HVAC TECHNICAL INSTITUTE
“THE HANDS-ON HEATING AND A/C SCHOOL”

STUDENT HANDBOOK

4532 S. KOLIN AVENUE (2ND FLOOR)
CHICAGO, ILLINOIS 60632
WWW.HVAC-TECH.COM
Dear Future Technician,

Welcome and congratulations! Attending HVAC Technical Institute was one of the most important decisions you have made. This decision will remain with you in the future as the starting point of a great and wonderful experience here at our school. As a student at HVAC Technical Institute, you will be part of a community that is dynamic, challenging, and open-minded. As a member of this school, you will have the opportunity to chase and realize your dreams. You will work along side other very talented individuals whom will become your friends and brothers in the HVAC and electrical field.

HVAC Technical Institute will be here for you! However, you must be willing to work hard and be determined to accomplish your goals! Your goal here at HVAC Technical Institute must be to work hard and learn as much as you can. Our instructors are here to make sure that you gain the ability to progress in your school studies. They will push you to your limits, but it will be up to you to accomplish your dreams.

Once again, I congratulate you in choosing HVAC Technical Institute as your school. In your time here, I hope that you integrate and immerse yourself in your studies and always remember that we are here to help you.

Respectfully,

Mario Recio
President
**Educational Philosophy/Objective**

HVAC Technical Institute has been established with one goal in mind: to train and prepare men and women in practical skills and knowledge to increase their worth in the heating, ventilation, air conditioning, and electrical workplace.

Our staff has been in the HVAC/R and electrical business for a combined 65+ years, in all phases including sales, installation, estimating, training and managing. It has become obvious to us that the need for qualified service technicians, as well as craftsman-like installers, is at an all-time high.

HVAC Technical Institute believes in the principle of complete preparation. Not only do we provide the essential knowledge and skills but also the opportunity for personal and professional development. Those who emerge from our program have the tools for professional growth and the essential skills needed to advance and succeed in the HVAC and electrical field.

**To Accomplish These Goals:**

1. HVAC Technical Institute accepts only men/women who exhibit the enthusiasm and physical ability necessary to complete this rigorous course.

2. HVAC Technical Institute provides the best and most updated equipment available for instruction and uses it to meet the standards within the industry.

3. HVAC Technical Institute offers their entire course in two languages (English & Spanish).

4. Students learn from videos, lab assignments, and instructors who have proven field records.

5. Intensive hands-on training is provided to allow students adequate time in the lab.

6. Instruction on all phases of employment, including job placement assistance, customer relations and employee/employer relations will be addressed during the students’ training.

**Accreditation**

HVAC Technical Institute is located at **4532 S. Kolin Avenue (2nd Floor), Chicago, Illinois 60632**; minutes away from Midway Airport, on the southwest side of Chicago. We are accredited by the Commission of the Council on Occupational Education (COE) and have received programmatic accreditation for the HVAC, LCR, and HVAC/R programs by HVAC Excellence. HVAC Technical Institute is approved to operate by the Illinois Board of Higher Education (IBHE). HVAC Technical Institute is approved by the Illinois State Approving Agency for the enrollment of qualified veterans and/or eligible persons to receive G.I. Bill educational benefits.

All accreditation, approval, or licensing information for HVAC Technical Institute can be provided at your request at your convenience by requesting so directly with the administration office.
Our HVAC (heating, ventilation, and air conditioning) course has a tuition cost of $10,500.00 which includes a $100.00 non-refundable application fee, books/supplies, the EPA (Environmental Protection Agency) section 608 universal license and the R-410A safety certification tests and reviews. The program has received programmatic accreditation for the HVAC program by HVAC Excellence and is designed to provide students with the education & training needed to qualify for entry-level positions.

Module 1: Electricity
This module covers all phases of electricity as it applies to the HVAC industry. AC & DC circuits, schematic reading, electrical circuit tracing, relays, transformers, motors, thermostats, switches, gas valves, and troubleshooting for these parts will be explained.

Module 2: Heating
This module covers all phases of heating as fueled by gas. Forced air systems are explained in depth. Products include standing pilot, high efficiency furnaces, and condensing furnaces. All necessary tools for this module will be explained.

Module 3: Basic Air Conditioning
In this module students will receive an introduction to the theory and operation of residential air conditioning. Electrical circuits will be explained in full detail. Recovery, charging, vacuum pumps, superheat, and troubleshooting will be covered.

Module 4: Advanced Air Conditioning
This module will prepare students for the EPA section 608 exam (refrigeration license) and the R-410A Safety Certification Exam. The instructor will review all material needed to receive their EPA Universal License and an R-410A Safety Certification License. Sections of the EPA test include: Core, Type I, Type II, and Type III. The R-410A Safety Certification Exam is comprised of 50 questions, all are multiple choice.

Module 5: Ventilation and Installation
This module covers ventilation as it pertains to the HVAC industry. Duct sizing and fabrication requirements are covered. Installation procedures will also be covered such as: brazing, soldering, pipe threading and duct work installation. A detailed explanation of specific tools and how to use them will also be given. At the end of the module, all students will be required to do a complete furnace installation just as it would be done in a real home.

Module 6: Hydronics
This module will cover both hot water and steam heating systems. Controls, proper piping, sizing, and troubleshooting will be covered in depth.

Module 7: Refrigeration Basics
This module will cover and review the basics of refrigeration. The concept of single phase and three phase electrical power, refrigeration cycles and its components, the characteristics of refrigerant blends and oils, and the different temperature applications will be covered.
Our HVAC/R (heating, ventilation, air conditioning, and refrigeration) course has a tuition cost of $15,000.00 which includes a $100.00 non-refundable application fee, books/supplies, the EPA (Environmental Protection Agency) section 608 universal license and the R-410A safety certification tests and reviews. The program has received programmatic accreditation for the HVAC/R program by HVAC Excellence and is designed to provide students with the education & training needed to qualify for entry-level positions. An HVAC/R tool kit can also be purchased from HVAC Technical Institute for a fee of $1,000.00.

Module 1: Electricity
This module covers all phases of electricity as it applies to the HVAC industry. AC & DC circuits, schematic reading, electrical circuit tracing, relays, transformers, motors, thermostats, switches, gas valves, and troubleshooting for these parts will be explained.

Module 2: Heating
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Module 7: Refrigeration Basics
This module will cover and review the basics of refrigeration. The concept of single phase and three phase electrical power, refrigeration cycles and its components, the characteristics of refrigerant blends and oils, and the different temperature applications will be covered.
Module 8: Refrigeration Components
This module covers the functions and designs of the major components in a light commercial refrigeration application. Compressors, evaporators, metering devices, accumulators, filter driers, moisture indicators, and service ports are discussed in this module.

Module 9: Refrigeration Controls
In this module students will learn the operation, design, and functions of mechanical, electronic/electronic pressures, and defrost controls in a light commercial application. Evaporator pressure controls, crankcase pressure regulators, defrost timers, and defrost termination/fan delays will also be covered.

Module 10: Application of Refrigeration Systems
This module will cover various light commercial applications. The design and function of light commercial refrigerators, light commercial freezers, walk-in coolers, walk-in freezers, ice makers, and domestic refrigerators will be covered.

**LCR Course Outline, Tuition and Fees**

Our Light Commercial Refrigeration (LCR) course has a tuition cost of $4,500.00 and is intended for certified HVAC technicians and has received programmatic accreditation by HVAC Excellence. The tuition includes a $100.00 non-refundable application fee and books/supplies. At registration, students must present a certificate of completion from an HVAC institution and possess an EPA, section 608, Universal license. An LCR tool kit can also be purchased from HVAC Technical Institute for a fee of $300.00.

Module 1: Refrigeration Basics
This module will cover and review the basics of refrigeration. The concept of single phase and three phase electrical power, refrigeration cycles and its components, the characteristics of refrigerant blends and oils, and the different temperature applications will be covered.

Module 2: Refrigeration Components
This module covers the functions and designs of the major components in a light commercial refrigeration application. Compressors, evaporators, metering devices, accumulators, filter driers, moisture indicators, and service ports are discussed in this module.

Module 3: Refrigeration Controls
In this module students will learn the operation, design, and functions of mechanical, electronic/electronic pressures, and defrost controls in a light commercial application. Evaporator pressure controls, crankcase pressure regulators, defrost timers, and defrost termination/fan delays will also be covered.

Module 4: Application of Refrigeration Systems
This module will cover various light commercial applications. The design and function of light commercial refrigerators, light commercial freezers, walk-in coolers, walk-in freezers, ice makers, and domestic refrigerators will be covered.

**Note:** Our Light Commercial Refrigeration (LCR) course is intended for certified HVAC technicians. At registration, students must present a certificate of completion from an HVAC institution and possess an EPA, section 608, Universal license.
Electrical Technician Course Outline, Tuition and Fees

Our Electrical Technician course has a tuition cost of $12,500.00 and prepares students with the skills needed to begin working as a professional electrician. The program is nationally accredited through NCCER (The National Center for Construction Education and Research) and is designed to provide students with the education & training needed to qualify for entry-level positions. Upon graduation, students will receive an OSHA 10-Hour Construction Certification and a specialty electrical tool kit.

