric Heating	40 Hours Lecture	40 Hours Lab
105 Residential/ Light Commercial Electrical	40 Hours Lecture	40 Hours Lab
106 Residential/ Light Commercial Plumbing	40 Hours Lecture	40 Hours Lab
<b>Total Program Clock Hours <u>480</u>:</b>	<b>240 Hours Lecture</b>	<b>240 Hours Lab</b>



## **HVAC/ Facilities Maintenance Course 2**

**720 Hours (36 Weeks)** *This course is not eligible for Student Financial Aid.*

**DESCRIPTION:** This program is designed to prepare students for entry level positions in the HVAC/Facilities Maintenance industry focusing primarily on Heating and Air Conditioning with additional emphasis on service plumbing and electrical building maintenance. Course curriculum will cover operation and troubleshooting of electrical, climate control systems, air quality & distribution, water heaters, solar panel installation, maintenance electrical, maintenance plumbing, basic commercial refrigeration and a basic overview of system applications.

Training is instructor led with 50% classroom instruction and 50% "hands-on" training in an on-site lab area adjacent to the classroom. Students are given individual projects that will be evaluated by the student and instructor upon completion of each project.

During their training, students will receive instruction to prepare for their US/EPA & NATE Certification Test, and job search training throughout the entire course.

DEHART TECHNICAL SCHOOL offers a Certificate of Completion to all students who successfully complete all modules included in the course of instruction with a cumulative grade point average of 70% ("C" average), including the final examination, and attended a minimum of 648 hours of classroom/lab instruction. Students who achieve a cumulative academic score of 95% will receive the added designation of Pass Superior on their certificate.

### **101 Electrical Applications**

- Safety, Tools
- Basic Electricity
- Photovoltaics

### **102 Refrigeration Practices, Brazing, EPA, and 410A**

- Basic Refrigeration
- Refrigerant Management
- EPA

### **103 Wiring Diagrams and Troubleshooting**

- Electrical Review and Controls
- Motors
- Troubleshooting Motors and Wiring Diagrams
- Pictorial and Schematic Wiring Diagrams

### **104 Gas & Electric Heating**

- Electric Heat
- Gas Heat
- Hydronics

### **105 Residential & Light Commercial Electrical**

- Orientation to the Electrical Trade
- Electrical Theory & National Electrical Code
- Conduit, Conductors & Cables
- Construction Drawings, Service & Test Equipment

## **106 Residential & Light Commercial Plumbing**

Building Plumbing  
Copper Piping  
Plumbing Fixtures  
Plastic & Steel Plumbing

## **202 NATE Review**

Review of Core (part 1)  
Review of Core (part 2) & Testing  
Review of Air Conditioning Specialty (part 1)  
Review of Air Conditioning Specialty (part 2) & Testing

## **205 Advanced Climate Control Systems**

Residential Energy Audits  
Refrigeration as Applied to Heat Pumps & Typical Operating Conditions  
Heat Pump Controls, Wiring & Defrost Systems  
System Performance, Troubleshooting & Geothermal Heat Pumps

## **206 Air Quality, Air Distribution & Balance**

Heat Transfer and Psychometrics  
Air Quality, Air Distribution & Balance  
Air Distribution, Balance & Duct Work

(DeHart Technical School *does not offer* ESL instruction at this time)

## **HVAC Facilities Maintenance Course 2 - 720 Clock Hours of Instruction**

101 HVAC Electrical Applications	40 Hours Lecture	40 Hours Lab
102 Refrigeration Practices, EPA	40 Hours Lecture	40 Hours Lab
103 Wiring Diagrams and Troubleshooting	40 Hours Lecture	40 Hours Lab
104 Gas & Electric Heating	40 Hours Lecture	40 Hours Lab
105 Residential/ Light Commercial Electrical	40 Hours Lecture	40 Hours Lab
106 Residential/ Light Commercial Plumbing	40 Hours Lecture	40 Hours Lab
202 NATE Review	80 Hours Lecture	0 Hours Lab
205 Advanced Climate Control Systems	40 Hours Lecture	40 Hours Lab
206 Air Quality, Air Distribution and Balance	40 Hours Lecture	40 Hours Lab
<b>Total Program Clock Hours <u>720</u>:</b>	<b>400 Hours Lecture</b>	<b>320 Hours Lab</b>
<b>HVAC/R Facilities Maintenance Course 3 -</b>		

**928 Hours (48 Weeks)** *This course is eligible for Student Financial Aid.*

Payment Period 1: 1 - 464 scheduled hours    Payment Period 2: 464 - 928 scheduled hours

Review of Satisfactory Academic Performance will occur at the completion of 464 scheduled hours.

**DESCRIPTION:** This program is designed to prepare students for entry level positions in the HVAC/R Facilities Maintenance industry focusing primarily on Heating and Air Conditioning with additional emphasis on system installation, service plumbing, electrical building maintenance and commercial refrigeration. Course curriculum will cover operation and troubleshooting of electrical, climate control systems, air quality & distribution, water heaters, solar panel installation, maintenance electrical, maintenance plumbing, commercial refrigeration, advanced commercial refrigeration, ice machines, reach-in coolers, reach-in/walk-in freezers and a basic overview of system applications.