NCCER Core Level
The NCCER Core Level reviews basic jobsite safety information to prepare students for the construction environment. This includes, the hazards associated with handling materials and how to avoid both injury and property damage. The level introduces and describes the operation of common hand/power tools; how to safely use them, their proper use, and basic maintenance for them. Core level provides techniques for effective communication, critical thinking, essential problem-solving skills, basic math, and the opportunities offered by the construction trades.

NCCER Level 1
The NCCER Level 1 module covers safety rules and regulations for electricians; for example, the OSHA mandated procedures and the easy-to-follow procedures of the National Electrical Code (NEC). In addition, this module introduces electrical concepts, the different types of circuits and circuit analysis, conduit bending and installations, the types and application of conductors, proper wiring techniques, electrical devices, systems used to mount and support electrical components, and proper inspection and use of electrical test equipment. Level 1 also provides an overview of the trade and discusses the career paths available to electricians after completing this course.

NCCER Level Two
The NCCER Level 2 module covers fuse and circuit breaker applications, the bending of conduit up to 6 inches, AC/DC motors, the characteristics of lighting, how to select and size pull boxes, junction boxes and handholes, the purpose of grounding and bonding electrical systems, methods of terminating and splicing conductors, the various types of contactors and relays, and the transportation, storage, and setup of cable reels. Level 2 focuses on the NEC installation requirements of cable trays and cable installations.

NCCER Level Three
The NCCER Level 3 module presents the NEC requirements for equipment installed in hazardous locations, as well as, the NEC requirements for commercial services. The level also discusses switchboards, switchgears, transformer types, voice, data, and video cabling systems, selecting and sizing circuit breakers and fuses, and their related conductor sizes. Other areas that are covered include but are not limited to specific types of lighting fixtures and how to calculate branch circuits and feeder loads for both residential and commercial applications.

NCCER Level Four
The NCCER Level 4 module offers an overview of the heat tracing systems, motor cleaning, various types of transformers, basic calculation procedures for commercial and residential applications, installation of electric circuits, fire and digital alarm control units, the operation of basic electronic devices, and the application and operating principles of solid-state controls. This level also describes the NEC requirements for selecting and installing equipment, cable manufacturer requirements for medium-voltage terminations, and the requirements for electric generators and storage batteries.
Course Outline Disclaimer

To keep up with today’s technology and better prepare our students for the HVAC and electrical industry, HVAC Technical Institute reserves the right to add or remove any courses and/or materials that will assist you in your education. HVAC Technical Institute also reserves the right to shorten or lengthen any sections or modules as it feels necessary. Video and/or tape recordings are not allowed in the lab and/or classroom. All modules must be taken and/or passed to receive a HVAC Technical Institute certificate.

Facility Members

HVAC Technical Institute’s faculty consists of:

Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mario Recio</td>
<td><a href="mailto:mrecio@hvac-tech.com">mrecio@hvac-tech.com</a></td>
<td>Director</td>
</tr>
<tr>
<td>Jose Recio</td>
<td><a href="mailto:jrecio@hvac-tech.com">jrecio@hvac-tech.com</a></td>
<td>Financial Officer</td>
</tr>
<tr>
<td>Peter Magallanes</td>
<td><a href="mailto:pmagallanes@hvac-tech.com">pmagallanes@hvac-tech.com</a></td>
<td>Financial Aid Advisor</td>
</tr>
<tr>
<td>Lainer Rodriguez</td>
<td><a href="mailto:lrodriguez@hvac-tech.com">lrodriguez@hvac-tech.com</a></td>
<td>Administrative Assistant/Job Placement Coordinator</td>
</tr>
</tbody>
</table>

Instructors

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Certification/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paulo Perez</td>
<td><a href="mailto:pperez@hvac-tech.com">pperez@hvac-tech.com</a></td>
<td>HVAC Certified with 12+ Years of HVAC Experience</td>
</tr>
<tr>
<td>Cesar Corral</td>
<td><a href="mailto:ccorral@hvac-tech.com">ccorral@hvac-tech.com</a></td>
<td>HVAC Certified with 10+ Years of HVAC Experience</td>
</tr>
<tr>
<td>Gilberto Dimas</td>
<td><a href="mailto:gdimas@hvac-tech.com">gdimas@hvac-tech.com</a></td>
<td>HVAC Certified with 8+ Years of HVAC Experience</td>
</tr>
<tr>
<td>Bill Budz</td>
<td><a href="mailto:bbudz@hvac-tech.com">bbudz@hvac-tech.com</a></td>
<td>Electrical Certification with 14+ Years of Electrical Experience</td>
</tr>
<tr>
<td>Kendrick Robinson</td>
<td><a href="mailto:krobinson@hvac-tech.com">krobinson@hvac-tech.com</a></td>
<td>HVAC Certified with 6+ Years of HVAC Experience</td>
</tr>
<tr>
<td>Joaquin Parga</td>
<td><a href="mailto:jparga@hvac-tech.com">jparga@hvac-tech.com</a></td>
<td>HVAC Certified with 10+ Years of HVAC Experience</td>
</tr>
</tbody>
</table>

Facility Location

HVAC Technical Institute is located just 7 minutes from Midway Airport: 4532 S. Kolin Avenue (2nd Floor), Chicago IL 60632. At HVAC Technical Institute, the emphasis is hands-on training. Our facility of 17,500 square feet is comprised of 7,500 square feet of classroom and office space and 10,000 square feet of lab and shop area.
Admission Requirements

HVAC Technical Institute is dedicated to training only those who truly want to be trained. Most important is the willingness to start today to learn for tomorrow.

- High School Diploma or G.E.D
  - A school must evaluate the validity of a student’s high school or GED completion if the school has reason to believe that the high school diploma or GED state certificate is not valid or was not obtained from an entity that provides secondary school education.
- Valid Drivers License or State I.D. issued by the state
- Social Security Card

An entrance exam is required for all enrolling students without a G.E.D or HS Diploma. Although we accept applicants without a G.E.D or a High School Diploma, only those who are able to provide a High School Diploma or GED are eligible to receive financial aid. All applicants must complete an enrollment agreement and must pay a non-refundable registration fee of $100.00.

Our Light Commercial Refrigeration (LCR) course is intended for certified HVAC technicians. At registration, students must present a certificate of completion from an HVAC institution and possess an EPA, section 608, Universal license.

Credits for previous education and training experiences will be evaluated and may be granted if articulation arrangements with an educational institution exist. Such a grant of credit is at the sole discretion of HVAC Technical Institute. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation.

HVAC Technical Institute is an equal opportunity learning center regardless of age, race, creed or gender. HVAC Technical Institute reserves the right to deny admission to any applicant whose demeanor and/or physical characteristics are inconsistent with the basic qualifications and requirements of HVAC Technical Institute’s training program objectives.

Due to the course offered at HVAC Technical Institute and the physical demands and the involvement of installations, maintenance, and possible design of various units or systems, we are unable to accept students that cannot meet the job description of an HVAC/R or Electrical technician.

Transfer Student Policy

HVAC Technical Institute will accept student looking to transfer into our programs from another educational institution if they can meet our admission requirements (please read the admission requirements section for details). However, to protect the value of the training given at HVAC Technical Institute, prospective students who seek to transfer earned credits and/or coursework from other educational institutions into our HVAC, HVAC/R, LCR and/or Electrical technician’s programs will not be accepted. Currently, HVAC Technical Institute does not offer credits for its courses. There are no articulation arrangements for the transferability of our certificate to any other educational institution of higher learning; our course work is not likely to transfer to other institutions. Transferring from one course to another (internally) is not allowed.
Methods of Payment & Financing Options

HVAC Technical Institute accepts all major credit cards, cash, and personal checks as forms of payment. HVAC Technical Institute offers different payment options; some of these are state and government options while another is financing directly with HVAC Technical Institute. Financial aid is available for those that qualify (School Code: #042323).

Class Size

HVAC Technical Institute believes, based on previous experience that all students progress at different rates. Therefore, we limit the class size to 20 students. Since lab training is so vital to our students, we typically have 1 instructor for every 20 students in the lab, thereby assuring each student the optimal personal instruction. HVAC Technical Institute reserves the right to add additional students into a program under special circumstances.

Observed Holidays

HVAC Technical Institute operates non-stop through the year & observes the following holidays:

- Martin Luther King Day
- Independence Day
- President’s Day
- Labor Day
- Christmas Break
- Memorial Day
- New Year’s Day
- Thanksgiving (Thurs & Fri)

Course Clock Hours

<table>
<thead>
<tr>
<th>HVAC Course - 433 Total Hours</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Module 1: Introduction To Electricity</td>
<td>72 Hrs.</td>
</tr>
<tr>
<td>Module 2: Heating</td>
<td>114 Hrs.</td>
</tr>
<tr>
<td>Module 3: Basic Air Conditioning</td>
<td>82 Hrs.</td>
</tr>
<tr>
<td>Module 4: Advanced Air Conditioning (EPA &amp; R-410A Testing)</td>
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</tr>
<tr>
<td>Module 5: Ventilation and Installation</td>
<td>70 Hrs.</td>
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<tr>
<td>Module 6: Hydronics</td>
<td>60 Hrs.</td>
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<tr>
<td>Module 7: Refrigeration Basics</td>
<td>27 Hrs.</td>
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<thead>
<tr>
<th>HVAC/R Course - 649 Total Hours</th>
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<tbody>
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<td>Module 1: Introduction To Electricity</td>
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<td>Module 7: Refrigeration Basics</td>
<td>27 Hrs.</td>
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<tr>
<td>Module 8: Refrigeration Components</td>
<td>40 Hrs.</td>
</tr>
<tr>
<td>Module 9: Refrigeration Controls</td>
<td>59 Hrs.</td>
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<tr>
<td>Module 10: Application of Refrigeration Systems</td>
<td>90 Hrs.</td>
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<tr>
<td>Module 11: Career Readiness</td>
<td>5 Hrs.</td>
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</table>
Light Commercial Refrigeration (LCR) Course - 216 Total Hours

<table>
<thead>
<tr>
<th>Module</th>
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<td>90 Hrs.</td>
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Electrical Technician Course - 650 Total Hours

<table>
<thead>
<tr>
<th>Module</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>Module 1:</td>
<td>Electrical Safety (NFPA and OSHA)</td>
<td>50 Hrs.</td>
</tr>
<tr>
<td>Module 2:</td>
<td>Fundamentals of Electricity and Construction</td>
<td>120 Hrs.</td>
</tr>
<tr>
<td>Module 3:</td>
<td>Conduit Bending</td>
<td>60 Hrs.</td>
</tr>
<tr>
<td>Module 4:</td>
<td>Technical Math</td>
<td>50 Hrs.</td>
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<tr>
<td>Module 5:</td>
<td>Advanced Electricity and Construction</td>
<td>120 Hrs.</td>
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<tr>
<td>Module 6:</td>
<td>Programmable Controls</td>
<td>65 Hrs.</td>
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<tr>
<td>Module 7:</td>
<td>Blue Print Reading</td>
<td>65 Hrs.</td>
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<tr>
<td>Module 8:</td>
<td>Electrical Coding (NEC and CEC)</td>
<td>68 Hrs.</td>
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<tr>
<td>Module 9:</td>
<td>Electrical Estimating</td>
<td>47 Hrs.</td>
</tr>
<tr>
<td>Module 10:</td>
<td>Career Readiness</td>
<td>5 Hrs.</td>
</tr>
</tbody>
</table>

Types Of Equipment

At HVAC Technical Institute everything is set up as it would be on the job site. All units are fully functional and represent the most popular equipment seen in the field. Cleanliness represents the student; therefore, it is important that students clean their stations after every lab session.

Equipment Includes:

- **½” – 1 ¼” Conduit Benders
- 13 Seer Condensing Units
- * 2-door freezer
- * 3-door freezer
- ** Chicago Benders
- Circuit Breaker Panels
- Compressors
- Electric Furnaces
- Electronic Air Cleaners
- Flue Dampers
- * Food Preparation Counter
- Gas Furnaces (80-90% Efficiency)
- Gas Furnace-Standing Pilot
- Horizontal Furnaces
- * Ice Maker
- ** Knock Out Sets
- Pipe Threading
- Pittsburgh Machine
- R-22 Air Conditioning Systems
- R-410A Air Conditioning Systems
- * Reach-in Cooler
- * Refrigerator Cooler
- * Residential Refrigerators
- ** Rigid Refrigerators
- Sheet Metal Brake
- Sheet Metal Jump Shears
- Steam Boilers / Hot Water Boilers
- ** Taps
- Ventilators
- * Walk-in Cooler
- * Walk-in Freezer
- * Water Dispenser / Cooler

* Equipment is used during the Light Commercial Refrigeration or HVAC/R training only.

** Equipment is used during the Electrical Technicians training only.
Brands Of Equipment

HVAC Technical Institute has well over 50 components of heating, ventilation, air conditioning, light commercial refrigeration, and electrical equipment.

Brands Include:

- American Standard
- Appion
- Aprilaire
- Arctic
- Beverage-Air
- Carrier
- Coleman
- Copeland
- Danfoss
- Delfield
- Elkay
- Fluke
- Greenlee
- Goodman
- Heat-Craft
- Heil-Quaker
- Honeywell
- Ideal
- Janitrol
- Kenmore
- Klein
- Lennox
- Luxaire
- Magic Chef
- Manitowoc
- Master Built
- Mitsubishi
- Oasis
- RHEEM
- Rinnai
- Tappan
- Tecumseh
- Tempstar
- Trane
- Transen
- Trion
- True
- Utica
- Vendo
- Weather King
- Weil-McClain
- White Rogers
- York

Tool/Classroom Preparation Policy

Since students are trained using the “hands-on” method, students are required to come to class prepared. Students must bring all required tools for the day’s lesson. Students will be informed by their module workbooks as to what tools will be necessary for class. If a student does not come prepared to class, the instructor will dismiss the student for the day, resulting in an absence. For safety purposes, no student will be allowed to work on projects in class without the supervision of an instructor.

Students are required to have tools for all heating, ventilation, air conditioning and electrical modules. Students are told when and what tools to bring for class. **NO TOOLS, NO LAB TIME.** Students are also required to have the necessary supplies, e.g. notebooks and writing utensils.
Student Tool List

The following is a list of tools that a student will need throughout the training:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>A/C Line Splitter</td>
<td>Freon Gauges (R-134A/R-404A)</td>
<td>Right Snips</td>
<td></td>
</tr>
<tr>
<td>Bull Snips</td>
<td>Hex Key Tool</td>
<td>Safety Glasses</td>
<td></td>
</tr>
<tr>
<td>Cap Tube Cutting Tool</td>
<td>HVAC TECH 6-in-1</td>
<td>Scriber</td>
<td></td>
</tr>
<tr>
<td>Cap Tube Gauge</td>
<td>Left Snips</td>
<td>Seamers</td>
<td></td>
</tr>
<tr>
<td>Core Removing Tool</td>
<td>Lineman's Pliers</td>
<td>Service Wrench</td>
<td></td>
</tr>
<tr>
<td>Digital Psychrometer</td>
<td>Long Nose Pliers</td>
<td>Straight Snips</td>
<td></td>
</tr>
<tr>
<td>Ductulator</td>
<td>Low Loss Fittings</td>
<td>Superheat Calculator</td>
<td></td>
</tr>
<tr>
<td>Electric Wire Strippers</td>
<td>Measuring Tape</td>
<td>Tubing Cutter</td>
<td></td>
</tr>
<tr>
<td>Flaring Tool</td>
<td>Open End Wrench</td>
<td>Volt/Amp/Temp Meter</td>
<td></td>
</tr>
<tr>
<td>Folding Bar</td>
<td>Pipe Clamp Thermometer (Type K)</td>
<td>Work Gloves</td>
<td></td>
</tr>
<tr>
<td>Freon Gauges (R-22/R-410A)</td>
<td>Pipe Wrenches: 14”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/C Line Splitter</td>
<td>Flaring Tool</td>
<td>Pipe Clamp Thermometer (Type K)</td>
<td></td>
</tr>
<tr>
<td>Cap Tube Cutting Tool</td>
<td>Freon Gauges (R-134A/R-404A)</td>
<td>Volt/Amp/Temp Meter</td>
<td></td>
</tr>
<tr>
<td>Cap Tube Gauge</td>
<td>Low Loss Fittings</td>
<td>Work Gloves</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>25' Measuring Tape</td>
<td>Multi-Bit Screw/Nut Driver</td>
<td>Square Shank Screwdriver</td>
<td></td>
</tr>
<tr>
<td>A/C Clamp Meter</td>
<td>High Leverage Side Cut Pliers</td>
<td>Straight Claw Hammer</td>
<td></td>
</tr>
<tr>
<td>Conduit Reamer</td>
<td>Tip Demolition Screwdriver</td>
<td>Torpedo Level</td>
<td></td>
</tr>
<tr>
<td>Dual Purpose Hack Saw</td>
<td>Pump Pliers</td>
<td>Wire Strippers</td>
<td></td>
</tr>
</tbody>
</table>

Grading

Testing is done at regular intervals throughout the course with a final exam given at the end of each module. Student that fall below a 69% should refer to the SAP (Satisfactory Academic Progress) section of the student handbook.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-93%</td>
</tr>
<tr>
<td>B</td>
<td>92-84%</td>
</tr>
<tr>
<td>C</td>
<td>83-75%</td>
</tr>
<tr>
<td>D</td>
<td>74-70%</td>
</tr>
<tr>
<td>F</td>
<td>69 Below</td>
</tr>
</tbody>
</table>
Satisfactory Academic Progress (SAP)

part of financial aid assistance, all post-secondary institutions must evaluate all students’ Satisfactory Academic Progress (SAP) to determine eligibility to continue receiving Title IV, HEA program funds.

Qualitative Measure

A student is considered making SAP if the student's overall average is at least a “C” (75%);

Quantitative Measure

And the student has attended the actual mid-point of the program (325 clock hours). Students are encouraged to maintain their absences to a minimum; 90% attendance of the course is what we hope our students strive to have.

Maximum Time Frame

- HVAC/R Course – Students enrolled in our HVAC/R course must complete their program within 111% of the published length of their program. The HVAC/R course has a total of 649 clock hours. Therefore, students registered in our HVAC/R course, can attempt a maximum of 721 clock hours while pursuing their certificate.