Training is instructor led with 50% classroom instruction and 50% "hands-on" training in an on-site lab area adjacent to the classroom. Students are given individual projects that will be evaluated by the student and instructor upon completion of each project.

During their training, students will receive instruction to prepare for their US/EPA & NATE Certification Test, and job search training throughout the entire course.

DEHART TECHNICAL SCHOOL offers a Certificate of Completion to all students who successfully complete all modules included in the course of instruction with a cumulative grade point average of 70% ("C" average), including the final examination, and attended a minimum of 764 hours of classroom/lab instruction. Students who achieve a cumulative academic score of 95% will receive the added designation of Pass Superior on their certificate.

### **101 Electrical Applications**

- Safety, Tools
- Basic Electricity
- Photovoltaics

### **102 Refrigeration Practices, Brazing, EPA, and 410A**

- Basic Refrigeration
- Refrigerant Management
- EPA

### **103 Wiring Diagrams and Troubleshooting**

- Electrical Review and Controls
- Motors
- Troubleshooting Motors and Wiring Diagrams
- Pictorial and Schematic Wiring Diagrams

### **104 Gas & Electric Heating**

- Electric Heat
- Gas Heat
- Hydronics

### **105 Residential & Light Commercial Electrical**

- Orientation to the Electrical Trade

Electrical Theory & National Electrical Code  
Conduit, Conductors & Cables  
Construction Drawings, Services & Test Equipment

### **106 Residential & Light Commercial Plumbing**

Building Plumbing  
Copper Piping  
Plumbing Fixtures  
Plastic & Steel Plumbing

### **201 Installation**

HVAC Ductwork Installation  
HVA Mechanical Installation Procedures  
HVAC Electrical and Wiring Installation

### **202 NATE REVIEW**

Review of Core (part 1)  
Review of Core (part 2) & Testing  
Review of Air Conditioning Specialty (part 1)  
Review of Air Conditioning Specialty (part 2) & Testing

### **203 Refrigeration 1 (Low & Medium)**

Review of Basic Refrigeration  
Main Components of Commercial Systems  
Special Refrigeration Components  
Application and Evaluation of Refrigeration Systems

### **204 Refrigeration 2 (Low Temp & Ice Machines)**

Advanced Refrigeration  
Basic Ice Machine Components  
Ice Machine Sequence of Operation and Ice Production  
Ice Machine Cleaning, Sanitizing and Troubleshooting

### **205 Advanced Climate Control Systems**

Residential Energy Audits  
Refrigeration as Applied to Heat Pumps & Typical Operating Conditions  
Heat Pump Controls, Wiring & Defrost Systems  
System Performance, Troubleshooting & Geothermal Heat Pumps

### **206 Air Quality, Air Distribution & Balance**

Heat Transfer and Psychometrics  
Air Quality, Air Distribution & Balance  
Air Distribution, Balance & Duct Work

(DeHart Technical School *does not offer* **ESL** instruction at this time)

### **HVAC/R Facilities Maintenance Course 3- 928 Clock Hours of Instruction**

101 HVAC Electrical Applications	40 Hours Lecture	40 Hours Lab
102 Refrigeration Practices, EPA	40 Hours Lecture	40 Hours Lab
103 Wiring Diagrams and Troubleshooting	40 Hours Lecture	40 Hours Lab
104 Gas & Electric Heating	40 Hours Lecture	40 Hours Lab
105 Residential/ Light Commercial Electrical	40 Hours Lecture	40 Hours Lab
106 Residential/ Light Commercial Plumbing	40 Hours Lecture	40 Hours Lab
201 HVAC Installation	40 Hours Lecture	40 Hours Lab
202 NATE Review	80 Hours Lecture	0 Hours Lab
203 Refrigeration 1 (Low & Medium)	32 Hours Lecture	32 Hours Lab
204 Refrigeration 2 (Low Temp & Ice Machines)	32 Hours Lecture	32 Hours Lab
205 Advanced Climate Control Systems	40 Hours Lecture	40 Hours Lab
206 Air Quality, Air Distribution and Balance	40 Hours Lecture	40 Hours Lab
<b>Total Program Clock Hours <u>928</u>:</b>	<b>504 Hours Lecture</b>	<b>424 Hours Lab</b>

### **OVERVIEW OF COURSE CURRICULUM**

**COURSE: Advanced Training Modules 128 Hours (8 weeks)**

**Pre-Requisite: Successful Completion of modules 101-106 or substitute equivalent.**

*This course is not eligible for Student Financial Aid.*

**DESCRIPTION:** Course curriculum will cover operation and troubleshooting of advanced refrigeration; ice machines reach-in coolers & reach-in/walk-in freezers.

Training is instructor led with 50% classroom instruction and 50% "hands-on" training in an on-site lab area adjacent to the classroom. Students are given individual projects that will be evaluated by the student and instructor upon completion of each project.

DEHART TECHNICAL SCHOOL offers a Certificate of Completion to all students who successfully complete all modules included in the course of instruction with a cumulative grade point average of 70% ("C" average), including the final examination, and attended a minimum of 109 hours of classroom/lab instruction. Students who achieve a cumulative academic score of 95% will receive the added designation of Pass Superior on their certificate.

#### **203 Refrigeration 1 (Low & Medium)**

Review of Basic Refrigeration

Main Components of Commercial Systems

Special Refrigeration Components  
Application and Evaluation of Refrigeration Systems

**204 Refrigeration 2 (Low Temp & Ice Machines**

Advanced Refrigeration  
Basic Ice Machine Components  
Ice Machine Sequence of Operation and Ice Production  
Ice Machine Cleaning, Sanitizing and Troubleshooting  
(DeHart Technical School *does not offer* **ESL** instruction at this time)

**Advance Training Modules Program- 128 Clock Hours of Instruction**

203 Refrigeration 1 (Low & Medium)	32 Hours Lecture	32 Hours Lab
204 Refrigeration 2 (Low Temp & Ice Machines)	32 Hours Lecture	32 Hours Lab
<b>Total Program Clock Hours <u>128</u>:</b>	<b>64 Hours Lecture</b>	<b>64 Hours Lab</b>

## CERTIFICATIONS:

### CERTIFICATE OF COMPLETION



Upon satisfactory completion of the course of study, the student will receive a Certificate of Completion as authorized by the Bureau for Private Postsecondary Education.

### NATE CERTIFICATION



Upon completion of the course of study & satisfactory completion of the final exam, students will be given one (1) opportunity to test for their NATE Certification (Building Maintenance Courses 2 & 3 only). Passage of this examination is not guaranteed.

#### **NATE Associated Fees:**

NATE examination <u>Study Materials Only</u> :	\$250.00
Proctored NATE exam (Per exam) Only:	\$250.00 (CORE or ACSV)
<b>80 Hours of NATE Instructed Module (Whole class) and 2 tests:</b>	<b>\$1,350.00</b>

### US/EPA CERTIFICATION



During their training students will prepare for and receive testing for US/EPA Refrigerant Usage & Recovery. This certification is required for employment.

Non-Student price of a single proctored US/EPA test:	\$100.00
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## 2019 Financial Information & Course Cost

Estimated total program cost amount below is the same as the cost for the current period of attendance.

### **HVAC/Facilities Maintenance Course 1**

LENGTH:	480 Hours (About 24 weeks)
TUITION:	\$5450.00
REGISTRATION FEES:	\$200.00
BOOKS, TOOLS, SUPPLIES, UNIFORMS & TESTING FEES:	<u>\$885.00</u>
<b>ESTIMATED TOTAL PROGRAM CHARGES:</b>	<b>\$6535.00</b>

### **HVAC/Facilities Maintenance Course 2**

LENGTH:	720 Hours (About 36 weeks)
TUITION:	\$11,772.00
REGISTRATION FEES:	\$200.00
BOOKS, TOOLS, SUPPLIES, UNIFORMS & TESTING FEES:	<u>\$1,085.00</u>
<b>ESTIMATED TOTAL PROGRAM CHARGES:</b>	<b>\$13,057.00</b>

### **HVAC/R Facilities Maintenance Course 3** *(This course is eligible for Student Financial Aid)*

LENGTH:	928 Hours (About 48 weeks)
TUITION:	\$15,695.00
REGISTRATION FEES:	\$200.00
BOOKS, TOOLS, SUPPLIES, UNIFORMS & TESTING FEES:	<u>\$1,085.00</u>
<b>ESTIMATED TOTAL PROGRAM CHARGES:</b>	<b>\$16,980.00</b>

### **Advanced Training Modules**

LENGTH:	128 Hours (About 8 Weeks)
TUITION:	\$2,500.00
REGISTRATION FEES:	N/A
BOOKS, TOOLS, SUPPLIES, UNIFORMS & TESTING FEES:	NA
<b>ESTIMATED TOTAL PROGRAM CHARGES:</b>	<b>\$2500.00</b>

**Payment Schedule:** Students are required to make payment of 50% of the outstanding balance of the program's estimated total charges prior to enrollment (i.e. first day of class). Students must pay their remaining outstanding balance prior to the mid-point (i.e. 50%) of their program. Program total length is determined by the total hours and/ or module completion necessary to complete the student's program. The student's "outstanding balance" is determined by calculating the total program costs, less any applicable financial aid or agency sponsorship.



# SCHOOL ACCADEMIC CALENDAR

## 2019 Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	

### Federal Holidays 2019

Jan 1	New Year's Day	May 27	Memorial Day	Nov 11	Veterans Day
Jan 21	Martin Luther King Day	Jul 4	Independence Day	Nov 28	Thanksgiving Day
Feb 18	Presidents' Day	Sep 2	Labor Day	Dec 25	Christmas Day

## 2020 Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

### Federal Holidays 2020

Jan 1	New Year's Day	May 25	Memorial Day	Sep 7	Labor Day	Dec 25	Christmas Day
Jan 20	Martin Luther King Day	Jul 3	Independence Day (obs.)	Nov 11	Veterans Day		
Feb 17	Presidents' Day	Jul 4	Independence Day	Nov 26	Thanksgiving Day		