- Electrical Technicians Course – Students enrolled in our Electrical Technicians course must complete their program within 111% of the published length of their program. The Electrical Technicians course has a total of 650 clock hours. Therefore, students registered in our Electrical Technicians course, can attempt a maximum of 722 clock hours while pursuing their certificate.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Reminder Letter</th>
<th>Warning Letter</th>
<th>Withdrawn Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day HVAC Course</td>
<td>6 absences</td>
<td>7 absences</td>
<td>8.8 absences</td>
</tr>
<tr>
<td>Night HVAC Course</td>
<td>7 absences</td>
<td>8 absences</td>
<td>9.6 absences</td>
</tr>
<tr>
<td>Day HVAC-R Course</td>
<td>11 absences</td>
<td>12 absences</td>
<td>13 absences</td>
</tr>
<tr>
<td>Night HVAC-R Course</td>
<td>12 absences</td>
<td>13 absences</td>
<td>14.4 absences</td>
</tr>
<tr>
<td>Day LCR Course</td>
<td>2 absences</td>
<td>3 absences</td>
<td>4.3 absences</td>
</tr>
<tr>
<td>Night LCR Course</td>
<td>2 absences</td>
<td>3 absences</td>
<td>4.8 absences</td>
</tr>
<tr>
<td>Day Electrical Course</td>
<td>11 absences</td>
<td>12 absences</td>
<td>13 absences</td>
</tr>
<tr>
<td>Night Electrical Course</td>
<td>12 absences</td>
<td>13 absences</td>
<td>14.4 absences</td>
</tr>
</tbody>
</table>

Consequences Of Not Receiving SAP

Students not meeting SAP will be placed under Financial Aid Warning. Financial Aid Warning lasts for only one payment period, during which the student may continue to receive federal financial assistance and may be assigned without an appeal or other action by the student. No appeals for Financial Aid Probation are required as there are no subsequent payment periods.
**Academic Standards**

At the end of each module a student is provided a progress report detailing their grades and attendance. If the student is not reaching the standards an **Academic Probation Request** must be made by the student to continue in the course.

This can be completed in each module (except module 4) for a total of 3 times in one continuous course. After the third unsuccessful attempt (or two continuous modules), the student would need to withdraw and start again in a new program as a re-registered student.

**Academic Probation Request (APR)**

A student can request probation by using the Academic Probation Request form, which would allow the student to continue enrollment in the program. This form includes the reason the student was unable to attain the academic standards and a plan detailing steps needed to regain a good standing with the school.

The request and documentation would be reviewed by the Director and a decision will be made. If approved, the student would be allowed to continue in the program (while adhering to the plan detailed on the form). If denied, the student would need to withdraw from the program.

**Returning Students & Repeated Hours**

For all returning students, the hours needed to complete must not reach the maximum allowable hours (111% of the length of the program). This will be calculated depending on the total hours in the modules that need to be repeated.

**Incompletes & Withdrawals**

Because we do not offer specific courses, grades such as incompletes and withdrawals are not given, unless dictated in a student's academic plan.

**Enrollment Periods**

In light that we have a continuous enrollment, all periods of enrollment, including summer and those when students are not receiving financial aid, count towards SAP.

**Transfer Students**

We will accept any student looking to transfer into our programs from another educational institution if they can meet our admission requirements. However, in order to preserve our hands-on training, we do not accept the transfer of credits.

**Majors & Degrees**

We do not offer majors or degrees; therefore, this is not applicable to us.
**Non-Credit Remedial Classes**

We do not offer these types of classes; therefore, this is not applicable to us.

**Veteran’s Satisfactory Academic Progress Policy**

Per VA regulations; veterans must demonstrate satisfactory academic progress in order to continue training at HVAC Technical Institute. To maintain satisfactory academic progress, veterans must complete each course with at least a 70%; complete the program within the specific time period for the program and have 90% attendance. Failure to achieve these requirements will result in the veteran failing that course and being placed on probation.

Veterans on probation will be required to re-take the class they have failed before moving on to the next module. Veterans on probation can receive federal veteran’ educational benefits for the module they are required to re-take. Veterans who successfully complete the module they are required to re-take while on probation will be considered maintaining satisfactory academic progress. Veterans who fail to successfully complete a module that they are required to take while on probation will be dismissed from HVAC Technical Institute.

**Make-Up Work**

If the need should arise for a student to make up work because of an excused absence, every effort will be made to bring him/her back up to the same level as the rest of the class. A student who wishes to make up classes may do so at no extra cost by scheduling a session with the administrative office. Certain factors must be considered, including classroom/lab and instructor availability. Make up time is in addition to regular class hours. If for whatever reason HVAC Technical Institute can not hold class during your scheduled date/time, it will be up to the institution to schedule a new make-up date for your missed classed.

**Tutoring Policy**

Since our institution trains individuals based on the “hands-on” method, we strive that every student understands the material clearly and thoroughly. Unfortunately, not all students learn in the same way, and some may have difficulty understanding everything that is taught during class. Therefore, all students have the right and privilege to obtain one-on-one tutoring. As a student, your duty is to schedule an appointment to receive additional assistance/tutoring which is available for all modules.

**Please follow these procedures to receive this additional help.**

- Student must fill out a request form with at least two class days of notice with the office
- Must be scheduled around the instructor's availability
- Excessive tutoring is not tolerated
- Any missed tutoring will be used against student’s overall grade
- Additional tutoring is not considered extra credit nor a make-up day for any absence(s)
- Tutoring can only be offered for topics already covered in class
- Tutoring is only provided on an individual basis; no group tutoring will be allowed
- In special circumstances, students may be required to bring in their own material (copper, sheet metal, brazing rods, etc.)
VA Pending Payment Compliance Policy

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA’s Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements)

Refresher Privileges

All HVAC Technical Institute graduates may return to repeat or reinforce a needed portion of previously completed programs. There are no additional tuition charges unless books/supplies and tool kits need to be purchased; all graduates are welcome to this benefit. All students taking advantage of the repetition privilege must follow the attendance policy. All those failing to adhere to those policies will lose repetition privileges for the future. An additional value-added privilege is that graduates may use the school's sheet metal shop. For all available privileges, students must arrange scheduling with the school director and must be paid up to date. Please remember that repetition privileges are only available if class size has not reached the maximum number of new enrollees (20 per class).

Emergency Notifications

As of 2015, HVAC Technical Institute has partnered up Honeywell and their Instant Alert for School Program, an emergency notification system that sends out voice calls, emails and texts to our students in the event of an emergency. It is very important to notify the institution with any changes to your phone number and email to receive these important alerts. For quick updates please email Mario Recio (Director) at: mrecio@hvac-tech.com.

When weather conditions are severe or hazardous, prohibiting class attendance, information on school closing will be available by a recorded phone message. Announcements for the school closing will be available one hour before your class start time. When severe weather conditions exist, and snowfall exceeds 6” (official readings), students should call the school at 773-927-9562 and/or monitor the school’s website and social media sites. Snow, icy road conditions or heavy rain with flood warnings are considerations for severe or hazardous conditions
Emergency Notifications (Continues)

If for whatever reason HVAC Technical Institute cannot hold class during your scheduled date/time, it will be left up to the institution to schedule a new make-up date for your missed day(s) of training. In special circumstance, and up to their discretion, HVAC Technical Institute reserves the right to make the decision not to make up your missed day(s) of training. Holidays may be used to reschedule any time missed due to HVAC Technical Institute and/or weather conditions. See: Observed Holidays section of the student handbook for a list of those holidays.

Statement On Attendance For VA Certification

HVAC Technical Institute will certify a veteran’s enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). This certification, in part, requires us to report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified number of hours per week and this failure results in a change of pursuit as defined by the USDVA, HVAC Technical Institute must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and HVAC Technical Institute. We strongly advise veterans to pursue their training as specified in the Enrollment Contract.

Attendance Limits

The following is a breakdown of the 90% attendance policy that all students must abide by:

HVAC Course:

Day Classes: 4 Days x 22 Weeks = 88 Days 10% of 88 Days = 8.8 Days
Night Classes: 3 Days x 32 Weeks = 96 Days 10% of 96 Days = 9.6 Days

Light Commercial Refrigeration (LCR) Course:

Day Classes: 4 Days x 10.75 Weeks = 43 Days 10% of 43 Days = 4.3 Days
Night Classes: 3 Days x 17 Weeks = 48 Days 10% of 48 Days = 4.8 Days

HVAC/R Course:

Day Classes: 4 Days x 32.5 Weeks = 130 Days 10% of 130 Days = 13 Days
Night Classes: 3 Days x 48 Weeks = 144 Days 10% of 144 Days = 14.4 Days

Electrical Technician Course:

Day Classes: 4 Days x 33 Weeks = 130 Days 10% of 130 Days = 13 Days
Night Classes: 3 Days x 48 Weeks = 144 Days 10% of 144 Days = 14.4 Days

Attendance

HVAC Technical Institute strongly believes that attendance and punctuality are very important factors because it demonstrates responsibility and reliability. Therefore, we strive to have a perfect attendance record when it comes to our students to prepare them for the working world.
Attendance Rules

- The student is responsible for attending at least 90% of overall class time to ensure they successfully pass the course.
- Once a student reaches 5 absences, he/she will have failed their current module.
- In the event of an emergency, adequate proof must be provided.
- Excessive tardiness will not be tolerated (prior arrangements may be made with the Director)
- 4 tardies to class will result in 1 full day of absence
- Students can only make up assignments and/or projects missed if their absences were excused.
- Individuals must contact the office/instructor if they will be tardy or absent.
- Cuts will not be tolerated and will be counted as one half day of absence
- Arriving half an hour tardy will result in one half day of absence
- Financial Aid students who do not abide by the attendance policy run the risk of their financial aid being affected

Excused Absences

Excusal for any absences is subject to proper documentation. Documentation must be legible and provide the following: date, student name, contact name, address and phone number. If more than 5 consecutive days are needed, refer to the Leave of Absence policy. Once the director has approved your documentation and has excused your absences, it will be left up to the student to make up any assignments and/or projects missed. Excused absences are left up to the discretion of the school.

Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a student’s program of study and when a student is not in attendance. The Leave of Absence request must be for more than 5 consecutive days and only in the following circumstance to its students.

- Birth of a child of the student and the need to care for that child
- Need to care for student’s spouse, son/daughter or parent, if the spouse, son/daughter or parent has a serious health condition; and
- A serious health condition that makes the student unable to function as a student
- Military Duty

For a Leave of Absence to be considered a Leave of Absence Form must be written, signed and dated by the student and an approximate return date must be included.

- HVAC Tech has the right to approve or deny the request for Leave of Absence:
  - Upon approval, the option to return to class will be discussed with the Office
    - Total number of days allowed for a Leave of Absence may not exceed 180 days in a 12-month period.
    - Students who have been granted a Leave of Absence will be considered withdrawn if they do not return to school at the agreed time. In said case, the withdrawal date will be the last day of recorded attendance or the day the student has reached the maximum allowed of absences at HVAC Tech
Leave of Absence (Continues)

- Upon denial, the option will be to Withdraw from the class and Financial Aid will be affected. Any interest in returning at a much later date must be discussed with the Office
  - Because of a withdrawal, a student’s grace period for a Title IV program loan might be exhausted

Given the fact that our program is less than a year long, the extent of the materials covered in each class and the intense training of each class the recommendation to move to a future course is the best option to take. However, only under certain conditions the student may be allowed back into the same class. The decision to approve this condition will be based upon:

- Attendance history
- Grade record
- Instructor’s suggestion
- Point in the course
- Availability

Guidelines:

- A Leave of Absence has no effect on a student’s Satisfactory Academic Progress
- The Leave of Absence timeframe does not involve any additional charges
- Students on approved Leave of Absence need to be aware that said Leave of Absence may affect their financial aid, therefore, before final consideration is given to grant the requested Leave of Absence. The Office will meet with the student and provide information regarding the following:
  - Loan obligation
  - Possible revisions in their package
  - Deferment options
  - Notification to lending institutions
  - Deferments may be canceled
  - If a veteran – benefits may be affected
  - Grace periods exhausted
  - Consequences of not returning to HVAC Tech at the expiration of the Leave of Absence
- All students receiving Title IV funds are obligated to follow the Title IV fund guidelines

**Note:** Financial Aid students who do not abide by the attendance policy run the risk of their financial aid being affected
Student Withdrawals

To ensure there is a definite process when a student withdraws from the training, HVAC Technical Institute has implemented this policy.

Institutional Withdrawal

Students who will be withdrawn from the course due to either grades or attendance (see SAP Policy) or does not meeting their Academic Probation (see Academic Probation Policy) will receive a notification letter informing them that they have been withdrawn from the course, possible balances or refunds, and exit counseling material. Please refer to the refund policy for details. At this time, a student’s status at HVAC Technical Institute will be changed to “withdrawn”.

- **Financial Aid Students**
  Tuition and fee charges will be based on the last date of attendance. Students receiving financial aid who withdraw from the course have the responsibility to contact their Financial Aid Office for more information on how their drop may affect their financial aid; please refer to the R2T4 and Financial Aid Counseling Policy for details.

Student Withdrawal

Students who must withdraw either from training or from HVAC Technical Institute may do so in writing to Mario Recio, director, as soon as possible. Withdrawals are effective as of the date your request was made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from the school/training. At this time, a student’s status at HVAC Technical Institute will be changed to “withdrawn”.

- **Financial Aid Students**
  Tuition and fee charges will be based on the last date of attendance. Students receiving financial aid who withdraw from the course have the responsibility to contact their Financial Aid Office for more information on how their drop may affect their financial aid; please refer to the R2T4 and Financial Aid Counseling Policy for details.

Family Educational Rights & Privacy Act (FERPA)

HVAC Technical Institute also adheres to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Dept of Ed.

With limited exception, HVAC Technical Institute is required to receive a written consent form from students before student educational records can be discussed and/or released to any third party (ex: spouse, parent/legal guardian, etc.)

For more information, call 1-800-USA-LEARN (872-5327). Individuals who use TDD may call 1-800-437-0833.

Or contact FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
Transcripts

A transcript from HVAC Technical Institute can be obtained by filling out a transcript request form located in the main office. He/she shall submit the application in person to the main office. If he/she cannot come in person, he/she shall send it through an authorized person (along with a letter authorizing him/her to receive the transcripts on his/her behalf).

Refusal To Provide Copies: HVAC Technical Institute reserves the right to deny transcripts or copies of education records if:

- The student is not up-to-date with his/her payments;
- The student is in default with their school payments;
- There is an unresolved disciplinary action against the student;
- There is an unresolved litigation between the student and HVAC Technical Institute;
- Or as otherwise determined appropriate by HVAC Technical Institute

Safety Glasses Policy

All students must wear safety glasses, which will be provided to all students excluding refreshers. Students must wear these safety glasses while performing labs within the school lab and/or within the classroom. Students found not wearing the safety glasses while performing duties within the lab and/or classroom risk possibility of being removed from class as well as having their overall grade affected.

Students and refreshers may purchase additional glasses for $5.00 in the administrative office. Due to specific standards that must be met, only glasses provided/purchased from HVAC Technical Institute will be allowed. Therefore, students need to take care of the initial pair provided/purchased.

Resource Room Rules & Guidelines

HVAC Technical Institute’s resource room was designed to create an environment where all students and graduates can gain access to the resources needed to lead a successful and productive career in the HVAC and electrical field. Here you will be able to find HVAC and electrical related information such as books/manuals, HVAC and electrical related videos and computer programs, as well as check your grades and e-mail.

HVAC Technical Institute has many students who use the resource room, so it is important that there are procedures in place, which help to maintain the smooth running of the resource room. All computers, computer programs, books/manuals, etc. should be treated as a shared work tool. All users must behave in a manner that respects their fellow students and the equipment. Remember that the resource room is a place for quite work and not for social gathering.

The resource room is open Monday – Wednesday from 2:30pm – 5:30pm and Thursdays 2:30pm – 4:30pm. In addition to the normal institute regulations, the following points must be followed:

- Students must sign in when entering the resource room to use any resource or computer
- Eating, drinking, littering and loitering in the resource room is prohibited
- Cell phones must always be switched off in the resource room
Resource Room Rules & Guidelines (Continues)

- No books/manuals, computer programs, etc. can be taken out of the resource room
- Students may not alter the settings of any of the computers
- Do not install or download **ANY** software/programs onto the computers
- Do not copy software off the computers and/or books/manuals – this is theft and will result in serious disciplinary action being taken by the institution against you
- The viewing of inappropriate websites is strictly prohibited; this will result in expulsion.
- Resource room will be closed during testing sessions

**Note:** HVAC Technical Institute holds the right to revise and/or update the computer lab rules at any time. Notice of these changes will be posted near the entry of the computer lab. Failure to comply with any of the rules stated above may result in a ban of these privileges.

### Rules Of Conduct

**Notice to all students:** At HVAC Technical Institute, the key word is respect: respect for school property, tools, safety regulations, and most importantly, for each other. Since students are being prepared for a work environment, they are expected to conduct themselves in a responsible manner, conforming to generally accepted standards of employment. To be conducive to the intense training provided, the atmosphere must be serious and orderly. Disruptive conduct, drugs or alcohol are not tolerated and will result in suspension and/or expulsion. To compliment the students training we have created a lab that everyone will be able to train in.

If a student violates the lab rules and guidelines, any safety regulations, hinders with another students’ work, conducts themselves in a crude, noisy, or petulant manner, attends class under the influence of drugs or alcohol; destroys or defaces property in any manner; and/or fails to make tuition payments and/or fees that are due upon a timely manner will result in expulsion from the institution. HVAC Technical Institute reserves the right to suspend the training of any student whose work or conduct is not satisfactory.

Students must impress visitors and potential employers with their professionalism and therefore must abide by the school uniform policy. HVAC Technical Institute’s students will be provided with a uniform on or before the first day of training. Please read the rules below and adhere to the policy. We appreciate your cooperation and your help in maintaining HVAC Technical Institute’s laboratory. If all students and staff follow these policies, we will be able to provide quality training to our present and future students for many years to come.

- All students must wear their uniform in and out of the classroom and dressed accordingly
- No shorts, hats, or sandals of any kind are permitted in the lab and/or classroom
- No cell phone or headphones are to be used during lab and/or classroom instruction
- All students must always wear their safety glasses and gloves during their training in the lab and classroom
- All units must be powered down and gas must be turned off to all units by the end of each class session
- No parts from any unit (lab or classroom) are to be left in the lab after class sessions
- New and/or used units are encouraged to be included in our institution. All units must be returned after they are serviced (refrigerators, water coolers, window A/C, etc.)
- Laboratory units that need the use of live electricity and gas will not be used without the classroom instructor’s permission
Rules of Contact (Continues)

- The lab shall always be maintained clean. Students will be held accountable for their workstation(s)
- Vandalism of units, laboratory, and facility will not be tolerated
- Yellow lines have been placed for a reason, please respect them
- Proper goggles must always be worn in all designated areas in the lab
- Students under 17 years of age may not climb ladders due to OSHA regulations
- There should be no sitting and/or leaning on the units
- Food and/or liquids are not allowed in the lab
- Appropriate tools should be used (i.e. knives should not be used as screwdrivers, blades for wire strippers, channel locks instead of pipe wrenches, etc.)
- Foul language and horseplay will not be tolerated. Keep in mind that tours are given daily
- All benefits and privileges offered by HVAC Technical Institute will be revoked if the student fails to be paid up to date

Personal Property

HVAC Technical Institute assumes no responsibility for loss of damage to personal property. It is the students’ responsibility to protect their belongings.

Medical Policy

Students are asked to inform HVAC Technical Institute personnel of all and any medical history that may interfere with or jeopardize the health of any staff member and/or student.

Limitation Of Liability & Indemnification Agreement

I am aware that there are significant risks and dangers presented at HVAC Technical Institute facility and/or involved in all aspects of HVAC and electrical training. I recognize that HVAC Technical Institute and its training can expose me and others in and around the HVAC Technical Institute facility or involved in or near HVAC and electrical training too, among other things, electrical circuits and/or wiring, sharp and/or quick moving parts, malfunctioning equipment/tools, explosive and/or poisonous gases/chemicals, and extreme heat and cold. HVAC Technical Institute assumes no responsibility for loss or damage to personal property or for personal injury that could occur while on school grounds or on authorized field trips.

Note: To read the entire Limitation Of Liability And Indemnification Agreement go to: http://hvac-tech.com/home-english/privacy-policy
Clery Act

To comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, and to give a safe and healthy education, HVAC Technical Institute (HVAC Tech) has created an Annual Security Safety Report. This act is a federal law that requires all institutions of higher education in the United States to disclose campus security information, including crime statistics for the campus and surrounding areas. The law is named after Jeanne Clery, a freshman at Pennsylvania’s Lehigh University who was sexually assaulted and murdered in 1986 in her campus residence hall room. The university failed to inform students of 38 violent crimes on campus in the three years preceding her murder.

All postsecondary institutions that participate in federal student aid programs are required to:

- Publish an annual report every year by October 1st that contains three years of campus crime statistics;
- Disclose crime statistics for the campus, public areas adjacent to or running through the campus.
- Provide “timely warning” notice of those crimes that have occurred and pose an ongoing “threat to students and employees;” and
- Disclose in a public log “any crime that occurred on campus or within the patrol jurisdiction of the campus security department and is reported to the security department.”

A copy of the report is available to current and prospective students as well as the public online in our website. A printed copy of the report can be obtained at our office upon request.

This report was prepared with the assistance of local law enforcement agencies. Campus crime, arrest and referral statistics include those that were reported to local law enforcement, faculty and staff. This data may also include crimes that have occurred in private residences or businesses adjacent to the campus. The crime statistics included in this report are reported January 1st to December 31st of the past three years (2012, 2013, and 2014). If you have any questions regarding this report, please contact our office at 773-927-9562.

As an institution, HVAC Technical Institute (HVAC Tech) is committed in providing a safe campus free of harassment and discrimination. HVAC Tech has zero tolerance for any sexual assault, discrimination, or sexual misconduct committed in our campus.

Our Sexual Misconduct Policy was created to ensure the safety of all who participate in campus; it applies to all students, staff, faculty and visitors. This policy in included in our Annual Security Report and describes how to file a complaint, file a report, has a list of resources that can offer more professional help in the unfortunate event a sexual crime occurs. In the event of any crime, we urge our students, staff and faculty to promptly report this to the appropriate authorities.

Note: To read the entire Annual Security Report go to: http://hvac-tech.com/consumer-information/
Gramm-Leach Bliley Act (Privacy Notification)

In 1999, Congress enacted the Gramm-Leach Bliley Act (Public Law 106-102). This Act requires the lenders to provide certain information to their customers regarding the collection and use of nonpublic personal information. Because you have a loan held by the U.S. Dept. of Education and/or HVAC Technical Institute, we are obligated to provide you with our Privacy Notification.

In general, the categories of nonpublic personal information collected about, your education at HVAC Technical Institute, and consumer reporting agencies, include: your address and other contract information, demographic background, loan and educational status, family income, social security number, employment information, collection and repayment history, and credit history. We disclose nonpublic personal information to third parties as necessary to process and service your loan and as permitted by the Privacy Act of 1974. The privacy Act permits disclosure to third parties as authorized under certain routine uses. Examples of disclosures permitted under the Privacy Act including disclosure to federal and state agencies, private parties such as relatives, present and former employers, and creditors, and our contractors for purposes of administration of the student financial assistance program, for enforcement purposes, for litigation, and for use in connection with audits or other investigations.

We do not sell or otherwise make available any information about you to any third parties for marketing purposes. We protect the security and confidentiality of nonpublic personal information by implementing the following policies and practices. All physical access to nonpublic personal information is maintained controlled and monitored by the HVAC Technical Institute office administration. Our computer systems offer a high degree of resistance to tampering and circumvention. We authorize our employees to retrieve your information only when its needed to do their work, and we require companies that work with us to follow the same protective measures we use for your information. All interactions by individual users with the systems are recorded.

Job Placement Assistance

HVAC Technical Institute has job placement assistance that helps all students and graduates. HVAC Technical Institute can’t guarantee employment but will provide everyone with complete employment services. HVAC Technical Institute provides job placement assistance by:

- Interviewing students to determine their employment needs while assisting them in creating a resume and placing it on the HVAC Technical Institute internet board
- Surveying employers for hiring opportunities
- Developing relationships with key employers to help fulfill their hiring needs on a regular basis
- Contacting people in the industry to enhance our institute’s reliable source of trained employees

HVAC Technical Institute strives to assist students in obtaining the types of career positions for which they are qualified and geographical areas that they prefer to work in.

Students that would like to use these services will need to authorize HVAC Technical Institute to release their grades, attendance and instructor evaluations. Once a student or past graduate is employed, he/she must inform the job developer of the company name, starting salary, date of employment and position to update the student’s file.
Job Placement Assistance (Continues)

Students must comply with the following stipulations to receive job placement assistance:

1. Schedule an appointment with the job developer to review their resume and place it on the HVAC Technical Institute internet job board.
2. Schedule an exit interview with the job developer before graduation.
3. Maintain contact with the job developer regarding results of job interviews, acceptance or rejection of offers and subsequent job offers (student or graduate must have an explanation of why a job was rejected).
4. Pursue job leads from the job developer and report to all scheduled appointments. Student or graduate should not miss any scheduled interviews or appointments.
5. Must not be terminated from an employer due to stealing, illegal substance abuse, excessive tardiness, absence or failure to give a two-weeks notice before departure.
6. Fill out all forms required by the accrediting institution.

Failure to comply with the above will result in denial of the job placement assistance services.

Job Description For Technicians

HVAC Technical Institute trains all students to be technicians involved with the installation, maintenance and possible design of heating, ventilation air conditioning and electrical systems. Some technicians will specialize in only one of these areas, while others may do them all.

In general technicians do the following:

- Installation of HVAC units, ductwork, wiring, control, and lighting systems
- Installation/repair of copper tubing, gas lines, e.g. brazing, soldering, bending and cutting
- Troubleshooting, diagnose, and repair of HVAC units, wiring, equipment, or fixtures
- Identify electrical problems with a variety of testing devices
- Installation and/or repair of fuel and water supply lines and/or gas lines
- Conservation, installation & recycling of CFC &/or HCFC refrigerants
- Read blueprints and/or technical diagrams
- Inspect transformers, circuit breakers, etc.

In order to perform these duties, technicians must also be physically capable of:

- Climbing an 8ft ladder while carrying a minimum of 15lbs
- Crawling a minimum of 10ft
- Climbing a minimum of two flights of stairs (stories)
- Lifting a minimum of 28 pounds while walking a minimum of 20ft
- Kneeling for a minimum of 20 minutes
- Driving for extensive hours upon a daily basis

Working conditions are not ideal for all technicians. Work may take place in cramped, dirty, dusty, cold or hot conditions. Respiratory precautions may also be taken because of exposure to refrigeration chemicals and high temperatures.

A career as a technician is a great choice for someone with mechanical aptitude who wants to join a great profession with strong growth possibilities.
Job Description For Technicians (Continues)

Note: Students represent and warrant that they are solely responsible for determining whether they are physically fit, able or skilled enough to:

a) Enter the HVAC Technical Institute facility
b) Participate in all training, classes/activities offered by HVAC Technical Institute
c) Adequately face the risk posed by their involvement and participation in HVAC and electrical training.

Students furthermore represent and warrant that they are over the age of 18 (unless otherwise approved by HVAC Technical Institute) and have no physical or mental limitations or impairments which will pose a direct threat to them or others because of their entry into the HVAC Technical Institute facility or through their participation in any training. Students represent and understand that they are not employees or agents of HVAC Technical Institute, that they have not been guaranteed any employment with anyone in connection with their decision to enter HVAC Technical Institute and/or seek to enroll in the training and that they could have chosen to enroll in another training school.

Opportunities in the HVAC & HVAC/R field

Residential Technicians (service technicians, service managers)

New Construction Installers (Can also involve various phases of sheet metal/ductwork)

*Commercial Technicians (Can include working at any one of the following places):

- Restaurants
- Bars
- *Food Storage Houses (Cold Storage)
- *Liquor Distributors
- *Food Processing Plants
- *Vending Companies
- *Industrial Buildings
- *Ice Cream Companies
- Hospitals
- Office Buildings
- Amusement Parks
- Schools
- Florists
- Institutional Facilities
- *Fast Food Chains
- Department Stores
- *Spas / Fitness Centers / Sports Centers
- *Morgues / Mortuaries / Funeral Chapels
- Hotels /Resorts
- Country Clubs
- Apartment Complexes
- Property Management Companies
- Real Estate Developers
- Banks
- *Beverage Dispensing Equipment
- Retirement Centers/ Nursing Facilities
- Shopping Malls
- Government Facilities
- Grocery Stores
- *Computer Environmental Control
- Convenience Stores
Opportunities in the HVAC & HVAC/R Field (Continues)

Air Balancing
*Appliance Repair
Appliance Sales
Auto Air Conditioning (Cab and truck; transport vehicles)
Boiler Repair and Maintenance
Engineering
Evaporative Cooler Repair and Installation
Fan Repair
Gas Pipeline Companies
Load Controllers
*Marine Air Conditioning/Refrigeration
Motor/Compressor Replacement and Rebuilding
Plumbing and Heating Companies
Sales (Inside and Outside)
Self Employed
Teaching
Utilities
Ventilation Companies

This list contains opportunities available from entry level positions. Most of them relate to some aspect of what is studied in the student’s course.

This list, by no means, represents all the opportunities available to our students in the HVAC/R and electrical industries.

Certifications

HVAC Technical Institute graduates will receive a certificate upon successful completion of the course. To receive a graduation certificate, each student must achieve a minimum grade of 70% for each module of the course and be current with tuition and fees. Students who graduate from the HVAC & HVAC/R programs will also be required to take and pass the EPA (Environmental Protection Agency) section 608 universal license and the R-410A safety certification tests. These tests will not be required if the student has achieved EPA universal certification and R-410A safety certification prior to enrolling in the course. Electrical Technician students will also receive a certificate of completion for 10 Hours of OSHA. Certificates of completion will be held until the student’s payments are current and all documentation requested by the school and accrediting institution is complete.
Alcohol & Substance Abuse Policy

HVAC Tech expects all members of its community; students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are also responsible for knowing school regulations concerning alcohol use on campus. HVAC Tech forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere on school property. Violation of these laws or regulations may subject a student to both criminal prosecution and campus disciplinary action.

During orientation, all students will receive a pamphlet explaining our Alcohol and Substance Abuse Prevention Policy along with the risks and penalties of being under the influence. The pamphlet also contains the information of various organizations that can help those who have an alcohol and substance abuse problem.

Use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest amounts may be harmful to some people, and when used to excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

HVAC Tech complies with the requirements of the Drug Free Schools and Communities Act. HVAC Tech will review its policy on an annual basis to determine its effectiveness and to ensure that the standards of conduct and disciplinary sanctions have been consistently enforced.

The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on any premises owned or controlled by HVAC Tech. Under no circumstance will the institution tolerate the use of illicit drugs or alcohol on campus or during any institution-sponsored activities. Violators against the illegal use of controlled substances and alcohol will be subject to disciplinary action up to and including expulsion and may lose Financial Aid eligibility.

HVAC Tech student who has a drug or alcohol problem may call upon the institution for assistance. HVAC Tech can provide a confidential referral to a drug or alcohol treatment program. The following agencies provide information on substance abuse:

- Alcoholics Anonymous: (800) 371-1475 (24hr answering service)
- Center for Substance Abuse Treatment and Refer Hotline: (800) 662-HELP (4357)
- Focus on Recovery for Alcohol & Substance Abuse: (800) 888-9383 (24hr help line)

Use of illicit drugs by any person is illegal under both the state and federal statutes. Use of alcohol by people under 21 years of age is illegal under state law. Penalties for conviction under state and federal law include incarceration and fines varying between $100 and $100,000 depending on the offense. Property used in connection with illegal drugs may be confiscated. All student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

HVAC Technical Institute’s new employees are told about the Drug-Free Workplace Policy and are given a copy of the entire Human Resources Policy Guide; the Human Resources Department updates this Policy Guide annually. All policy changes are highlighted, and all employees are required to sign an acknowledgement form indicating that they have read, understand, and will comply with the provisions of the Policy Guide.

If a student approaches any employee about an alcohol/drug issue, employees are informed to refer students to agencies that can provide students with substance abuse information and help; students are offered several counseling options.
Return Of Title IV Funding

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 Counselor 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 withdrawing can include those students who officially or unofficially withdrew:

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 student’s attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed 60% of the payment period, no refund is 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:

- 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 scheduled 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 because of withdrawing from the program, initially will retain their eligibility for Title IV funding for forty-five (45) days of the earlier of:
  - Date the school sends the student notification of the over award
  - 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 (45th) 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 act and repay during the forty-five (45) days allotted, the school will report this to NSLDS.
Return Of Title IV Funding (Continues)

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 schools 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 HVAC Tech’s Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating our 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 schools Institutional Refund Calculation indicates the student still owes the school, the debt must be paid in full before the release of transcripts (unless your state law indicated otherwise). The law specifies how schools must determine the amount of Title IV program assistance that students earned if they withdraw from school.

The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When a student withdraws during the payment period or period of enrollment, the amount of Title IV program assistance that was earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the school and/or the student in the following order:
Return Of Title IV Funding (Continues)

- Federal Unsubsidized Direct Stafford Loan
- Federal Subsidized Direct Stafford Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal SEOG
- Iraq and Afghanistan Service Grant

The amount of assistance that a student has earned is determined on a prorated basis. For example, if the student completed 30% of the payment period or period of enrollment, the student earns 30% of the assistance originally scheduled to be received. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance scheduled to be received for that period.

If the student did not receive all the funds earned, there may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all the loan funds so that additional debt is not incurred. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees and room and board charges. The school will need the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce personal debt at the school. It should be noted that there are some Title IV funds that were scheduled to be received and cannot be disbursed to the student once withdrawn because of other eligibility requirements. If the student receives (or the school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: The student's institutional charges multiplied by the unearned percentage of the student's funds, or; the entire amount of excess funds.

Funds must be return even if the school didn't keep this the student's Title IV program funds. If the school is not required to return all the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note.

That is, the student makes scheduled payments to the holder of the loan over a period. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds received or were scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must decide with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from the institutions refund policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return.

If the student has received funds from the state or an outside agency or received institutional funds, the student will be billed for any amount of funds that is considered an advanced payment. The Financial Aid Office must follow the guidelines specified by those organizations regarding withdrawals. For most aid types a prorated return is required.
Refund Policy

HVAC Technical Institute adheres to the Illinois Board of Higher Education rules on tuition refunds contained by the refund policy. If accepted by the school, the school's catalog, this agreement and its addenda state all the terms and conditions of enrollment and are not subject to alteration except as follows:

A. The student has the right to cancel this contract until midnight of the fifth business day after the date of enrollment but prior to the first day of class all application-registration fees, tuition, and any other charges shall be refunded.

B. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee ($100.00).

C. When notice of cancellation is given after the student's completion of the first day of class attendance, the school may retain 15% of the course of instruction. All books/supplies and tools provided to the student will become non-refundable.

D. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

E. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 45 calendar days after the determination of non-acceptance is made.

F. Application-registration fees shall be chargeable at initial enrollment and shall not exceed $100.

G. Deposits or down payments are considered part of tuition.

H. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.

I. All student refunds shall be made by the school within 45 calendar days from the date of receipt of student's cancellation.

J. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

K. A school shall refund all monies paid to it in any of the following circumstances (a) the school does not provide the prospective student with a copy of the student's valid enrollment agreement and current catalog or bulletin (b) the school cancels or discontinues the course of instruction in which student has enrolled (c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

L. If cancellation occurs after the first day of class, the student forfeits the registration fee and the following charges prevail:

<table>
<thead>
<tr>
<th>Percentage of days in class completed by student at notice of cancellation:</th>
<th>Percentage of tuition and other instructional charges which school may retain:</th>
<th>Percentage of days in class completed by student at notice of cancellation:</th>
<th>Percentage of tuition and other instructional charges which school may retain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the first day of class - 10%</td>
<td>15%</td>
<td>In excess of 50% - 55%</td>
<td>60%</td>
</tr>
<tr>
<td>In excess of 10% - 15%</td>
<td>20%</td>
<td>In excess of 56% - 60%</td>
<td>65%</td>
</tr>
<tr>
<td>In excess of 16% - 20%</td>
<td>25%</td>
<td>In excess of 61% - 65%</td>
<td>70%</td>
</tr>
<tr>
<td>In excess of 21% - 25%</td>
<td>30%</td>
<td>In excess of 66% - 70%</td>
<td>75%</td>
</tr>
<tr>
<td>In excess of 26% - 30%</td>
<td>35%</td>
<td>In excess of 71% - 75%</td>
<td>80%</td>
</tr>
<tr>
<td>In excess of 31% - 35%</td>
<td>40%</td>
<td>In excess of 76% - 80%</td>
<td>85%</td>
</tr>
<tr>
<td>In excess of 36% - 40%</td>
<td>45%</td>
<td>In excess of 81% - 85%</td>
<td>90%</td>
</tr>
<tr>
<td>In excess of 41% - 45%</td>
<td>50%</td>
<td>In excess of 86% - 90%</td>
<td>95%</td>
</tr>
<tr>
<td>In excess of 46% - 50%</td>
<td>55%</td>
<td>In excess of 91% - 100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

M. If cancellation occurs after the first day of class, determination of course completion will be based on the last day of attendance.

N. All students receiving Title IV funding (Financial Aid) should also refer to the R2T4 section of this handbook.
HVAC Technical Institute Closure Policy

If HVAC Technical Institute were to ever close its doors permanently and ceases to offer training after students have enrolled, or if a program is canceled after students have enrolled and training has begun, the School will work with the student to:

- Receive a pro-rata refund of tuition
- Dispose of School records in accordance to state law
- Submit to the Council of Education (COE) and the Illinois Board of Higher Education (IBHE) a list of all students who were enrolled at the time of closure and indicate on it the arrangements made for each student
- HVAC Technical Institute will provide notice to students of teach out if necessary and diligently advertise availability
- Teach out shall not cost the student more than the original cost the school is entitled to under the Student Enrollment Contract for which the student has not paid

Grievance Policy

Any complaint concerning an instructor, school condition, school policy or course assignments must be submitted in writing to the school director. If the student is not satisfied, an appointment with the school director must be made.

School Director:
Mario Recio
4532 S. Kolin Avenue (2nd Floor)
Chicago, IL 60632
773-927-9562 Ext. 16

If The Student Is Still Not Satisfied, Correspondence Should Be Made With:

**Illinois Board of Higher Education**
1 North Old State Capitol Plaza (Ste. 300)
Springfield, Illinois 62701-1394
Phone (217) 782-2551
Fax: (217) 782-8548
www.ibhe.org

**Council On Occupational Education (COE)**
7840 Roswell Road (Bldg. 300, Ste. 325)
Atlanta, Georgia 30350
Phone (770) 396-3898
Fax: (770) 396-3790
www.council.org

* HVAC Technical Institute is accredited by the Commission of the Council on Occupational Education.
Institutional Disclosures Reporting Table
Reporting Period: July 1, 2018 - June 30, 2019

INSTITUTION NAME: HVAC Technical Institute

Indicate all ways the disclosure information is distributed or made available to students at this institution:

<table>
<thead>
<tr>
<th>Way of Distribution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Attached to Enrollment Agreement</td>
</tr>
<tr>
<td>X</td>
<td>Provided in Current Academic Catalog</td>
</tr>
<tr>
<td>X</td>
<td>Reported on School Website</td>
</tr>
</tbody>
</table>

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

<table>
<thead>
<tr>
<th>DISCLOSURE REPORTING CATEGORY</th>
<th>HVAC-R</th>
<th>HVAC</th>
<th>LCR</th>
<th>Electrical Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) For each program of study, report:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.</td>
<td>73</td>
<td>12</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) New starts</td>
<td>132</td>
<td>0</td>
<td>1</td>
<td>31</td>
</tr>
<tr>
<td>b) Re-enrollments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c) Transfers into the program from other programs at the school</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).</td>
<td>205</td>
<td>12</td>
<td>1</td>
<td>54</td>
</tr>
<tr>
<td>4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Transferred out of the program or course and into another program or course at the school</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b) Completed or graduated from a program or course of instruction</td>
<td>79</td>
<td>11</td>
<td>1</td>
<td>23</td>
</tr>
<tr>
<td>c) Withdrew from the school</td>
<td>27</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d) Are still enrolled</td>
<td>99</td>
<td>0</td>
<td>0</td>
<td>31</td>
</tr>
<tr>
<td>5) The number of students enrolled in the program or course of instruction who were:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>a) Placed in their field of study</td>
<td>49</td>
<td>7</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>b) Placed in a related field</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c) Placed out of the field</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d) Not available for placement due to personal reasons</td>
<td>11</td>
<td>4</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>e) Not employed</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.</td>
<td>35,000</td>
<td>30,000</td>
<td>35,000</td>
<td>35,000</td>
</tr>
<tr>
<td>E) Total Placement Rate:</td>
<td>74%</td>
<td>100%</td>
<td>100%</td>
<td>84%</td>
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</table>

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

1) In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

2) If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Feb 2019
Location

HVAC Technical Institute is located at 4532 S. Kolin Avenue, just 5 minutes away from Midway Airport, on the southwest side of Chicago.

For more information, please contact us at: 773-927-9562.
Or visit our website at: www.hvac-tech.com
## 2019-20 TRAINING SCHEDULE

### HVAC/R SCHEDULE (ENGLISH)

**DAY CLASSES (33 WEEKS) • MON - THU (9:00AM TO 2:30PM)**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/20/2019</td>
<td>1/22/2020</td>
<td>Kendrick Robinson</td>
</tr>
<tr>
<td>7/29/2019</td>
<td>3/31/2020</td>
<td>Mike Parga</td>
</tr>
<tr>
<td>10/21/2019</td>
<td>6/23/2020</td>
<td>Paulo Perez</td>
</tr>
<tr>
<td>2/3/2020</td>
<td>10/7/2020</td>
<td>Kendrick Robinson</td>
</tr>
</tbody>
</table>

**EVENING CLASSES (48 WEEKS) • MON - WED (6:00PM TO 10:30PM)**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>5/13/2019</td>
<td>5/12/2020</td>
<td>Mike Parga</td>
</tr>
<tr>
<td>9/30/2019</td>
<td>9/22/2020</td>
<td>Paulo Perez</td>
</tr>
<tr>
<td>1/27/2020</td>
<td>2/2/2021</td>
<td>Kendrick Robinson</td>
</tr>
</tbody>
</table>

*Note: All Class Start Dates And Scheduled Times Are Subject To Change*

### ELECTRICAL TECHNICIAN SCHEDULE (ENGLISH)

**DAY CLASSES (33 WEEKS) • MON - THU (9:00AM TO 2:30PM)**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/5/2019</td>
<td>4/14/2020</td>
<td>Bill Budz</td>
</tr>
</tbody>
</table>

**EVENING CLASSES (48 WEEKS) • MON - WED (6:00PM TO 10:30PM)**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>1/21/2020</td>
<td>1/12/2021</td>
<td>Bill Budz</td>
</tr>
</tbody>
</table>

*Note: All Class Start Dates And Scheduled Times Are Subject To Change*

### LCR – LIGHT COMMERCIAL REFRIGERATION SCHEDULE (ENGLISH)

**DAY CLASSES (11 WEEKS) • MON - THU (9AM - 2:30PM)**

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<tr>
<th>Start Date</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>2/15/2018</td>
<td>5/10/2018</td>
<td>Paulo Perez</td>
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<tr>
<td>5/17/2018</td>
<td>8/13/2018</td>
<td>Kendrick Robinson</td>
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<tr>
<td>10/17/2018</td>
<td>2/4/2019</td>
<td>Paulo Perez</td>
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</table>

**NIGHT CLASSES (17 WEEKS) • MON - WED (6:00PM - 10:30PM)**

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<tr>
<td>5/7/2018</td>
<td>9/5/2018</td>
<td>Paulo Perez</td>
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<td>8/28/2018</td>
<td>12/18/2018</td>
<td>Kendrick Robinson</td>
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<td>12/17/2018</td>
<td>4/23/2019</td>
<td>Mike Parga</td>
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<tr>
<td>5/28/2019</td>
<td>9/24/2019</td>
<td>Paulo Perez</td>
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*Note: All Class Start Dates And Scheduled Times Are Subject To Change*

### CLASES DE HVAC/R EN ESPAÑOL

#### CLASES DE DÍA (33 SEMANAS) • LUN - JUE (9:00AM - 2:30PM)

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<th>Comienza</th>
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<tr>
<td>5/18/2020</td>
<td>TBA</td>
<td>Gilberto Dimas</td>
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#### CLASES DE NOCHE (48 SEMANAS) • LUN - MIER (6:00PM - 10:30PM)

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<tr>
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<td>5/6/2019</td>
<td>5/5/2020</td>
<td>Gilberto Dimas</td>
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*Notas: Fechas De Comienzo Y Horas De Clases Están Sujetas A Cambios*

(GREY) INDICATES FILLED/CLOSED  •  (GRIS) INDICA CLASE LLENA/CERRADA
Note: All Bolded Numbers Are Observed Holidays
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